



March 16, 2022 - 11:45 AM  
EPI Center - 13805 58<sup>th</sup> Street North  
Clearwater, Florida 33760  
Boardroom

Virtual Zoom Meeting Option

\*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

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

Phone: +1 646-558-8656

**Board of Directors**  
Agenda

**I. Welcome and Introductions** .....Commissioner Flowers, Vice Chair

**II. Public Comments**

*Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.*

**III. Roll Call**

**IV. Chair’s Report**

**V. CEO Report**.....Steve Meier

**VI. Action/Discussion Items**

- 1. Approval of Minutes: February 11, 2022, Special BOD.....Page 8
- 2. Approval of Revisions to By-laws.....Page 14  
*One-Stop Committee*
- 3. Policy Approval –JVSG Administrative Policy 119 – Consolidated Position Operational Requirements.....Page 34
- 4. Policy Approval – WIOA Administrative Policy 118 - Adult and Dislocated Worker Funds Transfer Authority.....Page 40
- 5. Policy Approval – WIOA Administrative Policy 093 – One-Stop and One-Stop Career Center Certification Requirements.....Page 45  
*Workforce Solutions Committee*
- 6. Training Provider Renewal – Palm Beach Code School & Keiser University .....Page 58
- 7. MOU Modification – Job Corps.....Page 60





*Compensation Committee*

- 8. Executive Compensation.....Page 61
- 9. Recommendations for Employee Engagement.....Page 62

*Finance Committee*

- 10. RFP Issuance for Office Imaging and Copiers.....Page 66
- 11. Contract Amendment for vCIO.....Page 67
- 12. WorkNet 401(k) Plan Trustee.....Page 68
- 13. Employer of Record -Summer Youth Program.....Page 69

**VII. General Counsel Update** ..... Stephanie Marchman, Gray|Robinson

**VIII. Presentation: Department of Economic Opportunity**

CareerSource Pinellas 2020-2021 Annual Performance Presentation by Charles Williams

**IX. Other Administrative Matters**

**X. Information Items**

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- 2. VocRehab - MOU Modification.....Page 94
- 3. Training Provider Spending, July 1, 2021 – December 31, 2021.....Page 95
- 4. Work-based Learning Spending, July 1, 2021 – December 31, 2021.....Page 96
- 5. December 31, 2021 Financial Reports.....Page 97
- 6. Discussion: Recommendations to Realign and Elevate Customer Engagement Page 110
- 7. Board Member Forms
  - a. Conflict of Interest.....Page 116
  - b. Financial Disclosure.....Page 117
  - c. Ethics & Transparency.....Page 118
  - d. Statement of Commitment.....Page 120
  - e. Contact Information .....Page 121
  - f. Notice of Board Member Term Expiration.....Page 122

**XI. Open Discussion**

**xii. 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, 17, 2022 (2:30 pm - 3:00 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.*





# **I. Welcome & Introductions**

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**Commissioner René Flowers,  
Vice Chair**



## II. Public Comments

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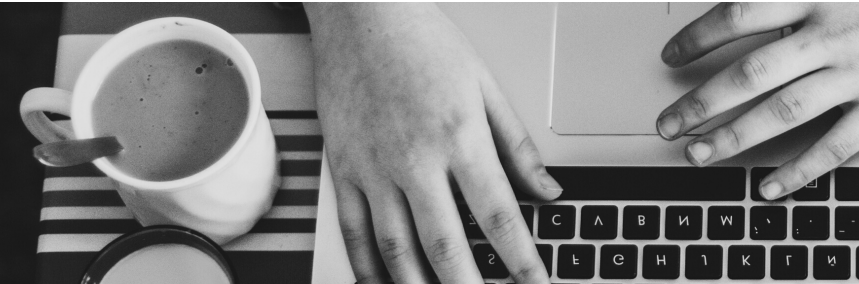


## **III. Roll Call**



## **IV. Chair's Report**

## Updates for the Board of CareerSource Pinellas

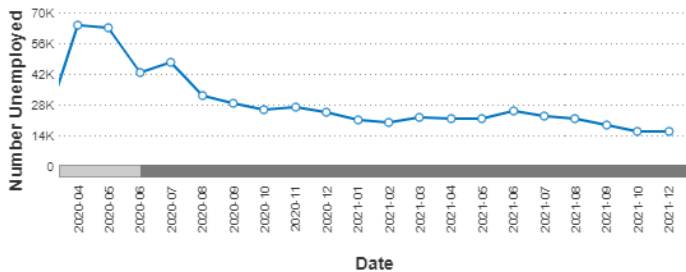


### CAREERSOURCE PINELLAS SUCCESS STORY

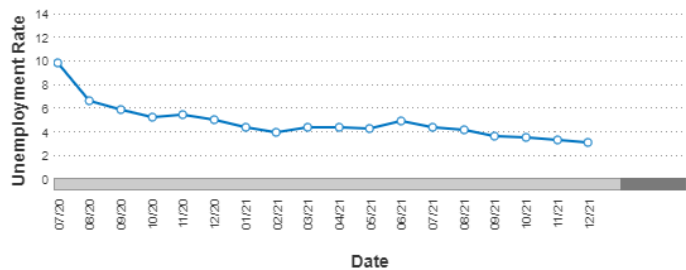
### Florida Unemployment: At A Glance

The Pinellas County unemployment rate is 3.1%, which is 1.3% lower than the state unemployment rate of 4.4% and 0.8% lower than the national unemployment rate of 3.9%. In December, there were 15,898 unemployed residents of Pinellas County.

**Unemployed People**  
Pinellas County



**Unemployment Rate**  
Pinellas County



CareerSource Pinellas hosted a career fair for businesses and job seekers in the engineering, manufacturing, and building arts industries on site at St. Petersburg College on Feb. 22.

Another career fair focused on health sciences will take place this afternoon at the SPC Health Education Center in Pinellas Park.

On Wednesday, April 16, we will host a business and technology career fair at the SPC EpiCenter.



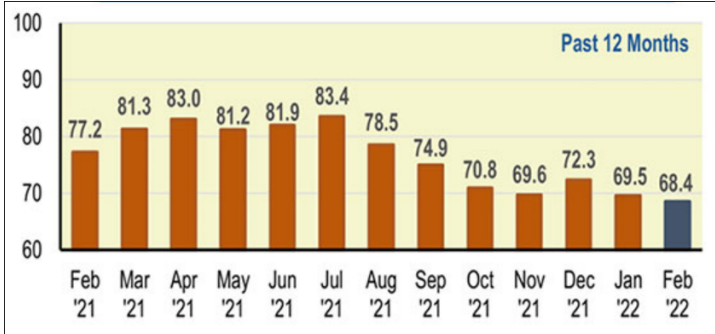
### 2022 Hiring Events By the Numbers

- Career Fairs **5**
- Recruiting Events **45**
- Employers Served **142**
- Job Seekers **324**



## Florida Consumer Sentiment Index

Consumer sentiment in Florida slipped for a second consecutive month in February to 68.4, down 1.1 points from a revised figure of 69.5 in January and reached its lowest level in the last 10 years.



Among the five components that make up the index, one increased and four decreased.

These downward readings were particularly strong among people younger than 60, though these pessimistic views were shared by all Floridians with the exception of people 60 and older.

## Legislation to Know

The lobbying team for the Florida Workforce Development Association has advised CareerSource boards throughout the state of language in the state's budget for transportation, tourism, and economic development that would withhold 25% of funds from DEO if they don't meet a deadline to release a solicitation for procurement for the service integration platform and customer portal.

Unfortunately, this language also captures funds that go to the local workforce boards as well.

We are continuing to monitor through the FWDA team.

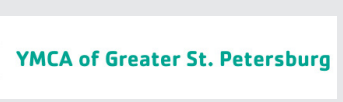
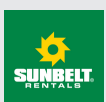
## Partner Highlights



CareerSource Pinellas helped to kick off the historical first cohort of a new pre-apprenticeship for IT and software development, comprised solely of customers in Pinellas County we recruited for the program.

The Registered Apprenticeship Program is sponsored by Net Synergy Virtual Solutions and includes their LT3 Academy and Digital Operations Factory.

The Pre-Apprentices benefit from paid on-the-job training, multiple industry certifications, and possible placement in to the full-time NetSVS Apprenticeship upon completion.







# **V. Interim CEO Report**



## **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 February 11, 2022, Special meeting of the Board of Directors have been prepared and are enclosed.

#### **RECOMMENDATION**

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

**CareerSource Pinellas  
Special Board of Directors Minutes**

**Date:** Friday, February 11, 2022

**Location:** 13805 58th St. N. Room 2-304, Clearwater, FL 33760 & Zoom

**Call to Order**

Board of Directors Chair, Barclay Harless, called the meeting to order at 8:00 am. There was a quorum present with the following board members.

**Board Members in Attendance**

Barclay Harless, Belinthia Berry, Candida Duff, David Fetkener, Dr. Rebecca Sarlo, Glenn Willocks, Ivonne Alvarez, Jack Geller, Jody Armstrong, John Howell, Kenneth Williams, Kevin Knutson, Mark Hund, Michael Jalazo, Michael Logal, Michele Mathews, Patricia Sawyer, Scott Thomas, Zachary White, Elizabeth Siplin

**Board Members Not in Attendance**

Andrea Cianek, Celeste Fernandez, Chris Owens, Commissioner Rene Flowers, Debbie Passerini, Lisa Cane

**Board Counsel**

Stephanie Marchman

**Staff in Attendance**

Jennifer Brackney, Steven Meier, Kristopher Lucas, Amy Leuschke

**Public Comments**

There were no public comments.

**Action Item 1 – Approval of the Minutes – 11.17.21 Board of Directors**

The minutes of the January 19, 2022, Board of Directors meeting were presented for approval.

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

*The minutes were approved as presented. This motion carried unanimously. There was no further discussion.*

**Action Item 2 – CEO Voluntary Resignation, Severance Agreement, and Appointment of Acting CEO**

Chair Harless has called this special meeting of the Board pursuant to Article VII, Section 1.F. of the CareerSource Pinellas By-Laws. CEO Jennifer Brackney seeks to voluntarily resign from her employment with CareerSource Pinellas in accordance with the terms set forth in the Severance Agreement included in the Board packet.

**RECOMMENDATION**

The Board accept Ms. Brackney’s voluntarily resignation and approve the Severance Agreement. The Board appoint an acting CEO of CareerSource Pinellas, subject to approval of the Pinellas County Board of County Commissioners, and direct staff to develop a proposed recruiting and hiring process for the next CEO of CareerSource of Pinellas for the Board’s consideration at its next regular meeting.

**Discussion**

Ms. Stephanie Marchman offered an overview of CEO Brackney’s Severance Agreement and Employment Agreement and associated amendments. A guest identified as Jon Marshall asked if CEO Brackney’s resignation was voluntary, which was affirmed by CEO Brackney.

Motion:

A motion was made to accept CEO Brackney’s voluntary resignation and the severance terms.

<b>Motion:</b>	Jack Geller
<b>Second:</b>	Scott Thomas

*The motion was approved as presented. This motion carried unanimously.*

CEO Brackney Requested her letter of resignation be submitted into the minutes, which was agreed to, and requested to say a few words. CEO Brackney stated:

“I appreciate the opportunity to work alongside the board and am proud of what we have accomplished with our employees and partners that ultimately made a difference in the lives of individuals, families, and businesses in our community. My role was one of a change agent working to address the ethical and financial challenges created under the former CEO and the still-ongoing investigation by the US Department of Labor’s Compliance review. I took to heart the board’s direction to right the ship and implement best practices.

I also accept why we are here today. These changes were part of a difficult journey of transformation, which also meant changes within our internal operations. Although the vast majority of our employees saw the benefits and wanted to be a part of the solutions, those changes were not always universally embraced by staff. I understand, that is part of transformation and change!

I am proud of my record of service and the positive performance evaluations received by the board over my tenure as CEO. I also appreciate the board’s approval of the severance agreement and value my relationships with members of this board. I wish CareerSource Pinellas, our dedicated employees, and the Board all the best in the future.

Mr. Chair, if I may, I like to read my resignation letter, or request that it be submitted as part of the minutes. I’ll also send a copy to the board.”

The attached letter was submitted as a matter of record into the minutes.

(The rest of this page intentionally left blank)



February 11, 2022

Dear Chair Harless and Members of CareerSource Pinellas Board of Directors:

Following seven years of dedicated service to CareerSource Pinellas, I am submitting my resignation as Chief Executive Officer. This decision is in the best interest of our organization and will allow the Board to proceed with the discussion on realignment and merger in response to the collaboration called for in new Florida legislation approved in July of 2021. Thank you for your leadership in ensuring strong services and programs for job seekers and local businesses in our community. It has been my pleasure to work for and with you.

I joined CareerSource Pinellas as a director on February 11, 2015, and was elevated to the interim Executive Director on February 1, 2018, and CEO on November 1, 2018. As CEO, my role was one of a change agent, working to address the myriad of ethical and financial challenges created under the leadership of the former CEO and the subsequent and still ongoing investigation by the United States Department of Labor (USDOL) Compliance Review. I clearly understood the direction of the Board to take steps to “right the ship” and implement best practices while focusing on providing the best services possible to job seekers and local businesses.

I am incredibly proud of the dedicated team of CareerSource Pinellas employees who have worked with me in that regard. Examples of that dedication are reflected in outcomes for this program year, including providing career services to 7,725 individuals and providing services to more than 900 employers in our service area.

At the leadership level over the past few years, we engaged the Board in a robust process to chart our 2020-2024 Strategic Plan to provide a dynamic blueprint for sustainability and growth of the region’s talent pipeline. We also developed a comprehensive four-year Local Workforce Development Plan with an inclusive approach to stakeholder feedback and input. Our team has also weathered the impacts of the COVID-19 pandemic and continuously provided services to customers who desperately needed our assistance during challenging times.

My commitment as the CEO to best practices is evidenced by the fact that we met or exceeded 15 US Department of Labor performance indicators for the Workforce Investment and Opportunities Act (WIOA) for the last program year. As the change agent, I led our team in diligently tackling the USDOL’s 17 findings and three areas of concern from earlier leadership to align our programs and services with best practices that comply with local, state, and federal guidelines. These changes were part of a difficult journey of transformation, which also meant changes within our internal operations. Although the vast majority of our employees saw the benefits and wanted to be a part of the solutions, those changes were not always universally embraced by staff. I understand that is part of transformation and change and believe the additional employee engagement opportunities presented to the Compensation Review Committee last week can further enhance our team focus while elevating customer service.

Change and positive transformation will undoubtedly remain as CareerSource Pinellas holds true to its mission of elevating talent and constantly enhancing services to customers. I am proud of the fact that my last formal recommendation, unanimously approved by the Compensation Committee, is to continue that commitment by having an open and transparent discussion on the benefits of realigning or merging our services with an area local workforce board in response to the REACH Act, signed into law by Governor DeSantis on July 1, 2021. This is an opportunity to:

- Provide significant cost savings with increased efficiencies and outcomes by leveraging regional resources.
- Enhance opportunities to expand and elevate services; customers in this region will have access to more services.
- Elevate outcomes with increased collaboration with education, business, and economic development partners.

As the state's economy continues to rebound with employers demanding more workers and more individuals seeking to return to work, now more than ever, regional job seekers, workers, and employers will benefit from this enhanced regional collaboration. This merge would support the CareerSource Florida-led integrated network and advance the customer-centered goals of the REACH Act. I value the Board's support for elevating this discussion.

I have always had a passion for workforce development and am proud of how we have positively helped so many individuals and their families, and local businesses, as we remained dedicated to the critical mission of CareerSource Pinellas. I appreciate the opportunity to serve our community and value the meaningful relationships developed with our partner organizations and customers. I wish CareerSource Pinellas and the Board all the best in the future.

Most Sincerely,



Jennifer Brackney  
Chief Executive Officer



**Action Item 2.5 – Board Appointment of an Acting CEO of CareerSource Pinellas**

Discussion and highlight of immediate appointment of acting CEO CareerSource Pinellas. Ms. Marchman stated that the Board was required to appoint an Acting CEO for CareerSource Pinellas.

Mr. Michael Logal presented a motion to appoint Kristopher Lucas, Chief Operating Officer as Acting CEO. Discussion ensued. The Board discussed other options for appointment of Acting CEO. An amended motion was made to appoint Steven Meier, Chief Financial Officer, as Acting CEO.

**Recommendation:** The Board appoint Steven Meier as acting CEO of CareerSource Pinellas, with a salary increase of 7.5%, subject to approval of the Pinellas County Board of County Commissioners, and direct staff to develop a proposed recruiting and hiring process for the next CEO of CareerSource of Pinellas for the Board’s consideration at its next regular meeting.

Motion:	Jack Geller
Second:	Mike Jalazo

*The motion passed unanimously. There was no further discussion.*

**Action Item 3 – Whistle-Blower Investigation Report**

Barclay Harless, Board Chair, received a whistle-blower complaint on December 21, 2021 (“Complaint”). In accordance with this Policy, Chair Harless asked for the assistance of an outside investigator to investigate the Complaint. Specifically, Patrick Hagen in the Tallahassee office of GrayRobinson was engaged under the existing legal services agreement with GrayRobinson. Mr. Hagen investigated the Complaint and issued a report substantiating the allegations in the Complaint.

**Recommendation of the Chair:**

The Board adopt the findings and conclusion in the Investigative Report.

Motion Presented to accept Whistle Blower report findings.

Motion:	Scott Thomas
Second:	Michael Jalazo

*The motion was approved as presented. This motion carried unanimously.*

No additional comments or discussion.

Meeting adjourned at 9:00 AM.



## **Action Item 2**

### **Approval of Revisions to CareerSource Pinellas By-Laws**

#### **Background**

Changes to the by-laws incorporate requirements mandated by the Grantee-Subgrantee Agreement with the Florida Department of Economic Opportunity and other minor revisions.

#### **Summary of Changes to Bylaws:**

1. Updates terms of membership and limits to no more than 8 consecutive years.
2. Adds that committees must be chaired by a Director.
3. Modifies that employees of CareerSource Pinellas may not serve as members of a committee.
4. Expands that Workforce Solutions Committee shall be responsible for assisting Board members in actively participating in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.
5. Amends that Board and committees may use any method of telecommunications to conduct meetings, including establishing a quorum,
6. Requires that agendas for Board and committee meetings be distributed at least 72 hours prior to meeting date and time.
7. Expands on attendance at meetings by public and public comment rules.

#### **Recommendation**

Recommend the approval of the amended WorkNet Pinellas dba. CareerSource Pinellas by-laws, as outlined, subject to approval by the Pinellas County Board of County Commissioners.



## 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 1 – 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 1 – 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~~federal, ~~State~~state or ~~Local~~local ~~Laws~~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 1 – 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 (~~the “Board” or “Board of Directors” and individual members are sometimes referred to as “Directors”~~), and the business and affairs of Career-Source Pinellas will be managed under the Board’s direction.

The ~~Directors~~ general functions of the Board 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; and
- 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 and these By-Laws;
- 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-CareerSource Pinellas~~ 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-CareerSource Pinellas~~ 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~~ 11 of these ~~By-Laws~~ Laws.

Nothing herein shall be construed to prevent the Pinellas County Board of County Commissioners from removing the ~~CSPIN-CareerSource Pinellas~~ Executive Director or legal services provider. Removal of the ~~CSPIN-CareerSource Pinellas~~ 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 ~~f~~Federal and ~~s~~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 ~~f~~Federal and ~~s~~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 ~~f~~Federal and ~~s~~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 1 – Terms of Membership

- A. ~~Directors shall serve staggered terms and may not serve for more than 8 consecutive years, unless such member is a representative of a governmental entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation. 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.~~
- ~~B.~~ 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.C.~~ 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.

Commented [GR1]: New Sec. 445.007(2)(a), Fla. Stat.

### 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~~ 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

~~the Board to recommend removal of the Board member Director 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-a Director~~ to the Pinellas County Board of County Commissioners for the following reasons:

- A. Should a ~~Board member~~Director 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 By-Laws.

### 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 ~~B~~board of ~~D~~irectors, 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 business 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 By-Laws.

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. A committee must be chaired by a Director.

Commented [GR2]: 20 CFR § 679.360

#### **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 By-Laws.
- 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 By-Laws.

- 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. Employees of CareerSource Pinellas may not serve as members of a committee.

Commented [GR3]: Sec. 14.c. DEO Agreement

#### **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-CareerSource Pinellas 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 By-Laws 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 assisting Board members in actively participating in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities, by engaging in the following activities:

- 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

**Commented [GR4]:** 20 CFR 679.310(6) require the bylaws to address: The process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

- 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 ~~GSPIN-CareerSource Pinellas~~ shall serve on the Audit Committee, but may serve as staff to the Committee. ~~GSPIN's-CareerSource Pinellas'~~ 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~~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 ~~B~~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; and
- 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 CareerSource Pinellas 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 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; and
- 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, subject to the approval of the Pinellas County Board of County Commissioners.

**ARTICLE VII - MEETINGS**

**SECTION 1 – Notice, Minutes, etc.**

- A. Regular meetings of ~~CareerSource Pinellas~~the Board and ~~c~~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 ~~c~~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 cCommittee 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 cCommittee meetings shall be subject to the Sunshine and Open Meeting Laws of the State of Florida.
- E. The Board and committees may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of the telecommunications meeting and reasonable access to observe and, when appropriate, participate. ~~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.~~
- D. 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.
- E. CareerSource Pinellas committees shall meet at the call of the Committee Chair, the Committee Vice Chair or the CareerSource Pinellas Board Chair.
- F. Minutes shall be kept of all Board and cCommittee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or cCommittee regular 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.
- G. The Chief Executive Official/executive director or his/her designee shall prepare agendas for Board and committee meetings, which will be distributed to the full Board or committee at least 72 hours prior to the Board or committee meeting date and time. Any Director may submit an item for inclusion on an agenda. Agendas may be modified within 72 hours of a meeting if the item is time sensitive.
- H. Members of the public may attend Board or committee meetings and will be given an opportunity to be heard at such meetings except in cases where the meeting involves an emergency situation affecting the public health, welfare, or safety, and comments would cause an unreasonable delay, a ministerial act, is exempt from Florida Statute Section 286.011, or where the Board is committee is acting in a quasi-judicial capacity. An individual is limited to three (3) minutes to make public comment at a Board or committee meeting, absent the Board or committee granting the

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individual an extension of time. The procedures for an individual to inform the Board or committee of a desire to be heard at a Board or committee meeting will be published on the agenda.

## **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~~ 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 ~~B~~board as a consent agenda at their next scheduled meeting. Consent agenda items are to be distributed to the full ~~B~~board at least 72 hours prior to the ~~B~~board meeting date and time.

### ARTICLE IX - AMENDMENTS

These By-~~L~~aws may be amended or replaced by vote of the CareerSource Pinellas Board, 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 1 – 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-L~~aws 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**.

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## **ACTION ITEM '**

### **Policy Approval - JVSG Administrative Policy 119, Consolidated Position Operational Requirements**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Jobs for Veterans' State Grant (JVSG) Administrative Policy 119 is presented to the LWDB following this new process. There will be more to follow.


Based on the release of JVSG Administrative Policy 119, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

#### **Highlighted Changes:**

- Provides guidance for Consolidated Position (CP) staff supported by the Jobs for Veterans' State Grant

#### **RECOMMENDATION**

Approval of JVSG Administrative Policy 119 – Consolidated Position Operational Requirements

 <p style="text-align: center;"><b>Administrative Policy with Local Operating Procedures</b></p>		<b>Policy Number</b> <b>JVSG-P-119-14</b>
<b>Title:</b>	Consolidated Position Operational Requirements	
<b>Program:</b>	Jobs for Veterans' State Grant	
<b>Effective:</b>	November 10, 2021	

**I. PURPOSE AND SCOPE**

The purpose of this policy is to provide Local Workforce Development Board 14 (LWDB 14) guidance for Consolidated Position (CP) staff supported by the Jobs for Veterans' State Grant (JVSG).

**II. BACKGROUND**

The JVSG is a federally funded, formula-based staffing grant that supports the hiring of Disabled Veteran Outreach Program (DVOP) specialists and Local Veteran Employment Representatives (LVERs) to provide individualized career and training-related services to veterans and eligible persons with Significant Barriers to Employment (SBE) and to assist employers in filling their workforce needs with job-seeking veterans and eligible spouses, respectively. The principle duties of the LVER are outlined in Title 38, United States Code (U.S.C.) Section 4104 and the principle duties of the DVOP specialist are outlined in Title

38, U.S.C., Section 4102A. Section 241(c) of the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011 allows for states to assign CP staff to carry out the principle duties of both the LVER and DVOP, as approved by the U.S. Department of Labor Veterans Employment and Training Services (USDOL VETS).

**III. AUTHORITY**

[38 United States Code \(U.S.C.\), Chapter 41](#)

[VOW to Hire Heroes Act of 2011](#)

[Veterans Program Letter \(VPL\) 01-20](#)

[VPL 03-14](#)

## **IV. POLICIES AND PROCEDURES**

JVSG-funded staff are fully integrated into the career center to form a comprehensive team that provides services to veterans that address their employment and training needs. LWDB 14 is assigned JVSG-funded staff by the Department of Economic Opportunity (DEO) according to veteran population and the needs of the community. JVSG-funded staff are state merit staff, jointly managed by DEO and the LWDB 14 in accordance with the current grantee-subgrantee agreement. As such, LWDB 14 is responsible for ensuring CPs assigned to their area operate in accordance with this policy.

### **A. Consolidated Position Assignment**

The State Veterans Program Coordinator designates CP staff to select areas of the state in accordance with [Administrative Policy 112 Jobs for Veterans' State Grant Staffing Requirements](#). The assignment of CPs is determined through consultation with LWDB 14 and the USDOL VETS State Director of Veterans Employment and Training. DEO will assign CPs to LWDB 14 when it is established that the assignment of a CP will:

- a) Promote a more efficient administration of services to veterans, with an emphasis on services to disabled veterans;
- b) Ensure no hinderance to the provision of services to veterans and employers; and
- c) Maximize the effectiveness of the JVSG program within the career center and local area.

### **B. Principle Duties**

Staff designated as CPs must consistently perform the duties of both the DVOP specialist and LVER. LWDB 14 will ensure that CPs primarily perform the duties, tasks, and functions of the LVER and DVOP as established in Title 38, U.S.C., and outlined in federal and state guidance. LWDB 14 will ensure that, at a minimum, the CP is:

- a) Performing the role of a DVOP specialist on a bi-weekly (every two weeks) basis, as evidenced by:
  - i. The provision of individualized career services to veterans and eligible persons;
  - ii. Outreach to community partners and organizations to establish and/or maintain a network of veteran resources; and/or
  - iii. Outreach to locations where veterans congregate in order to promote the career center and build his/her caseload.

- b) Performing the role of a LVER on a bi-weekly basis (every two weeks), as evidenced by:
- i. Outreach to employers to promote the hiring of veterans, to include the provision of job development contacts for veterans who are deemed work ready after receipt of services from a DVOP specialist.
  - ii. The provision of training for career center staff on subjects pertaining to veterans (e.g., priority of service for veterans, career center veteran intake, and the JVSG program).
  - iii. Capacity building within the career center to apprise staff of veteran services and program initiatives.

### **C. Recording Services and Activities**

To validate that CP staff are consistently performing the duties of both a DVOP specialist and LVER, LWDB 14 will ensure CP staff are recording services and activities from these respective roles in the state's online labor exchange and case management system, Employ Florida. LWDB 14 will ensure CP staff record services and activities in accordance with all active Administrative Policies and the Employ Florida Service Code Guide.

To ensure services are reported accurately, CP staff must be assigned a distinct user-role for Employ Florida that will allow for privileges to serve both employers and veterans/eligible persons. LWDB 14 will ensure Employ Florida user accounts created on behalf of CP staff are in alignment with this policy. LWDB 14 may direct questions regarding the assignment of Employ Florida user roles to the DEO Performance Reporting Unit at [PRA@deo.myflorida.com](mailto:PRA@deo.myflorida.com).

### **D. National Veterans' Training Institute Mandatory Training**

CP staff must attend both the LVER and DVOP mandated trainings offered by the National Veterans' Training Institute (NVTI) located in Dallas, Texas and administered by Management Concepts, Inc. These trainings must be completed within 18 months of the position start date. All costs for training, to include travel and lodging, are provided for by the JVSG. The SVPC will coordinate with LWDB 14 and JVSG staff to schedule NVTI training.

### **E. Monitoring**

LWDB 14 will review and modify local operating procedures, as necessary, to ensure operation in accordance with this guidance. Local JVSG programs must be monitored annually for compliance with state and federal requirements by DEO. DEO will monitor the requirements outlined in this policy and local operating procedures.

## V. DEFINITIONS

**Consolidated Position** - Staff who performs the functions and duties of both a LVER and DVOP specialist in select LWDBs as assigned by the State Veterans' Program Office.

**Disabled Veteran** - A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or a person who was discharged or released from active duty because of a service-connected disability.

**Disabled Veteran Outreach Program Specialist** - Specialists who provide individualized career services and facilitate placements to meet the employment needs of veterans and eligible persons who have significant barriers to employment or have otherwise been designated by USDOL VETS.

**Individualized Career Services** - Services required to retain or obtain employment, consistent with [20 CFR 678.430](#). Generally, these services involve significant staff time and customization to the veteran's needs. Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.

**Local Veterans' Employment Representative** - A representative funded by the JVSG who:

- a) Conducts outreach to employers in the area to assist veterans in gaining employment, including conducting seminars for employers and, in conjunction with employers, conducting job search workshops and establishing job search groups;
- b) Ensures priority of service is administered within the career center in accordance with federal and state requirements; and
- c) Facilitates employment, training, and placement services furnished to veterans in a State under the applicable State employment service delivery systems.

**Eligible Spouse** - Spouse of any of the following:

- a) Any veteran who died of a service-connected disability;
- b) Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:



- i. Missing in action;
- ii. Captured in line of duty by a hostile force; or
- iii. Forcibly detained or interned in line of duty by a foreign government or power;
- c) Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- d) Any veteran who died while a total, service-connected disability was in existence.

**Eligible Veteran** - A person who:

- a) Served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge;
- b) Was discharged or released from active duty because of a service-connected disability;
- c) As a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or
- d) Was discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in [Title 10, 1174\(i\)](#)).

## VI. REVISION HISTORY

Date	Description
11/10/2021	Issued by Florida Department of Economic Opportunity.
	Approved by the CareerSource Pinellas Board of Directors.



## **ACTION ITEM (**

### **Policy Approval - WIOA Administrative Policy 118, Adult and Dislocated Worker Funds Transfer Authority**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Workforce Innovation and Opportunity Act Administrative Policy 118 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 118, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

#### **Highlighted Changes:**

- Provides requirements to transfer funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs.

#### **RECOMMENDATION**

Approval of WIOA Administrative Policy 118 – Consolidated Position Operational Requirements



## Administrative Policy with Local Operating Procedures

**Policy Number  
WIOA-P-118-14**

<b>Title:</b>	Adult and Dislocated Worker Funds Transfer Authority
<b>Program:</b>	Workforce Innovation and Opportunity Act
<b>Effective:</b>	September 27, 2021

### I. PURPOSE AND SCOPE

The purpose of this policy is to provide Local Workforce Development Board 14 (LWDB 14) with the requirements to transfer funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs.

### II. BACKGROUND

WIOA sec. 133(b)(4) provides the authority for LWDBs, with the approval of the Governor, to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditure on adult activities.

### III. AUTHORITY

[Workforce Innovation and Opportunity Act \(WIOA\), Public Law 113-128, Section 133\(b\)\(4\)](#)

[20 Code of Federal Regulations \(CFR\) 683.130](#)

### IV. POLICIES AND PROCEDURES

Funds may be transferred between the Adult and Dislocated Worker programs when the criteria established in this policy have been met. Underspensing and a lack of or limited number of participants for a particular funding stream does not automatically provide justification to transfer funds to another program. LWDB 14 must make every effort to:

1. Expend program funds appropriately in accordance with the area's WIOA local plan and the local area's economic and business environment.
2. Expend program funds appropriately in accordance with the mandatory priority of service, for adult funds.
3. Explore innovative ideas for outreach and marketing services to underserved populations.

When funds are transferred from one funding stream to another, LWDB 14 will consider how adjusted levels of performance for the primary indicators of performance will be met. If LWDB 14 transfers 100 percent of a certain type of funding, it would still be responsible for meeting the adjusted levels of performance for any participants that it is required to serve. When funds are transferred from one program to another, the transferred funds adopt the identity of the new funding source and are bound by all of the requirements of that source.

Funds may not be transferred to or from the WIOA Youth program.

#### **A. Prior Approval**

LWDB 14 may request prior approval to expend dislocated worker funds for expenditures on adult activities, or adult funds for expenditures on dislocated worker activities for up to 100% of each program year allocation. For LWDB 14 to use dislocated worker funds for expenditures on adult activities, and adult funds for expenditures on dislocated worker activities, LWDB 14 must submit the prior approval request to the Department of Economic Opportunity (DEO) as described in **Section IV.C. DEO Prior Approval Request Review** of this policy. This form can be submitted at any time during the year.

#### **B. Criteria**

If the request to transfer one program's funding for the other program's activities exceeds 25% of the program's annual allocation, the request must also include the following criteria and information:

1. Justification for requesting to use one program's funding for the other program's activities. This justification should include, but is not limited to:
  - a) The primary reason for the transfer request (e.g., anticipated depletion of current funds, changes in labor market conditions in the local area, etc.).
  - b) A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services.
  - c) Labor market conditions contributing to the need for the transfer.

2. The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.
3. A copy of the LWDB 14 meeting minutes documenting the full board's approval of the request to transfer funds.

In addition, in its request, LWDB 14 must certify the following to ensure the transfer of funds will not adversely impact the provision of services to participants:

1. When transferring funds from adult to dislocated worker – LWDB 14 has sufficient adult funds to serve the WIOA adult priority populations as outlined in [Administrative Policy 105 – Priority of Service](#).
2. When transferring funds from dislocated worker to adult – LWDB 14 has sufficient dislocated worker funds to serve dislocated workers in the local area. **Note:** This certification should occur after LWDB 14 has assessed and determined that there are no pending layoffs that may impact the need for dislocated worker services in the local area.
3. The transfer is consistent with broader strategies outlined in the LWDB 14 WIOA local plan.

### C. DEO Prior Approval Request Form and Review

To request prior approval, LWDB 14 must complete the Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker Programs and submit it via email to [PriorApprovalRequests@deo.myflorida.com](mailto:PriorApprovalRequests@deo.myflorida.com). LWDB 14 is required to ensure any transfer of funds between the Adult and Dislocated Worker programs complies with federal law as well as record and document the use and application of local funds.

If the request to transfer one program's funding for the other program's activities exceeds 25% of the program's annual allocation, the form must be signed by the LWDB 14 Chair. The form must be signed by the LWDB 14 Chair after the full board votes to approve the request to transfer funds.

DEO will evaluate each request and notify LWDB 14 of the decision to either approve or deny the request or request additional information to clarify the request. LWDB 14 will be notified of DEO's decision within ten (10) calendar days of a complete request being received.

Note: While a request may be submitted to cover the entire program year, there is no established limit on the number of transfer requests LWDB 14 may submit in a program year.

**V. REVISION HISTORY**

<b>Date</b>	<b>Description</b>
09/27/2021	Issued by Florida Department of Economic Opportunity.
	Approved by the CareerSource Pinellas Board of Directors.

**VI. RESOURCES**

[Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker Programs](#)



## **ACTION ITEM )**

### **Policy Approval - WIOA Administrative Policy 093, One-Stop Delivery System and One-Stop Career Center Certification Requirements**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Workforce Innovation and Opportunity Act Administrative Policy 093 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 093, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

#### **Highlighted Changes:**

- Provides the LWDBs with the expectations of the one-stop delivery system and one-stop centers
- Policy includes the minimum standards LWDBs must use to certify each one-stop career center, to ensure consistent quality customer service delivery in local areas.

#### **RECOMMENDATION**

Approval of WIOA Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements



## Administrative Policy with Local Operating Procedures

**Policy Number**  
**WIOA-P-093-14**

<b>Title:</b>	One-Stop Delivery System and One-Stop Career Center Certification Requirements
<b>Program:</b>	Workforce Innovation and Opportunity Act
<b>Effective:</b>	December 15, 2021

### I. PURPOSE/SCOPE

The purpose of this policy is to provide Local Workforce Development Board 14 (LWDB 14) with the expectations of the one-stop delivery system and one-stop career centers. This policy includes the minimum standards LWDB 14 must use to certify each one-stop career center, to ensure consistent quality customer service delivery in all local workforce development areas (hereafter referred to as “local areas”).

### II. BACKGROUND

The vision of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, is for the publicly funded workforce system to be quality-focused, employer-driven, and customer-centered. Florida’s workforce development system is designed to increase access to, and provide opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. This is accomplished by providing job seekers and employers access to high-quality one-stop career centers that connect them with the full range of services available in their communities.

Florida strives to assure quality services are delivered in the most efficient and effective ways possible through full integration and coordination of one-stop career center partners and resources to support seamless service delivery.

20 Code of Federal Regulations (CFR) 678.800 requires the State Workforce Development Board, known as the CareerSource Florida Board of Directors, in consultation with chief local elected officials and LWDB 14, to establish objective criteria and procedures for LWDB 14 to use when certifying one-stop career centers for effectiveness, physical and programmatic accessibility, and continuous improvement.



The CareerSource Florida Board of Directors, in consultation with chief local elected officials and LWDB 14, must review and update the criteria every two years as part of the review and modification of the WIOA state plan. These criteria must be consistent with the Governor's and the CareerSource Florida Board of Directors' guidelines, guidance, and policies on infrastructure funding decisions, described in 20 CFR 678.705.

### III. AUTHORITY

Workforce Innovation and Opportunity Act, Public Law 113-128, [Sections 101 and 121](#)

20 Code of Federal Regulations (CFR) Parts [676](#), [677](#), [678](#), and [679](#)

Training and Employment Guidance Letter (TEGL) [No. 04-15](#) – *Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act (WIOA)*

TEGL [No. 16-16](#) – *One-Stop Operations Guidance for the American Job Center Network*

CareerSource Florida Strategic Policy [2021.09.15.A.1](#) – *Availability of Services to Floridians*

### IV. POLICIES AND PROCEDURES

#### A. One-Stop Delivery System and Career Center Requirements

Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs collaborate to create a seamless customer-focused one-stop delivery system for job seekers and employers that integrates service delivery across all programs and enhances access to the programs' services. The one-stop delivery system includes six core programs (Title I Adult, Dislocated Worker, and Youth programs; Title II Adult Education and Literacy programs; Title III Wagner-Peyser program; and Title IV Vocational Rehabilitation program), as well as other required<sup>1</sup> and optional<sup>2</sup> partners identified in WIOA.

WIOA requires the one-stop delivery system to include at least one physical, comprehensive one-stop career center in each local area that provides customers with access to all required (and any approved optional) one-stop career center partners' programs, services, and activities. Required one-stop partner programs must provide access to programs, services, and activities through electronic means if applicable and practicable. This is in addition to providing access to services through the mandatory comprehensive physical one-stop career center and any affiliate sites or specialized centers.

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<sup>1</sup> WIOA sec. 121(b)(1)(B) and 20 CFR 678.400 identify entities that are required one-stop partners.

<sup>2</sup> 20 CFR 678.410 identifies other entities that may serve as one-stop partners.

The provision of services by electronic methods such as web sites, telephones, or other means must improve the efficiency, coordination, and quality of one-stop career center partner services. Electronic delivery must not replace access to such services at a comprehensive one-stop career center or be a substitute for making services available at an affiliate site if the partner is participating in an affiliate site. Electronic delivery systems must comply with the nondiscrimination and equal opportunity provisions of WIOA sec. 188 and its implementing regulations at 29 CFR part 38.

When designing the one-stop delivery system, LWDB 14 ensures information on the availability of career center services is available at all one-stop career center physical locations and access points, including electronic access points, regardless of where individuals initially enter the local one-stop delivery system. The design of the one-stop delivery system must be described in the Memorandum of Understanding (MOU) executed between LWDB 14 and all one-stop career center partners, as described in WIOA sec. 121(c)(2) and [Administrative Policy 106 – Memorandums of Understanding and Infrastructure Funding Agreements](#). Annually, DEO will advise LWDB 14 to report the number of mandatory partners located within their one-stop career centers.

## **B. Roles and Responsibilities of Required One-Stop Partners**

Each required one-stop partner must:

- 1) Provide access to its programs or activities through the one-stop delivery system, in addition to other appropriate locations.
- 2) Use a portion of funds made available to the partner's program to provide applicable career services<sup>3</sup> and work collaboratively with the state and local workforce development boards to establish and maintain the one-stop delivery system as further outlined in [Administrative Policy 106 – Memorandums of Understanding and Infrastructure Funding Agreements](#). Such services must be provided based on individual needs, including seamless delivery of multiple services to individual customers. There is no required sequence of services.

## **C. Comprehensive One-Stop Career Center Requirements**

A comprehensive one-stop career center is a physical location where job seekers and employers can access programs, services, and activities of all required one-stop partners. As outlined in 20 CFR 678.305, a comprehensive one-stop career center must:

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<sup>3</sup> The applicable career services are those services listed in 20 CFR 678.430 that are authorized to be provided under each partner's program.

- 1) Have at least one Title I staff person physically present.
- 2) Provide the career services described in 20 CFR 678.430.
- 3) Provide access to training services described in 20 CFR 680.200, including serving as the point of access to training services for participants in accordance with WIOA sec. 134(c)(3)(G).
- 4) Provide access to the employment and training activities carried out under WIOA sec. 134(d).
- 5) Provide access to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410.
- 6) Provide access to workforce and labor market information, as described in Section 15(a) of the Wagner-Peyser Act.
- 7) Provide access to programs, services, and activities during regular business days (Monday through Friday) as further prescribed in **Section IV.D.1. Availability and Hours of Operation** of this policy.
- 8) Provide physical and programmatic access to individuals with disabilities and limited English proficiency.

#### **D. Affiliate Sites and Specialized Centers**

The one-stop delivery system may also operate other access points to services in addition to the comprehensive career center. Such access points are called affiliate sites or specialized centers. Affiliate sites and specialized centers do not need to provide access to every required one-stop partner program. A local area's one-stop operator(s) may be in charge of running affiliate sites and specialized centers as well as the comprehensive one-stop career center.

- 1) An affiliate site<sup>4</sup> (or network of affiliate sites) makes one or more one-stop partners' programs, services, and activities available to job seekers and employers, as described in 20 CFR 678.310. Affiliate sites must be implemented in a manner that supplements and enhances customer access to services. Public libraries are an example of an additional access point that LWDB 14 can use as affiliate sites. The frequency of program staff's presence in an affiliate site must be determined through partner negotiations at the local level and incorporated in the MOU.
- 2) Specialized centers address specific needs, including those of dislocated workers, youth, or key industry sectors or clusters. Based on local workforce needs, LWDB 14, in conjunction with the partners and one-stop operator(s), may determine that a specialized center is more appropriate to serve a particular population.

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<sup>4</sup> An affiliate center does not need to provide access to every required one-stop partner program.

Specialized centers do not provide access to every required partner but must be connected to the comprehensive one-stop career center and any appropriate affiliate site, for example, by being knowledgeable about, and having processes in place to make referrals to, these centers and the partner programs located in them. Partner services provided through a specialized center must be determined through partner negotiations at the local level and incorporated in the MOU.

- 3) Wagner-Peyser Act employment services cannot be stand-alone affiliate sites or specialized centers, as further prescribed in 20 CFR 678.315. Affiliate sites and specialized centers must include other programs besides Wagner-Peyser Act employment services, veterans' services, and services for Reemployment Assistance claimants. If the Wagner-Peyser Act employment service is part of an affiliate site or specialized center, there must be staff of at least one other partner physically present at the affiliate site or specialized center more than 50 percent of the time the site/center is open to the public.

## **E. High-Quality One-Stop Career Center**

Key characteristics of a high-quality one-stop career center are outlined in TEGL 04-15. These characteristics have been grouped into three functional categories: (1) customer service; (2) innovation and service design; and (3) systems integration and high-quality staffing. LWDB 14 is encouraged to review this guidance for best practices that contribute to a high-quality one-stop delivery system. Additionally, CareerSource Florida Strategic Policy 2021.09.15.A.1. – Availability of Services to Floridians, prescribes specific requirements to support the availability of services to Floridians, as further operationalized below.

### **1. Availability and Hours of Operation**

Comprehensive one-stop career centers must be open to the general public for walk-in service a minimum of eight hours per day during regular business days, Monday through Friday. LWDB 14 may establish additional service days and/or hours, or services by appointment, at other times to accommodate the schedules of individuals who work during business hours. Centers that are not open outside of regular business hours should have a plan for how services will be provided to individuals who cannot visit a center during regular business hours. The days and hours of operation for affiliated sites or specialized centers will be determined at the local level.

Annually, before July 1 of each state fiscal year, LWDB 14 will adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations must include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If LWDB 14 has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers.

The hours of operation must be approved by LWDB 14 and posted on the LWDB 14 website in a conspicuous, easily accessible manner, in addition to being displayed in a manner clearly visible to the public at the career center location.

LWDB 14 will give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or the Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a closure, LWDB 14 will ensure that DEO and CareerSource Florida are informed within 48 hours of such closure or potential closure.

Temporary career center closures during normally scheduled hours should be reported to DEO via email at: [LWDB.InfoUpdate@deo.myflorida.com](mailto:LWDB.InfoUpdate@deo.myflorida.com).

## **2. Knowledgeable Staff**

LWDB 14 ensures that career center staff in their local area are knowledgeable and trained as outlined in [Administrative Policy 092 - One-Stop Staff Credentialing and Skills Standards](#). Professional team members providing direct customer service must comply with the minimum skill standards for front-line staff outlined in [Administrative Policy 092](#) and have a basic orientation on all required one-stop career center partners' programs.

## **3. Customer Service**

LWDB 14 ensures that career center staff provide excellent customer service to job seekers, workers, and employers and always treat customers with dignity and respect. All one-stop career center staff are expected to be courteous, polite, responsive, and helpful to job seekers, workers, employers, and others who visit the one-stop career centers, either in person, by telephone, or e-mail. One-stop career center staff must be sensitive to the unique and varied needs of all customers, including individuals with disabilities, and prepared to provide necessary accommodations.

## **4. Dress Code Policies**

LWDB 14 may opt to implement dress code policies to assist job seekers with being job-ready and making a positive first impression with employers utilizing the career center for recruitment events and/or on-site interviews. However, career center staff should not turn any individuals away from services due to their appearance. Further, since Reemployment Assistance claimants are not required to meet career center dress code requirements, career center staff should ascertain the nature of the services individuals are seeking to obtain prior to enforcing such requirements. If a customer is visiting the career center to obtain services unrelated to receiving Reemployment Assistance benefits, and they need help in meeting a dress code requirement, career center staff must discreetly offer and/or refer the individual to the appropriate services or resources to assist them with obtaining appropriate attire.

Such services may include in-house resources, such as clothing assistance offered directly by the career center, or assistance or vouchers offered by community partners.

## **5. Supporting Reemployment Assistance Claimants**

Per Florida's WIOA State Plan, LWDB 14 provides the following assistance to Reemployment Assistance claimants:

- 1) Access to resource rooms equipped with computers to enable them to apply for Reemployment Assistance benefits and subsequent work registration steps.
- 2) Assistance with general computer and Reemployment Assistance application questions.
- 3) Access to telephones to contact Reemployment Assistance representatives for initial claims questions and assistance.
- 4) Offer the full array of Wagner-Peyser Act employment services, depending on claimants' requests or other needs.
- 5) Assessment to determine their employment and/or training needs.

Reemployment assistance claimants can also complete an online skills assessment, which measures claimants' skills, abilities, and career aptitude. Career center staff may use the results obtained from the skills assessment to provide a customized and tiered level of service.

If a Reemployment Assistance claimant requires assistance beyond LWDB 14's capabilities, career center staff should assist the claimant in facilitating a request to DEO through the Reemployment Assistance Help Center [portal](#). Career center staff should also assist claimants with uploading documentation and completing forms in the Reemployment Assistance Help Center or the CONNECT benefits system where no discretion is required to determine the information to be entered. Claimants should not be referred to legislators, DEO facilities, or specific state-level DEO personnel for Reemployment Assistance related needs.

## **F. CareerSource Florida Unified Brand and Common Identifier**

LWDB 14 ensures their career centers adhere to the CareerSource Florida unified brand (which serves as Florida's single, statewide universal brand), as prescribed in [FG OSPA-80- CareerSource Florida Unified Brand Implementation Guidelines](#).

Additionally, WIOA sec. 121(e)(4) requires each one-stop delivery system to use a common identifier. LWDB 14 includes the phrase "a proud partner of the American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.

## **G. Certification of One-Stop Career Centers and Delivery Systems**

At least once every three years, LWDB 14 assesses the effectiveness (including customer satisfaction), physical and programmatic accessibility in accordance with WIOA sec. 188, and continuous improvement of one-stop career centers and the one-stop delivery system using the federal and state criteria outlined and established in this policy. Additionally, LWDB 14 may establish additional criteria, or set higher standards for service coordination, than those outlined and established in this policy.

LWDB 14 is responsible for conducting the evaluation/assessment and certification of the local one-stop career centers and one-stop delivery system, unless LWDB 14 has designated itself as the one-stop operator. When LWDB 14 serves as its own one-stop operator, the CareerSource Florida Board of Directors must certify the one-stop career center.

## **H. One-Stop Delivery System and Career Center Evaluation/Assessment Criteria**

LWDB 14 conducts the evaluation/assessment (with the above exception) using the criteria established in this policy and any additional criteria adopted by LWDB 14. The minimum required elements for certification are addressed below.

### **1. Effectiveness**

The criteria and procedures to evaluate effectiveness must address how effectively the one-stop career center:

- 1) Integrates available services for job seekers and employers.
- 2) Meets the workforce development needs of job seekers and the employment needs of local employers.
- 3) Operates in a cost-efficient manner.
- 4) Coordinates services among the one-stop partner programs.
- 5) Provides access to partner program services to the maximum extent practicable, including providing services through electronic means and outside of regular business hours where there is a workforce need, as established by LWDB 14.

LWDB 14 also evaluates the following state-specific criteria to ensure that each comprehensive one-stop career center:

- 1) Meets the comprehensive career center requirements outlined in **Section IV.C.** of this policy.
- 2) Meets Florida's standards for supporting the availability of services to Floridians outlined in **Section IV.D.1.** through **IV.D.4.** of this policy.
- 3) Establishes a policy and procedure for providing free language services to customers that have a limited ability to read and/or speak the English language.

- 4) Adopts a cost allocation plan that distributes common costs of operating each one-stop career center among all partner programs that participate in each one-stop career center. Also, in accordance with Administrative Policy 086 - Indirect Cost Rate Proposal Preparation for Local Workforce Development Boards, each one-stop operator, as a sub-recipient of federal funds, is required to have an approved indirect cost rate agreement negotiated with LWDB 14, or with DEO if LWDB 14 is also the one-stop operator.
- 5) Executes MOUs with all partner programs participating in the one-stop career center.
- 6) Establishes policies and procedures that provide one-stop career center customers (job seekers and employers) the opportunity to provide feedback on services provided and customer satisfaction.

## **2. Physical and Programmatic Accessibility<sup>5</sup>**

The criteria for evaluating how effectively the one-stop career centers and delivery systems take actions to comply with the disability-related regulations implementing WIOA sec. 188, set forth in 29 CFR Part 38. Such actions include, but are not limited to:

- 1) Providing reasonable accommodations for individuals with disabilities and establishing a policy and procedure for providing reasonable accommodations for persons with disabilities consistent with DEO Guidance Paper AWI FG 04-042, March 6, 2008, or later revisions issued by DEO.
- 2) Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities.
- 3) Administering programs in the most integrated setting appropriate.
- 4) Communicating with persons with disabilities as effectively as with others.
- 5) Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.
- 6) Providing for the physical accessibility of the one-stop career center to individuals with disabilities.

LWDB 14 also evaluates the following state-specific criteria:

- 1) Assurance that each one-stop career center is compliant with the Americans with Disabilities Act (ADA).

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<sup>5</sup> In addition to comprehensive one-stop career centers, affiliate and specialized centers must also ensure physical and programmatic accessibility to individuals with disabilities.



### 3. Continuous Improvement

The criteria and procedures for continuous improvement shall address the following:

- 1) How well the one-stop career center supports the achievement of the negotiated local levels of performance for the indicators of performance for the local area described in WIOA sec. 116(b)(2) and 20 CFR 677.
- 2) Demonstration of compliance with staff training and skills certification pursuant to [Administrative Policy 092](#).
- 3) Established procedures to respond to job seeker and employer customer satisfaction feedback.
- 4) Demonstration of compliance with all CareerSource Florida statewide branding, local branding, and national branding standards and practices.

#### I. Labor Market Information

Labor Market Information ([LMI](#)) resources produced by the Bureau of Workforce Statistics and Economic Research should be available to job seekers in all one-stop career centers, including those that are not comprehensive career centers, in order for them to make informed decisions. Online resources provided through [Florida Insight](#) should be prioritized and accessible. Printed materials may be requested from the Bureau or printed directly from the Florida Insight [News & Publications](#) page on DEO's website.

Access to the [State Eligible Training Provider List](#) must also be prioritized and accessible.

#### J. Posters Required by [Federal](#) and [State](#) Law

Each comprehensive center, affiliated site and specialized center must display the following posters required by law:

- 1) [Job Safety and Health Protection Occupational Safety and Health Act](#)
- 2) [Equal Employment Opportunity is the Law](#)
- 3) [Fair Labor Standards Act](#)
- 4) [Notice to Workers with Disabilities](#)
- 5) [Family and Medical Leave Act](#)
- 6) [Uniformed Services Employment and Reemployment Rights Act](#)
- 7) [Employee Polygraph Protection Act](#)
- 8) [Migrant and Seasonal Agricultural Worker Protection Act](#)
- 9) [Employee Rights Under the National Labor Relations Act](#)

- 10) [If You Have a Complaint](#)
- 11) [Florida Law Prohibits Discrimination](#)
- 12) [Reemployment Services](#)
- 13) [Child Labor Law](#)
- 14) [Interpretive Services](#)
- 15) [Worker's Compensation Works for You](#)
- 16) [Florida Minimum Wage](#)
- 17) [Veteran Priority of Service](#)

## **K. Local Plan Requirements**

Under WIOA sec. 108, LWDB 14 must, in partnership with the appropriate chief local elected officials, develop and submit a comprehensive four-year plan to the Governor. At the end of the first two-year period of the four-year plan, LWDB 14 must review the local plan, in partnership with the chief local elected official, and prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Additionally, 20 CFR 679.560 outlines specific content requirements of the local plan. Among these requirements, 20 CFR 679.560 (b)(5) outlines specific criteria the local plan must include regarding the one-stop delivery system in the local area. Additionally, LWDB 14 must:

- 1) Ensure LWDB 14 establishes in the local plan how it will consider feedback from one-stop customers when evaluating the effectiveness of its one-stop career centers.
- 2) Review and update criteria every two years as part of the local plan update process described in 20 CFR 679.580, if LWDB 14 establishes additional criteria for certifying its one-stop career centers than those set by the state.
- 3) Include an attestation statement that at least one comprehensive one-stop career center in the local area meets the certification requirements.

**V. DEFINITIONS**

**Access** – Having either a program staff member physically present at the one-stop career center; having a staff member from a different partner program physically present at the one-stop career center appropriately trained to provide information to customers about the programs, services, and activities available through partners’ programs; or making available a direct linkage through technology to program staff who can provide meaningful information or services.

**Direct Linkage** – Providing direct connection at the one-stop career center, within a reasonable time, by phone or through a real-time web-based communication to a program staff member who can provide program information or services to the customer. A direct linkage cannot exclusively be providing a phone number or website or providing information, pamphlets, or materials.

**One-Stop Operator** – The entity or consortium of entities that coordinates the service delivery of required one-stop partners and service providers, and that is selected consistent with the requirements described in WIOA sec. 121(d) and 20 CFR 678.600 through 678.635. See [Administrative Policy 097: One-Stop Operator Procurement](#).

**One-Stop Career Center Partner** – Any of the required partners who carry out the programs and activities described in WIOA sec. 121(b)(1) and 20 CFR 678.400. It also includes the additional partners described in WIOA sec. 121(b)(12) and 20 CFR 678.410 that have the approval of LWDB 14 and chief local elected officials to participate as a partner in the local one-stop delivery system.

**VI. REVISION HISTORY**

Date	Description
TBD	Approved by the CareerSource Pinellas Board of Directors
12/15/2021	Revised and issued by the Florida Department of Economic Opportunity to incorporate additional elements from the federal regulations and TEGE Nos. 04-15 and 16-16, as well as to operationalize the CareerSource Florida Strategic Policy 2021.09.15.A.1. – Availability of Services to Floridians.
02/02/2017	Issued by the Florida Department of Economic Opportunity. This policy supersedes and replaces AWI FG 02-032 and specifies Florida’s workforce professional training requirements referenced in FG OSPS-81.

**VII. ATTACHMENTS/RESOURCES**

Training and Employment Notice [No. 01-15](#) – *Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide*



## **Action Item 6**

### **Renewal of Training Providers Keiser University and Palm Beach Code School**

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. These agreements have previously been administered annually with a two-year renewal period contingent upon Workforce Solutions Committee and Board of Directors approval. This process requires a significant amount of staff time. Training providers are also required to provide annually:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students.
- Provide Training Provider Renewal Application.
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information.
- Provide a copy of a valid license from the Commission for Independent Education (CIE).
- Provide current Liability Insurance with CareerSource Pinellas listed.
- Provide a copy of completed W-9 form.
- Remain in compliance with performance, financial and other mandated requirements.

Staff periodically monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Training providers that are determined to have performance issues or other issues, are brought to the committee and board throughout the year for review and potential removal.

## Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Broadband Digital Installer	Included	\$10,000	\$10,000	304 hours	95%	\$12	95%
Business Information Systems	Included	\$3,500	\$3,500	240 hours	95%	\$12	95%
* Practical Project Management	Included	\$7,500	\$7,500	300 hours	N/A	Anticipated \$14	
* Lean Sigma Green Belt Champion	Included	\$7,500	\$7,500	300 hours	N/A	Anticipated \$14	

### RECOMMENDATION

Approval to enter into two-year renewal agreements with Keiser University and Palm Beach Code School or the training programs listed.



**ACTION ITEM +**  
**Memorandum of Understanding –**  
**Job Corps Renewal Adjustment**

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and execute, in partnership with the local chief elected official, Memorandums of Understanding (MOUs) with required partners on the operation of the one-stop delivery system in the local service delivery area.

At the May 19, 2021, Board meeting, required MOUs were approved. However, as of December 1, 2021, a new contractor has been designated for required One-Stop partner, Job Corps. To reduce future modifications that may occur as a result of contractor changes, the MOU will be renewed to reflect Job Corps as the program partner in lieu of the designated contractor. The authorized contractor representative retains the ability to sign the MOU on behalf of the Job Corps program.

Upon approval by the Board of Directors, the MOU will be forwarded to the Pinellas Board of County Commissioners for approval.

**RECOMMENDATION**

Approval of the Memorandum of Understanding (MOU) with required program partner, Job Corps.



## **ACTION ITEM 8**

### **Executive Compensation**

The Grantee-Subgrantee Agreement between Florida Department of Economic Opportunity and CareerSource Pinellas states that:

No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

The purpose of this requirement is full and open disclosure that the Board is specifically aware of the compensation for executive staff. At the September 8, 2021, Board of Directors meeting, the Board approved the addition of a Chief Operating Officer position to best align our business efforts from both a business services perspective in tandem with our programs and services. Kristopher Lucas is currently the Director of Business and Talent Development and assumed the role of Director of Programs on an interim basis on July 1, 2021. With the promotion to Chief Operating Officer (COO) his salary was increased to \$135,000. The minimum for this position is \$121,870, mid salary is \$158,431, and max salary for this position is \$194,992. Previous work experience, education, number of direct reports, and current level of work and responsibility were taken into consideration

		Salary Effective:	
Employee	Position	7/1/2021	1/15/2022
Kristopher Lucas	Chief Operating Officer	\$115,005.28	\$135,000

### **RECOMMENDATION**

Approval of the Chief Operating Officer's salary of \$135,000, effective January 17, 2022, to comply with the requirements of DEO's Grantee-Subgrantee agreement.



## ACTION ITEM 9

### Recommendations for Employee Engagement

At the Special Meeting of the Board of Directors on December 15, 2021, the board unanimously approved to refer Section IV of the Whistleblower Report related to organizational culture and employee engagement, as well as recommendations by Commissioner Flowers to address these topics, to the Compensation Committee for further review and recommended action, if any. The Compensation Committee reviewed and discussed various topics and submitted the following to the Board for review and action that the Board deems appropriate.

The CareerSource Pinellas Leadership Team has researched and prepared recommendations in response to the board’s direction. In addition, a new HR Director, Jay Burkey, has started with the organization and one of his main focuses will be implementation of tactics to improve organizational culture and employee engagement.

Action	Description	Considerations	Budget Implications	Estimated Timeline
One-on-One Engagement	Ongoing, frequent, and informal feedback discussions between employees and leaders to establish priorities, empower employees with knowledge and tools, and clarify expectations. Important to listen to employees.	<ul style="list-style-type: none"> <li>• Formalize the process to ensure consistency</li> <li>• Develop expectations for supervisors that support this work</li> <li>• Encourage open communication and effective listening</li> <li>• Understand the time required for leaders to have more one-on-one conversations</li> </ul>	N/A	One-on-one discussions between employees and Interim CEO have begun



Action	Description	Considerations	Budget Implications	Estimated Timeline
Employee Recognition Luncheon on Feb. 15, 2022	<ul style="list-style-type: none"> <li>Recognize and appreciate the outstanding work of the CareerSource Pinellas team during the pandemic.</li> <li>Present, long-overdue, Employee Awards.</li> <li>Introduction of Interim CEO</li> <li>Attended by Board Chair</li> </ul>	<ul style="list-style-type: none"> <li>Celebratory moment for the team and opportunity for engagement</li> <li>Ensured services are covered during recognition luncheon</li> </ul>	Included in existing budget	February 15, 2022 (Done)
Mission-Focused Engagement	Information session to review the organization's mission, the Employee Handbook, performance expectations, etc.	<ul style="list-style-type: none"> <li>Formalize the process to ensure consistency</li> <li>Evaluate best options for reaching all employees while maintaining services</li> </ul>	Included in work of HR Director	Implementation in Q4 of Program Year with ongoing opportunities for new hires
Classification and Compensation Review	<p>Review existing compensation plan and conduct a comprehensive analysis of salary benchmark and data to ensure CareerSource Pinellas offers competitive salaries and compensation compared to the marketplace;</p> <p>Ensure job descriptions and job titles align with work and best practices</p>	<ul style="list-style-type: none"> <li>Positions may need to be created, consolidated, reclassified and/or eliminated</li> <li>This process affords a review of FLSA exemption criteria for each position</li> </ul>	<p>Included in approved Budget Modification #2</p> <p>Potential budget impacts for 2022-2023 if salary adjustments are recommended to retain talent and competitiveness</p>	<p>RFQ issued March 1, 2022</p> <p>Rollout and implementation in Q1 of 2022-2023 Program Year</p>

Action	Description	Considerations	Budget Implications	Estimated Timeline
Employee Engagement Survey	Assess employees' perceptions and alignment with organizational values and practices; Measure employees' commitment, motivation, sense of purpose, and passion for their work and the organization	<ul style="list-style-type: none"> <li>• Ensure best practices are followed to determine actionable results</li> <li>• Ensure confidentiality to the extent allowed by Florida Public Records Law</li> <li>• Use results to impact overall recommendations for enhancing work culture</li> </ul>	<p>Estimate \$10,000 to \$15,000 based on previous employee survey in 2019</p> <p>This may be included in the work of the HR Consultant or require an additional RFQ</p>	TBD
Annual 360 Performance Review	Performance Feedback Tool and process to solicit feedback from direct reports, leadership, and other appropriate stakeholders to enhance communication and performance	<ul style="list-style-type: none"> <li>• Ensure best practices are followed to determine actionable results</li> <li>• Ensure confidentiality to the extent allowed by Florida Public Records Law</li> <li>• Use results to impact overall recommendations for enhanced outcomes</li> </ul>	<p>Preliminary research suggests a minimum budget of \$25,000-\$50,000</p> <p>Exact pricing to be determined with HR consultant</p>	To be re-evaluated

Action	Description	Considerations	Budget Implications	Estimated Timeline
Organization-Wide Collaborative Labs Opportunity at St. Petersburg College	St. Petersburg Collaborative Labs designs and executes facilitated meetings to build teamwork and assist groups in reaching consensus on key priorities and developing an action plan	<ul style="list-style-type: none"> <li>• Evaluate best options for including all employees while maintaining services</li> <li>• Encourage open communication and effective listening</li> <li>• Use results to impact overall recommendations for enhancing work culture and performance</li> </ul>	<p>For a half-day event for 70+ employees with five Collaborative Labs team members, the non-profit partnership rate is \$6,655</p> <p>Lunch costs</p>	To be evaluated – on-hold
Review performance evaluation process and metrics	Align performance metrics with the primary indicators with DEO and USDOL to ensure employee accountability and enhanced service delivery to reach operational objectives	<ul style="list-style-type: none"> <li>• Review current process</li> <li>• Develop metrics, process, and performance tools</li> <li>• Will be evaluated in conjunction with Annual 360 Performance Review process above</li> </ul>	Exact pricing, if any, to be determined	Implement in Q1 of 2022-23 program year

## RECOMMENDATION

Approval of recommendations to improve employee engagement and organizational culture.



## **Action Item 10**

### **RFP Issuance – Office Imaging and Copiers**

#### **INFORMATION**

CareerSource Pinellas currently contracts with DEX Imaging for its office copier and imaging needs. The current agreement was signed on September 20, 2017, and expires on October 1, 2022. CareerSource Pinellas currently leases 15 Kyocera copiers for all the company's locations. The current monthly lease charge is \$2,933.56 and average monthly usage charges for 2021 were \$931. The total cost for 2021 for copiers was \$42,516.

#### **RECOMMENDATION**

Approval of the issuance of a Request for Proposal for the provision of Office Imaging and Copiers.



## **Action Item 11**

### **Contract Amendment**

### **Virtual Chief Information Officer**

The Board approved the hiring of a virtual Chief Information Officer (CIO) to act as the central point of contact for information technology services at the July 15, 2020. Board meeting. Securance, LLC, was hired effective July 30, 2020, for a period of one year unless terminated, or extended, by mutual written agreement by both parties. The contract was extended through June 30, 2022, for a total amount of \$161,200 and extended again in November for \$45,000 for a total amount not to exceed \$206,200. Through January 31, 2022, CareerSource Pinellas has expended \$176,400 to-date. The migration of shared drives and home drives to SharePoint and One Drive, the transition of ATLAS to Employ Florida and the transition to a new IT provider has resulted in more time than expected to manage these projects. As a result, funds will be extinguished over the next couple of months.

#### 2020 IT Accomplishments

- Procured, provisioned and distributed 75 new laptop computers
- Migrated ATLAS, Email (O365) and anti-virus to the cloud
- Reduced monthly network monitoring cost by 40%

#### 2021 Accomplishments

- Install new and improved firewalls
- Procure and install new network switches
- Continued cloud migration by moving file services
- Proactively worked with CSP business leaders to provide IT solutions
- Issued RFP for IT services

#### 2022 Accomplishments

- Managed transition to new IT service provider
- Manage transition of ATLAS to Employ Florida

#### **Recommendation:**

Approval to amend contract for Securance LLC, through June 30, 2022, for an additional amount of \$40,000, with total not to exceed \$246,200 for two-year period.



## **Action Item 12**

### **401K Trustee**

The former Chief Executive Officer of CareerSource Pinellas was the Trustee of the WorkNet Pinellas, Inc. 401(k) Plan. With her resignation effective February 11, 2022, it is appropriate to name a new Trustee for the Plan. Trustees of retirement plans are fiduciaries. A fiduciary is a person who owes a duty of care and trust to another and must act primarily for the benefit of the other in a particular activity. For retirement plans, the law defines the actions that result in fiduciary duties and the extent of those duties.

Fiduciaries are in a position of trust with respect to the participants and beneficiaries in the plan. A fiduciary's responsibilities include:

- acting solely in the interest of the participants and their beneficiaries;
- acting for the exclusive purpose of providing benefits to workers participating in the plan and their beneficiaries, and defraying reasonable expenses of the plan;
- carrying out duties with the care, skill, prudence and diligence of a prudent person familiar with the matters;
- following the plan documents; and
- diversifying plan investments.

Our 401(k) broker, HUB International, handles some of the fiduciary functions for the plan.

#### **Recommendation:**

Approve Steven Meier, Interim CEO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan.



## **Action Item 13**

### **Employer of Record**

#### **Background**

CareerSource Pinellas will be administering a work-based summer youth learning program that will require the utilization of a vendor to act as the Employer of Record. The summer youth employment program will be administered by CareerSource Pinellas for approximately 125 at-risk, 16–19-year-old in-school youth. The work experience component is expected to last approximately 6-8 weeks for a total of 240 hours at \$12.00/hr.

As the Employer of Record, the vendor(s) will be responsible for fulfilling all applicable employer-related activities for the participants enrolled in work-based learning and/or work experience.

For this procurement, small purchase procedures were utilized in accordance with the Simplified Acquisition Process as outlined in the CareerSource Pinellas Procurement Policy. Small purchases are those relatively simple and informal procurement methods for securing services, supplies, and other property that are less than \$150,000.

The requirement for competition is fulfilled in the small purchase process by soliciting a minimum of three (3) potential bidders known to supply the goods and services. CareerSource Pinellas requested quotes from three qualified vendors to be Employer of Record for work-based learning/work experience. Board approval is required for small purchases that exceed \$50,000.

Below is a summary of quote information provided:

<b>Vendor</b>	<b>Contractor Administration and Profit</b>
Manpower Group US, Inc.	Contractor Administration and Profit shall not exceed 21.5% fully burdened for youth.
Howroyd-Wright Employment Agency d/b/a AppleOne Employment Services	Contractor Administration and Profit shall not exceed 30% fully burdened for youth.
Quality Labor Management LLC	Contractor Administration and Profit shall not exceed 35% fully burdened for youth.

The vendor administration and profit for the summer employment program will not exceed \$100,000.

**RECOMMENDATION:**

Approval to enter into a contract with Manpower Group US, Inc. for a one-year term with up to three one-year renewals as Employer of Record for the summer youth employment program.





# **VII. General Counsel Update**

Stephanie M. Marchman  
Attorney at Law  
352-376-6400

STEPHANIE.MARCHMAN@GRAY-ROBINSON.COM

## MEMORANDUM

**TO:** CareerSource Pinellas Board of Directors  
**FROM:** Stephanie Marchman, CareerSource Pinellas General Counsel  
**DATE:** March 2, 2022  
**SUBJECT:** Legal Services Summary and Litigation Report

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The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors on January 19, 2022:

- Conducted contract review, including review of the Spectrum Enterprise Fiber Internet Access Service Level Agreement, Microix End-User License Agreement, and Valley National Customer Rules document.
- Provided guidance regarding various employment matters, including the proper distribution of 401(k) account of deceased employee, resignations, exit interviews, employee concerns, HR transition, and hiring practices complaint.
- Prepared revisions to the By-Laws.
- Reviewed Regular Board Meeting Agenda Packet for form and legality; provided counsel to the Board at its Regular Board Meeting.
- Assisted in preparation of Compensation Committee Meeting Agenda Packet; provided counsel at the Compensation Committee Meeting.
- Assisted Board with whistle-blower complaint investigation process, including preparation of Special Board Meeting Agenda Packet regarding investigator's findings and provided counsel at the Special Board Meeting at which Board made a final decision on the complaint.
- Assisted Board with CEO resignation, including preparation of severance agreement and Special Board Meeting Agenda Packet, coordination with Pinellas County, appointment of acting CEO, appointment of ad hoc committee to select new CEO, and provided counsel to the Board at the Special Board Meeting.
- Assisted CEO and Board Members in responding to various public records request and sunshine law questions.
- Assisted CEO and Board Chair in responding to the request for information from the DEO.

- Reviewed Finance Committee Meeting Agenda Packet for form and legality.
- Provided guidance to CEO on filling Board vacancies and appointment of Ethics and EEO officers.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas.



# **VIII. Department of Economic Opportunity**

## **2020-2021 Annual Performance Presentation**

# CareerSource Pinellas

## Florida Department of Economic Opportunity Annual Performance Presentation

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Charles Williams, DEO Workforce Programs Administrator

March 16, 2022



# Workforce System Funding

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- United States Department of Labor Employment and Training Administration (USDOL - ETA)
- United States Department of Health and Human Services (HHS)
- United States Department of Agriculture (USDA)
- State of Florida General Revenue (GR)
- Other Sources

# Workforce System Oversight

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- United States Department of Labor Employment and Training Administration (USDOL - ETA)
- Florida Legislature
- Reimagining Education and Career Help (REACH) Office
- Department of Economic Opportunity (DEO)
- CareerSource Florida (CSF)
- Chief Local Elected Officials or Consortiums (CLEO)
- Local Workforce Development Boards (LWDB)

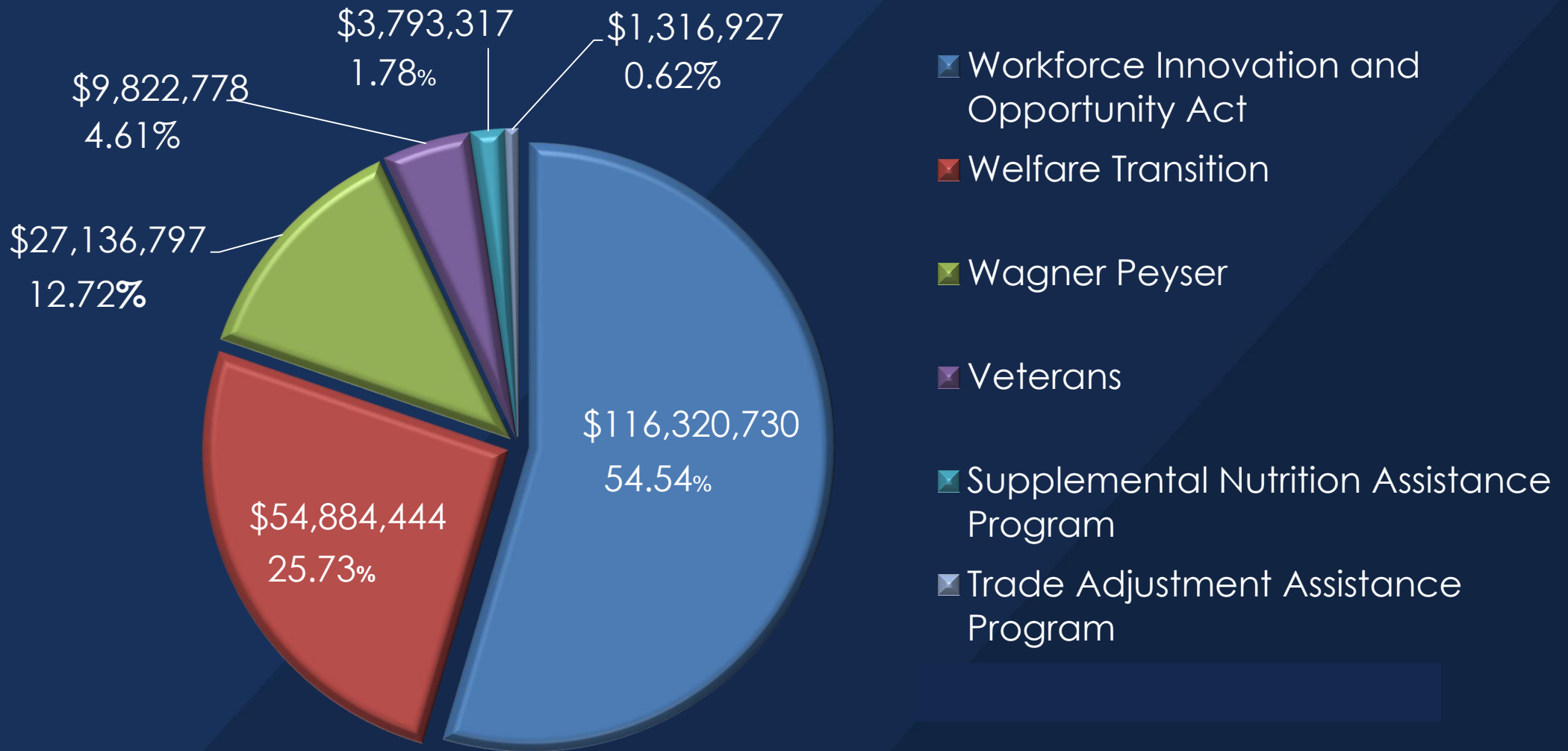
# Local Service Delivery

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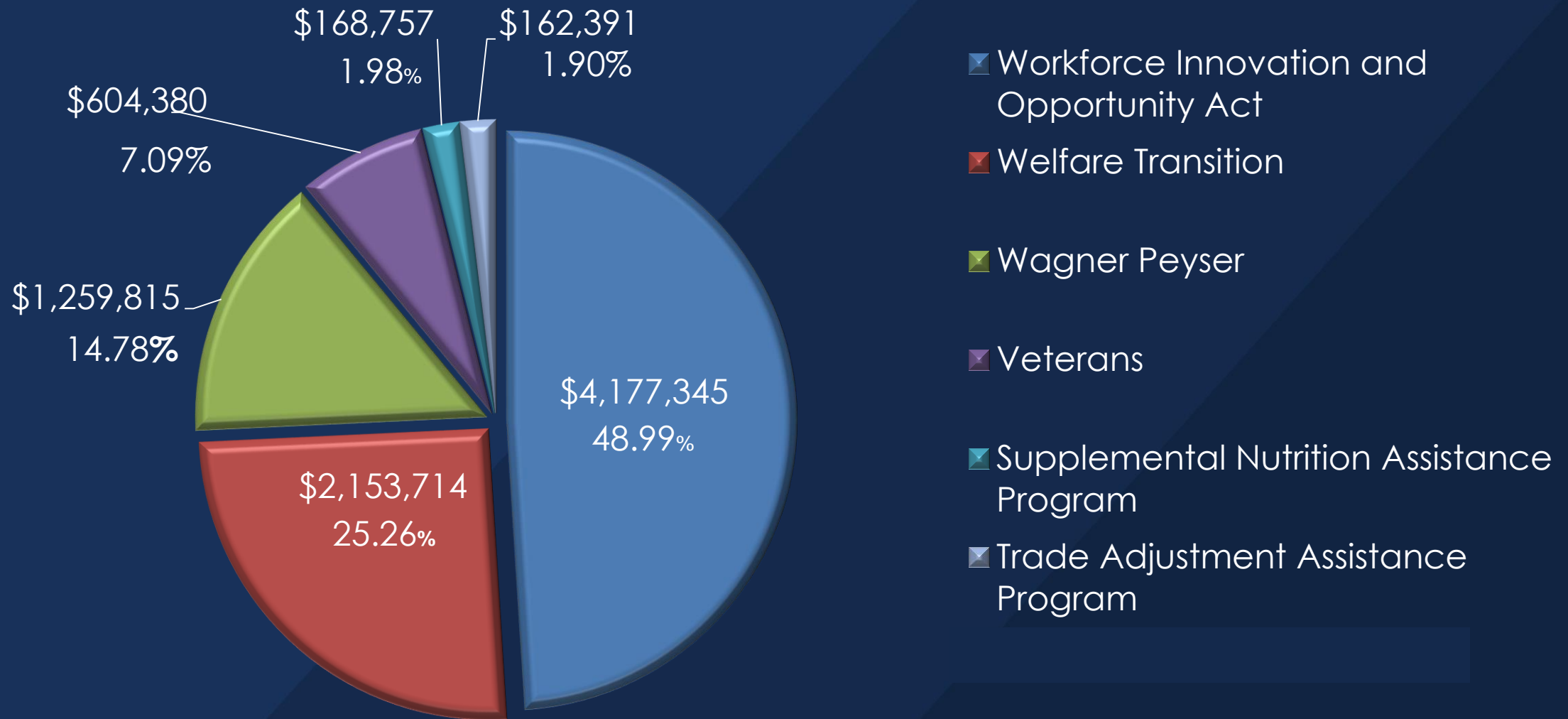
- One-Stop Career Centers
  - Core Partners and Required Partners
  - Other Local Partnerships
- Job Seekers
- Employers



# Statewide Funding \$213,274,993

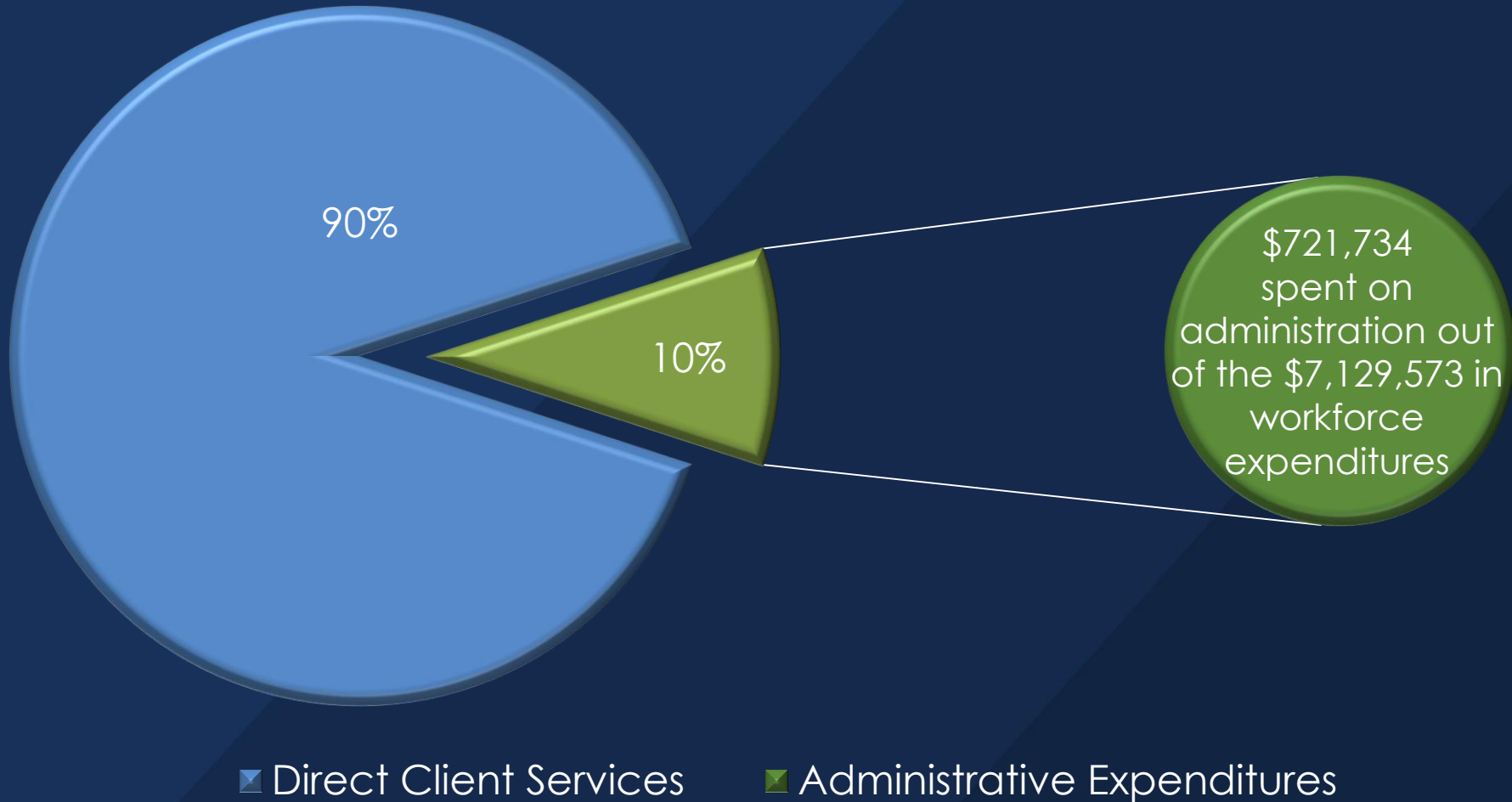


# Local Board Funding \$8,526,402



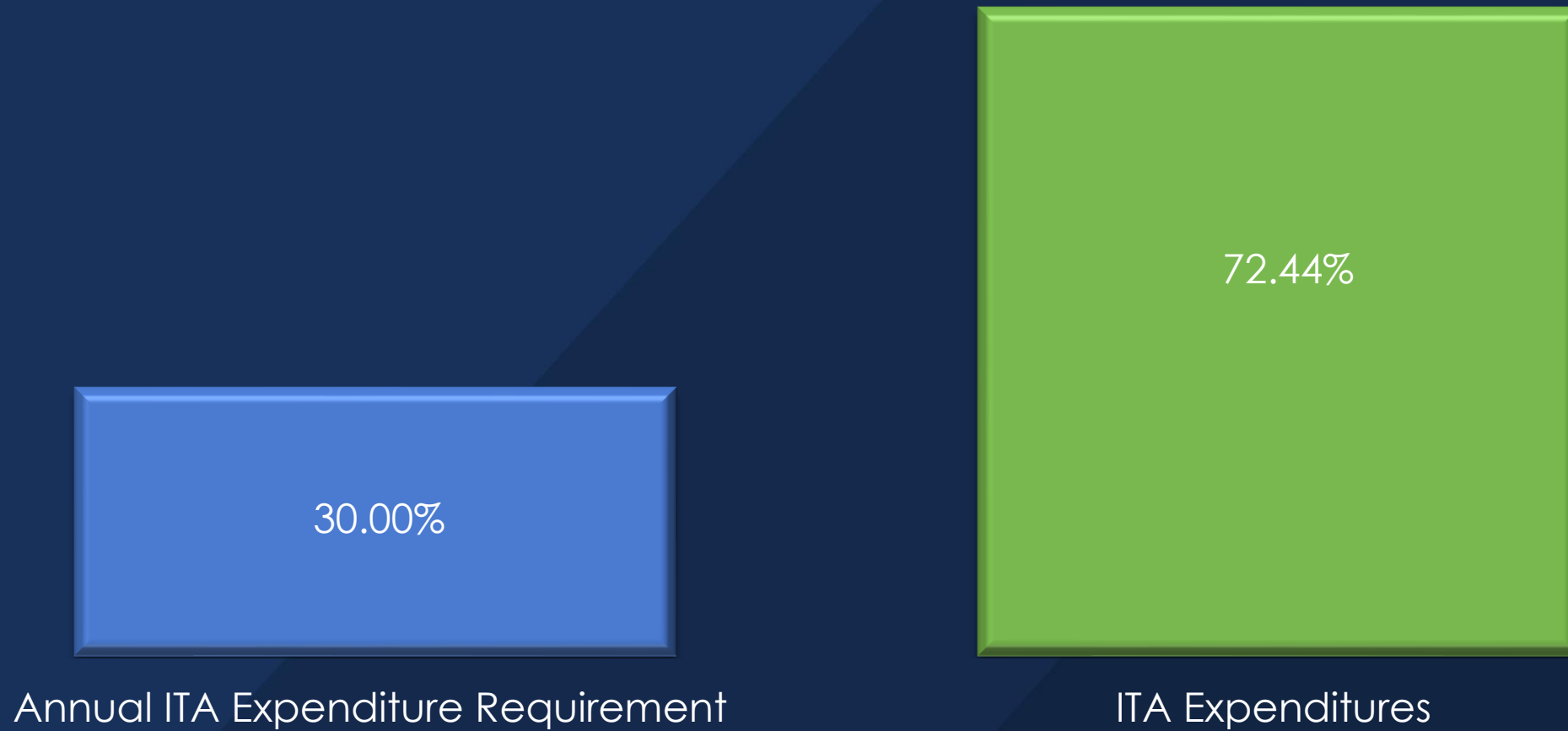
# Direct Client Services and Administrative Expenditures

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# Individual Training Account (ITA) Expenditures

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# Work Experience Expenditures

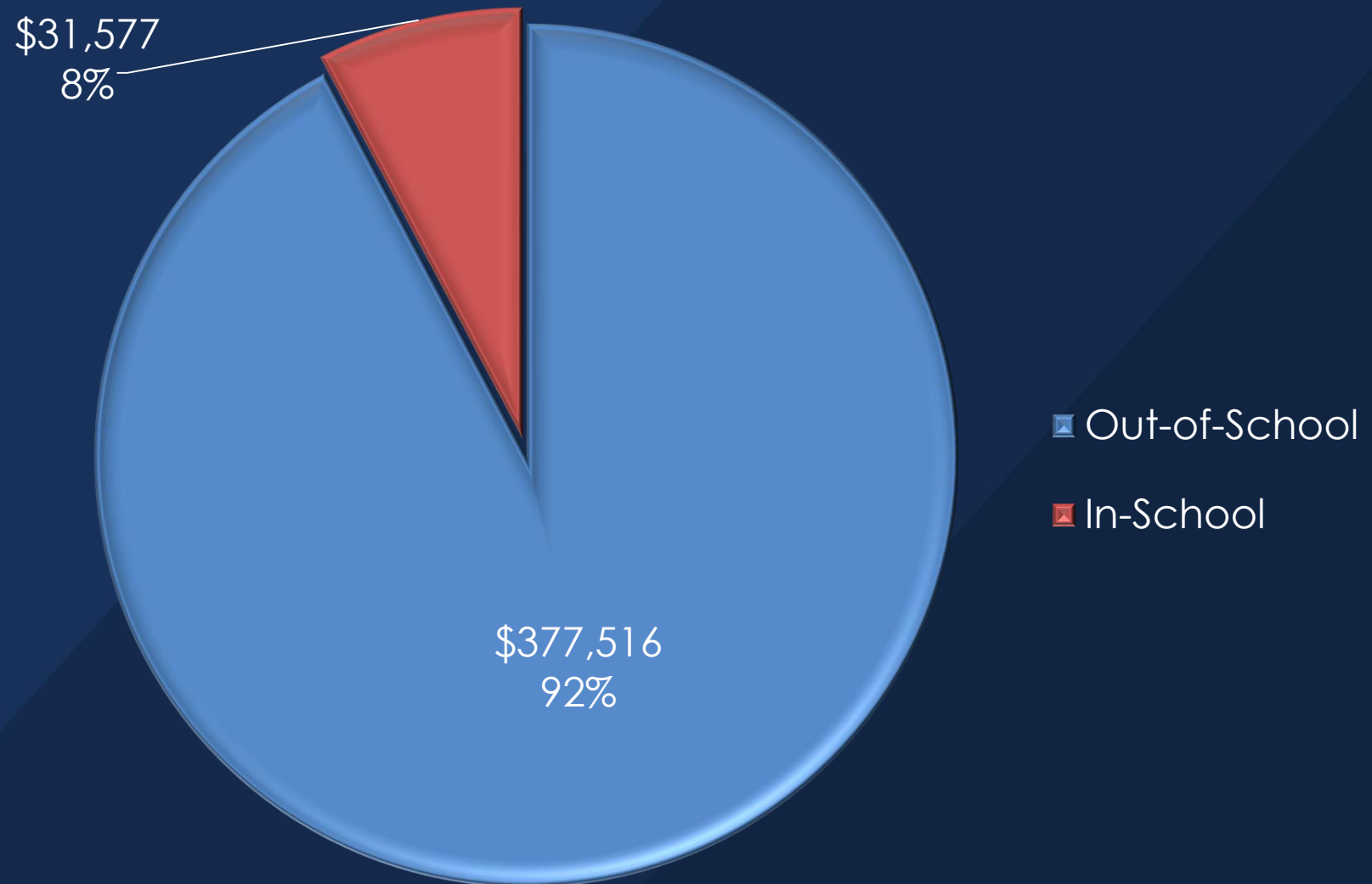
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WIOA Requirement: Greater than 20% Work Experience Expenditures



# Out-of-School Youth Expenditures

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# Primary Indicators of Performance

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## Customer Groups

- Adult Metrics (5)
- Dislocated Worker Metrics (5)
- Youth Metrics (5)
- Wagner Peyser Metrics (3)

## Metrics

- Employed in 2<sup>nd</sup> quarter after exiting the program
- Employed in 4<sup>th</sup> quarter after exiting the program
- Median wages in 2<sup>nd</sup> quarter after exiting the program
- Credential attainment rate
- Measurable Skill Gains (Not applicable for Wagner Peyser)

# Primary Indicators of Performance Results

LWDB 14   Program Year (PY) 2020 Performance for July 1, 2020 – June 30, 2021	PY2020-2021 1st Quarter Performance	PY2020-2021 2nd Quarter Performance	PY2020-2021 3rd Quarter Performance	PY2020-2021 4th Quarter Performance	PY2020-2021 Performance Goals
<b>Adult Programs:</b>					
Employed 2nd Quarter After Exit	91.9%	91.3%	90.8%	94.5%	90.0%
Median Wage 2nd Quarter After Exit	\$11,083.00	\$10,770.00	\$10,518.00	\$11,970.00	\$7,000.00
Employed 4th Quarter After Exit	91.6%	88.7%	88.5%	87.5%	85.5%
Credential Attainment Rate	96.0%	97.2%	96.0%	95.5%	70.0%
Measurable Skill Gains	68.1%	63.7%	65.4%	76.6%	47.0%
<b>Dislocated Workers Programs:</b>					
Employed 2nd Quarter After Exit	78.4%	78.1%	76.6%	90.1%	90.0%
Median Wage 2nd Quarter After Exit	\$8,646.00	\$9,093.00	\$9,572.00	\$10,846.00	\$7,000.00
Employed 4th Quarter After Exit	84.0%	77.0%	72.9%	72.9%	85.2%
Credential Attainment Rate	89.2%	85.2%	86.4%	87.6%	70.0%
Measurable Skill Gains	76.8%	68.9%	83.8%	88.7%	47.0%
<b>Youth Programs:</b>					
Employed 2nd Quarter After Exit	92.5%	91.4%	90.8%	89.8%	84.5%
Median Wage 2nd Quarter After Exit	\$5,847.00	\$5,241.00	\$5,184.00	\$4,739.00	\$3,200.00
Employed 4th Quarter After Exit	84.7%	86.2%	87.4%	86.0%	78.0%
Credential Attainment Rate	81.6%	84.3%	83.4%	76.0%	86.3%
Measurable Skill Gains	62.7%	56.2%	59.0%	80.3%	47.0%
<b>Wagner Peyser Programs:</b>					
Employed 2nd Quarter After Exit	60.9%	66.0%	62.2%	59.5%	66.2%
Median Wage 2nd Quarter After Exit	\$5,678.00	\$5,776.00	\$5,704.00	\$5,651.00	\$5,000.00
Employed 4th Quarter After Exit	57.5%	64.3%	61.8%	61.2%	64.2%

■ Not Met (less than 90% of negotiated)
 ■ Met (90-100% of negotiated)
 ■ Exceeded (greater than 100% of negotiated)



# Technical Assistance - Primary Indicators of Performance

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## Metrics Failed:

- Dislocated Worker Employed in 4<sup>th</sup> quarter after exiting the program
- Youth Credential Attainment
- Wagner-Peyser Employed in 2<sup>nd</sup> quarter after exiting the program

# Programmatic Monitoring Activities

<b>LWDB 14 Program Year (PY) 2020 July 1, 2020 – June 30, 2021</b>	<b>PY 2019 Findings</b>	<b>PY 2020 Findings</b>
<b>Welfare Transition</b>	<b>4</b>	<b>1</b>
<b>Wagner-Peyser / MIS / MSFW</b>	<b>7</b>	<b>2</b>
<b>Supplemental Nutrition Assistance Program - Employment and Training</b>	<b>1</b>	<b>0</b>
<b>WIOA Adult / Dislocated Worker / Youth</b>	<b>3</b>	<b>0</b>
<b>Trade Adjustment Assistance Act</b>	<b>0</b>	<b>0</b>
<b>Total Findings</b>	<b>15</b>	<b>3</b>

# Financial Monitoring Activities

<b>LWDB 14 Program Year (PY) 2020 July 1, 2020 – June 30, 2021</b>	<b>PY 2019</b>	<b>PY 2020</b>
<b>Findings</b>	0	0
<b>Issues of Non-Compliance</b>	0	0
<b>Observations</b>	2	1
<b>Technical Assistance</b>	2	3

# Q&A



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# Contact

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## Thank You

Please contact our office with questions or comments about this presentation.

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Office: DEO Bureau of One-Stop & Program Support

Main Line: 850-245-7424

Email: [Charles.Williams@DEO.MyFlorida.com](mailto:Charles.Williams@DEO.MyFlorida.com)



**INFORMATION ITEM 1**  
**vCIO Update**  
**March 2022**



# MEMORANDUM

DATE: March 2022 (version 1.0)  
TO: Career Source Pinellas (CSP)  
FROM: OFFICE OF vCIO  
RE: 2022 IT Strategic Goal Update

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The following is an update on the 2022 strategic technology objectives for CSP under the direction of the vCIO (Paul Ashe, vCIO, Securance Consulting).

We will continue to center our focus around these principles:

1. **Cybersecurity:** Ensure the environment is protected from cyber-attacks and risks.
2. **Technology Architecture:** Begin to leverage the benefits and value of cloud computing.
3. **Financial Responsibility:** Make technology recommendations that are fiscally responsible.
4. **Operational Responsibility:** Streamline the technologies in the environment to reduce the day-to-day management.

## 2022 IT Updates

- Continuing to transition to LinkTech
- Continuing end-user security training using KnowBe4 platform
- In the process of migrating data from the CTS provided ATLAS solution to Employ Florida
- Continuing the build of a new website



## INFORMATION ITEM 2

### Memorandum of Understanding – Vocational Rehabilitation Renewal

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and execute, in partnership with the local chief elected official, Memorandums of Understanding (MOUs) with required partners on the operation of the one-stop delivery system in the local service delivery area.

At the May 19, 2021, Board meeting, the required MOUs were approved through June 30, 2024, with the exception of the Department of Education, Division of Vocational Rehabilitation, which was approved through June 30, 2022.

CareerSource Pinellas staff have outreached to our Vocational Rehabilitation partner to coordinate the renewal of the MOU/IFA agreement for the period of July 1, 2022, through June 30, 2024. This term will allow the Vocational Rehabilitation partner MOU to be aligned with all other required partner MOUs.

Partner Program	Partner Organization	Authorization Category	Contact Information	Co-Located	Status
Vocational Rehabilitation	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	John Howell 1313 North Tampa Street, Suite 801 Tampa, FL 33602 (813-233-3609 <a href="http://www.vr.fldoe.org">www.vr.fldoe.org</a> <a href="mailto:john.howell@vr.fldoe.org">john.howell@vr.fldoe.org</a>	Remote	Pending Partner Signature





**INFORMATION ITEM 3**  
**CareerSource Pinellas**  
**Training Provider Spending**  
**For the period July 1, 2021 - December 31, 2021**

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	490			1	490
Access Computer Training, (Hillsborough)	5,000			1	5,000
American Manufacturing Skills Initiative (AmSkills)					
BizTech Learning Centers, Inc., ( Pinellas)					
Center for Technology Training	15,000			3	5,000
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Computer Coach IT Training Solutions	70,900			15	4,727
Concorde Career Institute, (Hillsborough)	5,000			1	5,000
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College					
Galen College of Nursing, (Pinellas)	70,406			24	2,934
Gold Coast Professional Schools					
Hillsborough Community College					
IEC- Independent Electrical Contractors, FAAC					
International Union of Operating Engineers (RA)					
Ironworkers (RA)					
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	12,005			15	800
Jersey College, ( Hillsborough)	17,663			6	2,944
Keiser University	2,500			1	2,500
Masonry (RA)					
National Aviation Academy	57,753			15	3,850
New Horizon Computer Learning Center, (Hillsborough)	232,395			44	5,282
Pinellas Ex-Offender Re-Entry Coalition *	2,760	50,000	47,240	6	460
Pinellas Technical Education Centers *	37,407	300,000	262,593	24	1,559
Plumbers and Pipefitters and HVAC, local union 123 (RA) *		50,000	50,000		
R.V. Training Center	4,796			1	4,796
Rasmussen College	7,184			3	2,395
Refrigeration & Air Conditioning Contractors (RACCA) (RA)					
Roadmaster Drivers School, Inc., (Hillsborough)					
Schiller International University, (Pinellas)					
Southern Technical Institute, Pinellas Park, (Pinellas)	11,098			8	1,387
St. Petersburg College *	69,547	700,000	630,453	35	1,987
Superior Aviation Gate					
Tampa Truck Driving School, Inc.	15,000			3	5,000
Ultimate Medical Academy (Pinellas) *	33,655	250,000	216,345	7	4,808
Ultimate Medical Academy (Online)					
University of South Florida / Innovative Education, SACS	23,389			8	2,924
Veritas Nursing Academy					
Webster University					
<b>Total</b>	<b>\$ 693,458</b>			<b>220</b>	<b>\$ 3,152</b>

<b>Prior Year for Same Period</b>	<b>\$ 1,263,721</b>	<b>350</b>	<b>\$ 3,611</b>
<b>Variance</b>	<b>\$ (570,263)</b>	<b>(130)</b>	<b>\$ (459)</b>

**RELATED PARTY CONTRACTS (with multiple components)**

	Spending	Amount	Remaining	Component
<b>Pinellas Technical Education Centers *</b>	37,407	300,000	262,593	Training (ITA)
	62,016	130,000	67,984	Leases
	<b>99,423</b>	<b>430,000</b>	<b>330,577</b>	
<b>St. Petersburg College *</b>	69,547	700,000	630,453	Training (ITA)
	59,844	160,000	160,000	Leases
	25,200	125,000	99,800	Contracts
	<b>154,591</b>	<b>985,000</b>	<b>890,253</b>	

\* Contracts required two-third board approval.

Note: Amounts above represent disbursements made to training providers during time period.



**INFORMATION ITEM 4**  
**CareerSource Pinellas**  
**Work-based Learning Spending**  
**For the period July 1, 2021 - December 31, 2021**

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./ Per Part	Prior Year Spending
Bert Smith Oldsmobile, Inc.	\$ -					2,993
Catalyst QLM LLC	\$ 176,142			11	\$ 16,013	57,650
Celebrity Kids of Pinellas	\$ -					3,967
Coolgear, Inc.	\$ -					777
Manpower	\$ 166,312			80	\$ 2,079	53,263
Mechanical A/C Designs LLC	\$ 11,845			3	\$ 3,948	646
Orbit Motors dba Express Oil Change	\$ -					2,353
Pinellas County School Board	\$ -					4,200
Precision Shaft Technologies	\$ -					11,761
RK3 LLC	\$ -					327
<b>Total</b>	<b>\$ 354,299</b>			<b>94</b>	<b>\$ 3,769</b>	<b>\$ 137,937</b>



## **INFORMATION ITEM 5**

### **December 31, 2021 Financial Statements**

- a) Statement of Activities: Current Year vs. Prior Year**
- b) Statement of Activities: Current Year vs. Budget Mod 2**
- c) Cost Allocation/Expenditure Report for PE 12.31.21**
- d) Pooled Cost Expenditure Report for PE 12.31.21**
- e) Grant Status Report**



**CareerSource Pinellas  
Financial Summary  
For the Six Months Ended December 31, 2021**

**Actual Year-To-Date Results compared to Prior Year**

- **Deficit for the six-months ended of \$<2,413> compared to surplus of \$82,510 last year.** Decrease resulted from lower Ticket-to-Work revenue this year (\$44,000), increased lobbying expenses (\$15,000), payment of annual Florida Workforce Development Association dues (\$4,250) which are all unrestricted items and temporarily recording \$16,484 of SNAP expenses from December to unrestricted due to delay in funding from DEO.
- Grant revenue:
  - Federal Grant Revenue was \$119,000 higher this year; driven by Welfare Transition Summer Youth Program (increase of \$311,000) and Training and Work-based initiatives for COVID Dislocated Worker grant (\$232,000) offset by lower WIOA Dislocated Worker training (\$321,000) and lower SNAP funding from DEO (\$104,000).
  - Local Grant Revenue is \$228,000 lower; last year Pinellas County CARES grant
- Personnel expenses were lower (3%) than prior year due to continued staffing issues within the organization.

**Program Expenses**

- On-the-Job Training expenses of \$170,000; \$166,000 represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of \$172,000 represents wages and fees paid related to COVID dislocated worker grant; \$78,000 higher than last year (\$94,000 represented CARES funding???)
- Youth Stipends this year comprise milestone and attendance payments to YouthBuild students (\$10,300) and summer youth participants (\$2,800)
- Customer training is about \$445,000 lower this year as enrollments are down with more people back to work.
- Internal monitoring is \$34,000 higher this year representing Taylor Hall's second compliance review that occurred in August.
- Service Provider expenses are \$33,000 lower this year due to timing.



**CareerSource Pinellas  
Financial Summary  
For the Six Months Ended December 31, 2021**

**Actual Year-To-Date Results compared to Prior Year (continued)**

**Professional Fees**

- Accounting/Audit Fees are \$25,000 higher this year due to timing and billing of the annual audit.
- Legal Fees are \$33,000 higher this year due to attorney fees associated with whistle-blower complaints, attorney's involvement in special board meeting and more HR issues this year.
- Lobbying/Government Relations is higher this year (\$15,000) due to contracting with GrayRobinson for services.
- Contract Labor is almost \$63,000 higher this year; teachers' wages associated with summer youth program (\$18,000), virtual CIO expenses (\$35,000) and administrative assistant (\$25,000) in contract-to-hire position are all higher this year. Offset by lower HR Consulting expenses (\$10,000)
- Increase in Contract IT services attributable to SharePoint and One-Drive data migration.

**Other**

- Repairs and maintenance this year represents painting of the St. Petersburg career center.
- Equipment under \$5,000 is significantly down from prior year as prior year included upgrade of fifty workstations.
- Out-of-Town Travel higher this year (\$13,235) due to attendance at Florida Workforce Summit and other out-of-town training and meetings as there were none in 2020 due to pandemic.



**CareerSource Pinellas  
Financial Summary  
For the Six Months Ended December 31, 2021**

**Actual YTD Results compared to Year-to-Date Budget Modification #2**

- Deficit for the month ended of \$<2,400> compared to a budgeted surplus of \$38,800; a variance of \$41,300.
  - Ticket to Work Revenue lower by \$16,500
  - Tobacco Free Florida referrals and Sponsorship revenue lower than budgeted (\$3,250)
  - In December, temporarily “transferred” \$16,500 of expenditures from SNAP to unrestricted due to delay in funding from DEO. \$22,000 of funding awarded in January to cover this amount which was “transferred” back to SNAP in January. Still awaiting full award of funds for 2021-2022.
- Federal grant revenue lower than budget predominantly due to lower training expenses (\$419,000) Training Related material (\$31,000), other Program Expenses and Personnel expenses (\$61,000). Kept training budget flat in budget modification to ensure dollars available if training tracks higher the remainder of the fiscal year.
- Contract IT Services higher than budget due expenses associated with migration of data from ATLAS to Employ Florida.
- Legal Fees higher than budget due to additional expenses associated with two whistle blower investigations and HR issues resulting in additional outside counsel resources.

Will prepare budget modification and present at April Finance Committee meeting.

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2021 Through 12/31/2021  
(In Whole Numbers)

		<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
<b>Revenue</b>				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	4,123,077	4,003,914	119,163
Grant Revenue - Local	3002	0	228,494	(228,494)
Total Grant Revenue		4,123,077	4,232,408	(109,331)
Contributions				
Corporate Revenue	3100	1,725	4,125	(2,400)
Sponsorship Revenue	3101	1,000	0	1,000
Donations	3102	1,000	0	1,000
Total Contributions		3,725	4,125	(400)
Program Revenue				
Ticket to Work Revenue	3103	32,928	77,029	(44,101)
Total Program Revenue		32,928	77,029	(44,101)
Investment Income				
Interest/Dividends	3200	4,665	8,215	(3,550)
Total Investment Income		4,665	8,215	(3,550)
Other Income				
Other Revenues	3300	0	162	(162)
Total Other Income		0	162	(162)
Total Operating Revenue		4,164,395	4,321,938	(157,544)
Total Revenue		4,164,395	4,321,938	(157,544)
<b>Expenditures</b>				
Personnel Expenses				
Salary Expense	5000	1,353,619	1,384,099	30,480
Salary Expense - Benefit Stipend	5005	280,534	304,731	24,196
Payroll Taxes	5050	117,558	112,929	(4,629)
Fringe Benefits (ER Paid)	5060	13,094	16,931	3,837
Retirement	5090	74,535	76,132	1,597
Total Personnel Expenses		1,839,341	1,894,823	55,482
Program Expenses				
Operating Supplies	5303	0	32	32
Food and Beverages	5310	1,035	529	(507)
Communications	5500	46,130	48,842	2,712
Outreach/Marketing	5520	16,560	1,408	(15,152)
Service Provider Contract	8000	201,995	235,347	33,352
One-Stop Operator	8100	16,612	14,904	(1,708)
Internal Monitoring	8200	34,115	0	(34,115)
OJT	8300	170,211	0	(170,211)
Paid Work Experience	8320	4,740	4,523	(217)
DWG Work Experience	8325	171,789	93,834	(77,955)
Workforce Services	8335	25,200	20,800	(4,400)
Youth Stipends	8340	13,105	0	(13,105)
Other Customer Support Services	8341	17,415	11,074	(6,340)
Customer Training	8342	674,321	1,122,152	447,832
Customer Supportive Services	8343	0	3,300	3,300
Licensures	8344	0	(220)	(220)
Training Related Material	8345	24,472	29,991	5,519
Fees/exams/certifications	8346	15,835	17,678	1,842
Total Program Expenses		1,433,536	1,604,194	170,658
Professional Fees				
Accounting/Audit Fees	5100	30,645	5,700	(24,945)

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2021 Through 12/31/2021  
(In Whole Numbers)

		Actual 2021-2022	Actual 2020-2021	Variance
Legal Fees	5101	58,660	25,777	(32,883)
Professional Service	5104	29,339	22,262	(7,078)
Legal (Lobbying)	5105	15,000	0	(15,000)
Contract Labor	5170	111,939	49,368	(62,570)
Contract IT Services	5171	217,718	165,500	(52,218)
Cybersecurity - IT	5172	20,394	27,195	6,801
<b>Total Professional Fees</b>		<b>483,694</b>	<b>295,801</b>	<b>(187,893)</b>
<b>Supplies</b>				
Office Supplies	5302	4,819	13,063	8,244
Postage/Shipping	5307	1,475	(267)	(1,742)
Document Shredding	5308	400	450	50
<b>Total Supplies</b>		<b>6,694</b>	<b>13,247</b>	<b>6,552</b>
<b>Insurance</b>				
Insurance - Commercial Property	5400	3,526	2,437	(1,089)
Insurance - General Liability	5401	40,136	27,737	(12,399)
Insurance - Workers Comp	5403	14,427	12,962	(1,465)
Insurance - Auto	5404	3,804	3,387	(417)
<b>Total Insurance</b>		<b>61,892</b>	<b>46,522</b>	<b>(15,370)</b>
<b>Occupancy</b>				
Office Rent/Lease	5200	127,207	133,434	6,227
Other Leases	5201	1,850	3,970	2,120
Utilities	5202	15,018	16,125	1,107
Repairs & Maintenan	5203	17,895	5,785	(12,110)
Security	5204	234	234	0
Janitorial Expense	5205	20,815	23,488	2,674
Pest Control	5206	1,176	1,151	(25)
<b>Total Occupancy</b>		<b>184,194</b>	<b>184,187</b>	<b>(7)</b>
<b>Office Equipment</b>				
Equipment Rent/Lease	5300	19,114	20,156	1,042
Copy Machine Usage/Maintenance	5301	4,804	3,941	(863)
Comp	5304	60,631	55,370	(5,262)
Software/License/Maintenance				
Equipment < \$5,000	5305	2,389	78,316	75,927
<b>Total Office Equipment</b>		<b>86,939</b>	<b>157,783</b>	<b>70,844</b>
<b>Travel and Meetings</b>				
Travel - Mileage	5540	2,031	718	(1,313)
Travel - Out of Town	5541	13,235	0	(13,235)
Meetings/Conferences	5560	5,187	3,641	(1,546)
<b>Total Travel and Meetings</b>		<b>20,453</b>	<b>4,359</b>	<b>(16,094)</b>
<b>Licenses, Dues and Other Fees</b>				
Staff Training/Education	5052	20,725	9,085	(11,640)
Other Employee expenses	5055	0	155	155
Recruitment	5095	734	794	60
Payroll Processing Fees	5103	3,708	3,788	79
License/Dues & Other Fees	5581	21,767	17,479	(4,288)
401k Administrative Fees	5583	0	4,075	4,075
HRIS Administrative Fees	5584	2,582	2,627	45
<b>Total Licenses, Dues and Other Fees</b>		<b>49,516</b>	<b>38,003</b>	<b>(11,513)</b>
<b>Miscellaneous</b>				
Bank Fees	5102	318	144	(174)
Other Expense	5700	0	9	9
Vehicle Expenses	5701	230	358	127
<b>Total Miscellaneous</b>		<b>548</b>	<b>510</b>	<b>(38)</b>



**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2021 Through 12/31/2021  
(In Whole Numbers)

	Actual 2021-2022	Actual 2020-2021	Variance
Total Expenditures	4,166,807	4,239,428	72,620
Net Revenue over (under) Expenditures	(2,413)	82,510	(84,923)

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2021 Through 12/31/2021  
(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
<b>Revenue</b>						
<b>Operating Revenue</b>						
<b>Grant Revenue</b>						
Grant Revenue - Federal	3000	4,123,077	4,734,133	(611,056)	9,630,448	(5,507,371)
Total Grant Revenue		4,123,077	4,734,133	(611,056)	9,630,448	(5,507,371)
<b>Contributions</b>						
Corporate Revenue	3100	1,725	4,225	(2,500)	11,500	(9,775)
Sponsorship Revenue	3101	1,000	1,750	(750)	3,000	(2,000)
Donations	3102	1,000	1,000	0	1,000	0
Total Contributions		3,725	6,975	(3,250)	15,500	(11,775)
<b>Program Revenue</b>						
Ticket to Work Revenue	3103	32,928	49,464	(16,536)	108,000	(75,072)
Total Program Revenue		32,928	49,464	(16,536)	108,000	(75,072)
<b>Investment Income</b>						
Interest/Dividends	3200	4,665	5,472	(807)	12,000	(7,335)
Total Investment Income		4,665	5,472	(807)	12,000	(7,335)
Total Operating Revenue		4,164,395	4,796,044	(631,649)	9,765,948	(5,601,553)
Total Revenue		4,164,395	4,796,044	(631,649)	9,765,948	(5,601,553)
<b>Expenditures</b>						
<b>Personnel Expenses</b>						
Salary Expense	5000	1,353,619	1,392,443	38,824	2,782,169	1,428,550
Salary Expense - Benefit Stipend	5005	280,534	288,034	7,500	610,098	329,564
Payroll Taxes	5050	117,558	125,513	7,955	277,103	159,545
Fringe Benefits (ER Paid)	5060	13,094	20,214	7,120	40,428	27,334
Retirement	5090	74,535	73,970	(565)	146,147	71,612
Total Personnel Expenses		1,839,341	1,900,174	60,833	3,855,945	2,016,604
<b>Program Expenses</b>						
Operating Supplies	5303	0	900	900	1,750	1,750
Food and Beverages	5310	1,035	1,034	(1)	2,200	1,165
Communications	5500	46,130	48,972	2,842	97,944	51,814
Outreach/Marketing	5520	16,560	18,200	1,640	55,650	39,090
Service Provider Contract	8000	201,995	233,046	31,051	475,000	273,005
One-Stop Operator	8100	16,612	21,000	4,388	42,000	25,388
Internal Monitoring	8200	34,115	32,500	(1,615)	65,000	30,885
OJT	8300	170,211	181,312	11,101	511,312	341,101
Paid Work Experience	8320	4,740	12,857	8,117	90,000	85,260
DWG Work Experience	8325	171,789	130,897	(40,892)	130,897	(40,892)

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2021 Through 12/31/2021  
(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
Apprenticeships	8330	0	20,000	20,000	50,000	50,000
Workforce Services	8335	25,200	28,800	3,600	67,200	42,000
Youth Stipends	8340	13,105	20,561	7,456	38,061	24,956
Other Customer Support Services	8341	17,415	12,060	(5,355)	24,120	6,705
Customer Training	8342	674,321	1,093,290	418,969	2,166,305	1,491,985
Customer Supportive Services	8343	0	14,675	14,675	55,175	55,175
Training Related Material	8345	24,472	55,920	31,448	111,840	87,368
Fees/exams/certifications	8346	15,835	20,270	4,435	40,540	24,705
<b>Total Program Expenses</b>		<b>1,433,536</b>	<b>1,946,294</b>	<b>512,758</b>	<b>4,024,995</b>	<b>2,591,459</b>
<b>Professional Fees</b>						
Accounting/Audit Fees	5100	30,645	33,645	3,000	36,145	5,500
Legal Fees	5101	58,660	44,750	(13,910)	74,750	16,091
Professional Service	5104	29,339	31,836	2,497	71,942	42,603
Legal (Lobbying)	5105	15,000	15,000	0	35,000	20,000
Contract Labor	5170	111,939	118,543	6,604	254,443	142,504
Contract IT Services	5171	217,718	186,650	(31,068)	320,600	102,882
Cybersecurity - IT	5172	20,394	20,394	0	41,643	21,249
<b>Total Professional Fees</b>		<b>483,694</b>	<b>450,818</b>	<b>(32,876)</b>	<b>834,523</b>	<b>350,829</b>
<b>Supplies</b>						
Office Supplies	5302	4,819	9,594	4,775	19,840	15,021
Postage/Shipping	5307	1,475	3,120	1,645	6,240	4,765
Document Shredding	5308	400	475	75	950	550
<b>Total Supplies</b>		<b>6,694</b>	<b>13,189</b>	<b>6,495</b>	<b>27,030</b>	<b>20,336</b>
<b>Insurance</b>						
Insurance - Commercial Property	5400	3,526	2,646	(880)	5,300	1,774
Insurance - General Liability	5401	40,136	34,529	(5,607)	69,087	28,951
Insurance - Workers Comp	5403	14,427	27,431	13,004	54,211	39,784
Insurance - Auto	5404	3,804	3,798	(6)	7,600	3,796
<b>Total Insurance</b>		<b>61,892</b>	<b>68,404</b>	<b>6,512</b>	<b>136,198</b>	<b>74,306</b>
<b>Occupancy</b>						
Office Rent/Lease	5200	127,207	137,547	10,340	257,397	130,190
Other Leases	5201	1,850	4,500	2,650	9,000	7,150
Utilities	5202	15,018	17,400	2,382	33,100	18,082
Repairs & Maintenan	5203	17,895	18,660	765	20,310	2,415
Security	5204	234	234	0	88,468	88,234
Janitorial Expense	5205	20,815	23,580	2,765	44,310	23,495
Pest Control	5206	1,176	1,158	(18)	2,316	1,140
<b>Total Occupancy</b>		<b>184,194</b>	<b>203,079</b>	<b>18,885</b>	<b>454,901</b>	<b>270,707</b>

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2021 Through 12/31/2021  
(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
Office Equipment						
Equipment Rent/Lease	5300	19,114	18,198	(916)	36,396	17,282
Copy Machine Usage/Maintenance	5301	4,804	4,830	26	9,660	4,856
Comp Software/License/Maintenance	5304	60,631	58,760	(1,871)	98,327	37,696
Equipment < \$5,000	5305	<u>2,389</u>	<u>11,000</u>	<u>8,611</u>	<u>22,000</u>	<u>19,611</u>
Total Office Equipment		86,939	92,788	5,849	166,383	79,444
Travel and Meetings						
Travel - Mileage	5540	2,031	7,564	5,533	17,180	15,149
Travel - Out of Town	5541	13,235	13,600	365	34,200	20,965
Meetings/Conferences	5560	<u>5,187</u>	<u>4,650</u>	<u>(537)</u>	<u>13,600</u>	<u>8,413</u>
Total Travel and Meetings		20,453	25,814	5,361	64,980	44,527
Licenses, Dues and Other Fees						
Staff Training/Education	5052	20,725	24,475	3,750	28,375	7,650
Recruitment	5095	734	1,500	766	3,000	2,266
Payroll Processing Fees	5103	3,708	4,590	882	9,530	5,822
License/Dues & Other Fees	5581	21,767	21,522	(245)	48,584	26,817
FSA Administrative Expenses	5582	0	300	300	600	600
401k Administrative Fees	5583	0	0	0	5,400	5,400
HRIS Administrative Fees	5584	<u>2,582</u>	<u>2,700</u>	<u>118</u>	<u>5,400</u>	<u>2,818</u>
Total Licenses, Dues and Other Fees		49,516	55,087	5,571	100,889	51,373
Amortization and Depreciation						
Depreciation Expense	5901	<u>0</u>	<u>0</u>	<u>0</u>	<u>22,769</u>	<u>22,769</u>
Total Amortization and Depreciation		0	0	0	22,769	22,769
Miscellaneous						
Bank Fees	5102	318	240	(78)	480	162
Vehicle Expenses	5701	<u>230</u>	<u>1,280</u>	<u>1,050</u>	<u>2,330</u>	<u>2,100</u>
Total Miscellaneous		548	1,520	972	2,810	2,262
Total Expenditures		<u>4,166,807</u>	<u>4,757,167</u>	<u>590,360</u>	<u>9,691,423</u>	<u>5,524,616</u>
Net Revenue over (under) Expenditures		<u>(2,413)</u>	<u>38,877</u>	<u>(41,290)</u>	<u>74,525</u>	<u>(76,938)</u>



**CareerSource Pinellas**  
**Cost Allocation/Expenditure Report**  
**For the Six Months Ended December 31, 2021**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Original 2021-2022 Planning Budget	4,978,096	1,138,000	2,153,714	280,000	186,000	384,975	9,120,785
Approved Budget Modification #1	(63,936)	102,000	531,574	-	-	(124,000)	445,638
Approved Budget Modification #2	100,000	-	-	-	-	25,000	125,000
Approved 2021-2022 Planning Budget	<b>5,014,160</b>	<b>1,240,000</b>	<b>2,685,288</b>	<b>280,000</b>	<b>186,000</b>	<b>285,975</b>	<b>9,691,423</b>
<b>Expenditures to Date:</b>							
<b>Pooled Costs</b>							
Administrative	213,213	73,358	159,066	16,060	2,024	25,200	<b>488,921</b>
MIS\Technology	5,622	69,803	25,522	-	2,960	-	<b>103,907</b>
Outreach and Marketing	3,593	33,610	16,058	-	1,602	-	<b>54,863</b>
Staff Training and Development	1,662	9,960	5,391	-	537	-	<b>17,550</b>
One-Stop Cost Pool	10,157	95,428	44,490	-	2,884	-	<b>152,959</b>
Program Management	114,764	66,888	183,057	17,788	2	-	<b>382,499</b>
Business Services	190,735	19,221	139,714	-	-	-	<b>349,670</b>
Indirect Program	22,299	7,285	16,115	1,611	169	2,228	<b>49,707</b>
<b>Total Pooled Costs</b>	<b>562,045</b>	<b>375,553</b>	<b>589,413</b>	<b>35,459</b>	<b>10,178</b>	<b>27,428</b>	<b>1,600,076</b>
	28%	65%	47%	29%	46%	14%	38%
<b>Direct Costs</b>							
Personnel Expenses	274,175	73,094	386,960	82,073	28	102,922	919,252
Service Provider Contracts	199,433	-	2,562	-	-	-	201,995
Workbased Learning Initiatives	180,328	-	166,312	-	-	100	346,740
Training and Support Services	701,597	17,255	21,019	1,366	9,043	11,668	761,948
Other Direct Operating Costs	68,521	115,197	98,200	4,790	2,799	47,289	336,796
<b>Total Direct Costs</b>	<b>1,424,054</b>	<b>205,546</b>	<b>675,053</b>	<b>88,229</b>	<b>11,870</b>	<b>161,979</b>	<b>2,566,731</b>
	72%	35%	53%	71%	54%	86%	62%
<b>Total Costs</b>	<b>1,986,099</b>	<b>581,099</b>	<b>1,264,466</b>	<b>123,688</b>	<b>22,048</b>	<b>189,407</b>	<b>4,166,807</b>
<b>Unexpended Budget Balance</b>	<b>3,028,061</b>	<b>658,901</b>	<b>1,420,822</b>	<b>156,312</b>	<b>163,952</b>	<b>96,568</b>	<b>5,524,616</b>
<b>Percentage of Budget Expended</b>	<b>39.6%</b>	<b>46.9%</b>	<b>47.1%</b>	<b>44.2%</b>	<b>11.9%</b>	<b>66.2%</b>	<b>43.0%</b>



**CareerSource Pinellas  
Pooled Cost Expenditure Report  
For the Six Months Ended December 31, 2021**

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	Staff Training Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Program Indirect	Total
Salary Expense	246,174	-	-	-	-	204,415	220,320	33,603	<b>704,512</b>
Salary Expense - Benefit Stipend	23,441	-	-	-	-	45,589	48,166	2,375	<b>119,571</b>
Payroll Taxes	16,406	-	-	-	-	16,272	20,776	1,196	<b>54,650</b>
Fringe Benefits (ER Paid)	2,194	-	-	-	-	2,604	2,781	-	<b>7,579</b>
Retirement	10,333	-	-	-	-	11,589	10,176	1,680	<b>33,778</b>
<b>Total Salary and Benefits</b>	<b>298,548</b>	-	-	-	-	<b>280,469</b>	<b>302,219</b>	<b>38,854</b>	<b>920,090</b>
Office Rent/Lease	16,644	-	-	-	67,813	18,892	16,035	2,220	<b>121,604</b>
Contract Labor	21,523	69,650	-	-	-	-	-	3,124	<b>94,297</b>
Legal Fees	58,660	-	-	-	-	-	-	-	<b>58,660</b>
Contract IT Services	6,314	3,166	-	-	-	35,888	6,032	951	<b>52,351</b>
Internal Monitoring	16,758	-	-	-	-	17,358	-	-	<b>34,116</b>
Accounting/Audit Fees	30,645	-	-	-	-	-	-	-	<b>30,645</b>
Professional Service	-	-	29,281	-	-	-	-	-	<b>29,281</b>
Insurance - General Liability	12,136	107	-	-	-	6,769	6,555	1,765	<b>27,332</b>
Communications	3,834	247	-	-	9,314	4,016	3,492	540	<b>21,443</b>
Janitorial Expense	-	-	-	-	20,815	-	-	-	<b>20,815</b>
Staff Training/Education	3,175	-	-	17,550	-	-	-	-	<b>20,725</b>
Cybersecurity - IT	-	20,394	-	-	-	-	-	-	<b>20,394</b>
License/Dues & Other Fees	1,008	-	9,784	-	-	295	6,026	160	<b>17,273</b>
One-Stop Operator	-	-	-	-	16,612	-	-	-	<b>16,612</b>
Outreach/Marketing	-	312	15,798	-	-	-	450	-	<b>16,560</b>
Comp Software/License/Maintenance	3,700	9,540	-	-	-	1,406	300	563	<b>15,509</b>
Utilities	-	-	-	-	15,018	-	-	-	<b>15,018</b>
Equipment Rent/Lease	785	-	-	-	12,350	847	724	111	<b>14,817</b>
Workforce Services	-	-	-	-	-	8,400	-	-	<b>8,400</b>
Insurance - Workers Comp	2,189	-	-	-	-	2,135	2,827	223	<b>7,374</b>
Travel - Out of Town	3,469	-	-	-	-	2,123	1,326	-	<b>6,918</b>
Copy Machine Usage/Maintenance	638	-	-	-	2,236	736	603	92	<b>4,305</b>
Payroll Processing Fees	3,255	-	-	-	-	-	-	453	<b>3,708</b>
Meetings/Conferences	350	-	-	-	-	2,025	1,262	-	<b>3,637</b>
Office Supplies	535	-	-	-	1,993	505	496	85	<b>3,614</b>
Insurance - Commercial Property	65	-	-	-	2,860	69	75	10	<b>3,079</b>
HRIS Administrative Fees	2,262	-	-	-	-	-	-	320	<b>2,582</b>
Equipment < \$5,000	1,664	490	-	-	-	-	-	235	<b>2,389</b>
Postage/Shipping	71	-	-	-	1,245	63	58	-	<b>1,437</b>
Repairs & Maintenananc	-	-	-	-	945	424	-	-	<b>1,369</b>
Travel - Mileage	-	-	-	-	-	66	1,113	-	<b>1,179</b>
Pest Control	-	-	-	-	1,176	-	-	-	<b>1,176</b>
Recruitment	561	-	-	-	-	-	61	-	<b>622</b>
Document Shredding	16	-	-	-	350	15	16	-	<b>397</b>
Security	-	-	-	-	234	-	-	-	<b>234</b>
Bank Fees	118	-	-	-	-	-	-	-	<b>118</b>
Rounding	(2)	1	-	-	(2)	(2)	-	1	<b>(4)</b>
	<b>488,921</b>	<b>103,907</b>	<b>54,863</b>	<b>17,550</b>	<b>152,959</b>	<b>382,499</b>	<b>349,670</b>	<b>49,707</b>	<b>1,600,076</b>





## **INFORMATION ITEM 6**

### **Recommendation to Realign and Elevate Customer Engagement**

The Compensation Committee discussed the letter that the former CEO, Jennifer Brackney, sent to CareerSource Board members, Pinellas County Board of County Commissioners, Florida Department of Economic Opportunity and CareerSource Florida relating to possible realignment related to the Reimaging Education and Career Help (REACH) Act. The REACH Act seeks to increase collaboration, improve training, and enhance equity and access to all Floridians seeking employment services. The REACH Act further underscores the need to develop and execute a new strategic and collaborative public outreach approach. The REACH Act requires, among other things:

- Further alignment and support across the broader workforce development system to help more Floridians achieve self-sufficiency.
- Creation of a “no-wrong-door” approach to providing access to workforce development services.
- Increased accountability and further integration of Florida’s workforce and education systems to better serve students, job seekers, and workers.
- Enhanced performance and accountability for local workforce development boards

The Compensation Committee felt that, although this issue was important, it was better left up to a discussion of the full board. There is continuing discussion ongoing both at state level and among the twenty-four Local Workforce Develop Boards CEOs via the Florida Workforce Development Association (FWDA).

- Interim CEO participated in a call on February 23 to begin discussing Board realignment. Participants included FWDA members, Michelle Dennard (CSF), Adrienne Johnston (DEO), Kendall Kelley (REACH Office) and Katie Crofoot (Director, REACH Office).
- Consultant will be hired to review system as a whole and bring recommendations to REACH team and CareerSource Florida
- FWDA members were caught off-guard by letter. It was agreed that members of the Association, when faced with a decision or plans to submit a document where comments would affect other members or the local system as a whole, it should be brought before the full membership. Need to be on one accord.





# The Reimagining Education and Career Help Office

## 2021 HIGHLIGHTS

[Consumer-First Workforce System Feasibility Study](#) | [Est. Eligible Training Provider Performance Criteria](#)  
[Establishment of Credentials Review Committee<sup>1</sup>](#) | [Open Door Grants<sup>2</sup>](#) | [WIOA Get There Faster Grants](#)  
[Pathway to Career Opportunity Grants<sup>3</sup>](#) | [Guidance for LWDB Website Disclosures](#)  
[Term Limits Added to LWDB Governance Policy](#) | [Development of LWDB Budget & Compensation Policy](#)  
[Establishment of the Labor Market Estimating Conference<sup>4</sup>](#) | [Update LWDB Related Party Contracts Policy](#)  
[New Criteria for the Incumbent Worker Training Program](#) | [Nursing Data Trends<sup>5</sup>](#)  
[DCF & Vocational Rehabilitation Representatives Added to CSF Board of Directors](#)

<sup>1</sup> s.445.004

<sup>2</sup> s.1009.895

<sup>3</sup> s. 1011.802

<sup>4</sup> s. 216.136

<sup>5</sup> s. 1004.015

## IN PROGRESS

- ◆ [CREDENTIAL REVIEW COMMITTEE<sup>1</sup>](#): Return Value Funding Formula  
Credentials of Value | Framework of Quality
- ◆ [CONSUMER-FIRST WORKFORCE SYSTEM<sup>1</sup>](#): Procurements | MOUs  
Multi-Agency Data Updates & Sharing Agreements <sup>2</sup>
- ◆ [LWDBS](#): Letter Grades<sup>3</sup> | Board Realignment | Quarterly Reports  
ETP Data Collection & Logistics<sup>4</sup> | 10% Hold-Back | Reallocation of Funds
- ◆ [WIOA STATE PLAN](#)
- ◆ [SELF-SUFFICIENCY INDEX<sup>5</sup>](#)
- ◆ [MONEY- BACK GUARANTEE<sup>6</sup>](#)
- ◆ [HEALTHCARE WORKFORCE DEVELOPMENT](#): Gap Analysis  
Nursing Survey | Clinical Placement System<sup>7</sup>
- ◆ [RULEMAKING](#): Rules in Progress with DEO | DOE | CSF
- ◆ [DIGITAL CREDENTIALS<sup>9</sup>](#)

<sup>1</sup> s. 445.004

<sup>2</sup>s. 1008.40

<sup>3</sup> s. 445.004 and 1008.43

<sup>4</sup> s. 445.007

<sup>5</sup>s. 445.033

<sup>6</sup> s. 445.033

<sup>7</sup> s. 1011.803

<sup>8</sup>s. 14.36

<sup>9</sup> s. 1007.25

## UPCOMING

### [LABOR MARKET ESTIMATING CONFERENCE](#)

*Anticipated - August 2022*

- Wage Data
- Supply & Demand
- Gap Analysis

### [MASTER CREDENTIALS LIST](#)

*Anticipated - January 2023*

## REIMAGINING EDUCATION & CAREER HELP ACT

*Florida Statute § 14.36*

The Reimagining Education and Career Help Act is created to address the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and equity and access to a more integrated workforce and education system for all Floridians.

## IMPLEMENTATION PARTNERS

Executive Office of the Governor  
 Department of Education  
 Department of Economic Opportunity  
 Board of Governors  
 CareerSource Florida  
 Department of Children & Families





## **Information Item 7 Board Member Forms**

Please fill out the forms below and return to **Steve Meier** at [smeier@careersourcepinellas.com](mailto:smeier@careersourcepinellas.com) by **Friday, March 25<sup>th</sup>**

\*\*\*Please note the Financial Disclosure is to be filled out online\*\*\*

- a. Conflict of Interest**
- b. Financial Disclosure**
- c. Ethics & Transparency**
- d. Statement of Commitment**
- e. Contact Information**



2017.05.17.C.2

## Strategic Policy

<b>Title:</b>	<b>CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy</b>
<b>Adopted:</b>	05/17/2017
<b>Effective:</b>	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.

CAREERSOURCE FLORIDA BOARD OF DIRECTORS  
CONFLICT OF INTEREST DISCLOSURE POLICY

2017.05.17.C.2

05/17/2017

Page 2 of 3

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.

CAREERSOURCE FLORIDA BOARD OF DIRECTORS  
CONFLICT OF INTEREST DISCLOSURE POLICY

2017.05.17.C.2

05/17/2017

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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



## 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



**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:

---

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Filing Statement of Financial Interest

State law requires each member of a regional workforce board to file a *Statement of Financial Interest Form 1 (2018)* **within 30 days of the appointment date.**

For your convenience, the form link is as follows:

<http://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>

**Once completed, please mail the original to the Supervisor of Elections office of the county in which you reside: (Fax will not be accepted)**

**Pinellas County:** Supervisor of Elections - 13001 Starkey Road, Largo, FL 33773

**Pasco County:** Supervisor of Elections - 14236 6<sup>th</sup> St #200, Dade City, FL 33523

**Hillsborough County:** Supervisor of Elections - 601 E Kennedy Blvd #16, Tampa, FL 33602

**Sarasota County:** Supervisor of Elections - 101 S Washington Blvd #7, Sarasota, FL 34236

Please note the following:

1. Name of Agency is **CareerSource Pinellas**
2. Name of Office or Position held is **local officers/employee's**
3. File with the Supervisor of Elections of the county in which you reside
4. You must file within 30 days of your appointment
5. You will be required to file before July 1<sup>st</sup> following each calendar year in which you hold your position
6. The Disclosure Period is based on your tax year, commonly January – December
7. You have to choose reporting on an absolute dollar value or percentage threshold



# ETHICS AND TRANSPARENCY POLICY ACKNOWLEDGEMENT



## CAREERSOURCE PINELLAS

### ETHICS AND TRANSPARENCY 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

# ETHICS AND TRANSPARENCY POLICY ACKNOWLEDGEMENT



## CAREERSOURCE PINELLAS

### ETHICS AND TRANSPARENCY 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

# 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

---

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 #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Work Information:**

**Business:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Other**

**Emergency Contact Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Preferred Contact Method:** \_\_\_\_\_



## Board Member Notice of Term Expiration

All 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. Members of the Board shall serve for fixed and staggered terms of two years with the exceptions described within the By-Laws.

We want to thank you for your continued support to CareerSource Pinellas and your commitment to the Board of Directors. We hope you will be able to continue serving on our board. Below is a list of Board members whose term periods are scheduled to expire on June 30, 2022.

Jody Armstrong  
Andrea Cianek  
Celeste Fernandez  
David Fetkenher

Mark Hunt  
Michele Matthews  
Chris Owens  
Dr. Rebecca Sarlo

Elizabeth Siplin  
Kenneth Williams  
Glenn Willocks

Thank you for your leadership. We hope you will be able to continue serving on our Board.

-----

***Please indicate your interest to renew your term by selecting one of the boxes below:***

- Yes**, I would like to serve another two-year term
- No**, please allow my term to expire on June 30, 2022

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# **XI. Open Discussion**



# **XI. Adjournment**