



**July 12, 2023 - 11:45 A.M.**  
Hybrid Meeting – EpiCenter  
13805 58<sup>th</sup> St. N.  
Room 1-451 & 1-453  
Clearwater, FL 33760

**Zoom**

\*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** ..... Scott Thomas, Chair

**II. Public Comment**

*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**

**VI. General Counsel Update – Gray|Robinson**..... Page 1  
*Rob McNeely from Messer Caparello, P.A., will also be giving an update on coverage litigation.*

**VII. Action/Discussion Items**

1. Approval of minutes - May 17, 2023 Board of Directors Meeting..... Page 2
2. Approval of CEO Contract ..... Page 24
3. Approval of One-Stop Operator Contract ..... Page 35
- [Workforce Solutions Committee](#)
4. Approval of Regional Targeted Occupation List ..... Page 36
5. Approval of Eligible Training Provider List ..... Page 42
6. Approval of PWE/OJT Outside of Pinellas County ..... Page 45
7. Approval of New Training Provider - Genuine Healthcare ..... Page 46

**VIII. DEO Presentation**

Collaborate.  
Innovate.  
Lead.

careersourcepinellas.com

## IX. Information Items

1. REACH Act Update .....	Page 47
<i>Workforce Solutions Committee</i>	
2. Work Based Learning Providers through 4.30.2023 .....	Page 52
3. Training Provider Spending through 4.30.2023 .....	Page 53
4. Workforce Solutions Goals Update .....	Page 54
5. Q3 WIOA Primary Indicators .....	Page 58
<i>Finance</i>	
6. May 31, 2023 Financial Packet .....	Page 59
<i>Board Administration</i>	
7. PY'2023 – 2024 Committee Assignments .....	Page 68
8. 2023 Executive Compensation .....	Page 69

## X. Open Discussion

## XI. Adjournment

**Audit Committee – August 23, 2023 (11:00 am – 12:00 pm)**  
**Compensation Committee – August 3, 2023 (11:00 am – 12:00 pm)**  
**Finance Committee – August 23, 2023 (10:00 am - 11:00 am)**  
**Workforce Solutions Committee – August 17, 2023 (2:30 pm - 3:30 pm)**  
**One-Stop Committee – August 10, 2023 (9:00 am - 10:00 am)**  
**Next Board of Directors Meeting – September 13, 2023**

*\*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](mailto:admin@careersourcepinellas.com) at least two business days in advance of the meeting.*



## MEMORANDUM

**TO:** CareerSource Pinellas Board of Directors  
**FROM:** Stephanie Marchman, CareerSource Pinellas General Counsel  
**DATE:** June 29, 2023  
**SUBJECT:** Legal Services Summary and Litigation Report

---

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 at its meeting on May 17, 2023:

- Reviewed agreements for form and legality, including agreements with Advanced Robotics for Manufacturing Institute (ARM), Securance, and Tucker Hall.
- Reviewed Board of Directors and Workforce Solutions Committee agenda packets as to form and legality; attended Board of Directors meeting.
- Negotiated and drafted CEO employment contract, as well as prepared related Board of Directors meeting agenda item.
- Provided legal counsel on drug-free workplace requirements and employee “stay bonuses.”

Pending litigation report:

*Worknet Pinellas, Inc., Tampa Bay Workforce Alliance, Inc., v. Federal Insurance Company, Westchester Fire Insurance Company*, currently pending in the United States District Court, Middle District of Florida, Case Number 8:23-cv-00602-SDM-TGW.



## **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 May 17, 2023, Board of Directors meeting have been prepared and are enclosed.

### **RECOMMENDATION**

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

**CareerSource Pinellas  
Board of Directors Minutes**

**Date:** Wednesday, May 17, 2023, at 11:45 am.

**Location:** Hybrid meeting – Zoom/EpiCenter, 13805 58<sup>th</sup> St. N., Rooms 1 - 451 & 1 - 453, Clearwater, FL 33760

**Call to Order**

Chair, Scott Thomas, called the meeting to order at 11:46 a.m. There was a quorum with the following board members present.

**Board Members in Attendance**

Scott Thomas (In person), Barclay Harless (In person), Angel Barton (Zoom), Belinthia Berry (Zoom), Commissioner René Flowers (In person), Elizabeth Siplin (Zoom), Jack Geller (Zoom), John Howell (In person), Kenneth Williams (Zoom), Lisa Cane (Zoom), Mark Hunt (In person), Michael Jalazo (In person), Shawn McDonnell (Zoom), David Fetkenher (Zoom), Zachary White (Zoom), Dr. Rebecca Sarlo (Zoom), Glenn Willocks (Zoom), Bart Diebold (In person), Zac Holland (Zoom)

**Board Members Not in Attendance**

Candida Duff, Celeste Fernandez, Esther Matthews, Kevin Knutson, Ivonne Alvarez, Patricia Sawyer

**Board Counsel**

Stephanie Marchman (Zoom)

**Staff in Attendance (all attended in person)**

Steven Meier, Jay Burkey, Mary jo Schmick, Leah Geis, David Zirilli, Jason Druding, Lysandra Montijo, Raymond Westergard, Candi Orsini (attended via Zoom)

**Guests in Attendance**

Danielle Weitlauf – Tucker Hall (In person)  
Rob McNeely – Messer Caparelo, P.A. (Zoom)  
Austin T. (Zoom)  
Niya Davis (Zoom)

**Public Comments**

There were no public comments.

**CEO Report**

Steve Meier gave a report of activities since the last Board meeting.

**General Counsel Update – Gray|Robinson**

Stephanie Marchman, legal counsel from Gray|Robinson, gave General Counsel update. The memo was included in the packet. Rob McNeely, special counsel from Messer Caparelo, P.A., gave an update on coverage litigation.

**Action Item 1 – Approval of the Minutes**

The minutes of the March 15, 2023, Board of Directors meeting were presented for approval.

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Michael Jalazo



*The minutes were approved as presented. This motion carried unanimously.*

## **Action Item 2 – PY'2023 – 2024 Board of Directors Reappointment Recommendations**

The Board members listed in the board packet have terms which are expiring on 6/30/2023. If re-appointed, they will serve an additional two-year term period, effective July 1, 2023 through June 30, 2025.

The board members whose term will expire on June 30, 2023 were contacted to determine whether he/she intends to seek reappointment. All members, except for one individual, are being presented for reappointment.

### **RECOMMENDATION**

Approval of those directors whose term will expire on June 30, 2023 to be reappointed for an additional two-year term period, effective July 1, 2023 through June 30, 2025.

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Mark Hunt

*The Board of Directors made a motion for approval of those directors whose term will expire on June 30, 2023 to be reappointed for an additional two-year term period, effective July 1, 2023 through June 30, 2025. The motion carried unanimously.*

## **Action Item 3 – PY'2023 – 2024 Board Officer Recommendations**

### **INFORMATION**

WorkNet Pinellas, Inc., dba CareerSource Pinellas, Bylaws, Article V, Sections 1 and 3 states:

### **SECTION 1- Election of Officers**

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

- A. The slate of Officers shall be recommended to the 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.

### **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.

<b>Officers</b>	<b>2022 – 2023 Board Officers</b>	<b>2023 – 2024 Nominees</b>
Chair	Scott Thomas	Scott Thomas
Chair-Elect	Elizabeth Siplin	Elizabeth Siplin
Treasurer	Barclay Harless	Barclay Harless
Secretary	Kenneth Williams	Kenneth Williams

\*Note: None of the officers have served two consecutive terms in the same office.

#### **RECOMMENDATION**

Approval of the 2023 - 2024 Board Officer nominees.

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Michael Jalazo

*The Board of Directors made a motion for approval of the 2023 - 2024 Board Officer nominees. The motion carried unanimously.*

#### **Action Item 4 – CEO Search and Selection**

The Board approved at the March 15, 2023, Board meeting to post the Chief Executive Officer (CEO) position internally to satisfy the recruitment process requirements of the organization's bylaws.

The organization received one application from the current interim CEO, Steven Meier. Mr. Meier meets all requirements for the position and possesses the skillset needed to successfully perform the essential functions of the position (see attached resume). In addition, Mr. Meier has satisfactorily performed in the position since February 11, 2022. Furthermore, Mr. Meier received a favorable evaluation at the March 15, 2023, Board meeting for the period February 11, 2022, through December 31, 2022. At that meeting, a salary of \$175,000 was approved for Mr. Meier retroactive to January 1, 2023.

\*Mr. Meier's resume was included in the packet.

#### **RECOMMENDATION**

Approval to hire Mr. Steven Meier as Chief Executive Officer, subject to the approval of the Pinellas County Board of County Commissioners. A formal contract will be negotiated with Mr. Meier consistent with past contracts and will be brought before the CSPIN Board of Directors for approval in July.

**Discussion:** None

Motion:	Jack Geller
Second:	Mark Hunt

*The Board of Directors made a motion for approval to hire Mr. Steven Meier as Chief Executive Officer, subject to the approval of the Pinellas County Board of County Commissioners. A formal contract will be negotiated with Mr. Meier consistent with past contracts and will be brought before the CSPIN Board of Directors for approval in July. The motion carried unanimously.*

#### **Action Item 5 – Program Year 2023 – 2024 Planning Budget**

Per the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity, each Local Workforce Development Board (LWDB) is required to submit an annual detailed budget of revenues and expenditures by funding source by October 1.

CareerSource Pinellas is budgeting a surplus of \$70,450 for the year. This is comprised of \$102,900 of unrestricted revenues and \$32,450 of unrestricted expenses. The budget packet was included in the Board packet.

#### **RECOMMENDATION**

Approval of the 2023-2024 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and



posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Mark Hunt

*The Board of Directors made a motion for approval of the 2023-2024 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity. The motion carried unanimously.*

**Action Item 6 – Contract Renewal for vCIO**

The Board approved the hiring of a virtual Chief Information Officer (CIO), Paul Ashe, 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 original contract amount was \$81,200. CareerSource Pinellas extended the contract through June 30, 2022 and renewed the contract for an additional year through June 30, 2023, for \$75,000. Due to current year spending, we are requesting an increase to the current contract from \$75,000 to \$85,000; an increase of \$10,000.

Although most of the strategic initiatives have been implemented, it is important to continue to work with Paul Ashe (Securance, LLC) to oversee and manage all IT projects and vendors for 2023 – 2024 in addition to managing the transition to a new entity because of the consolidation CareerSource Pinellas and CareerSource Tampa Bay due to the REACH Act.

**RECOMMENDATION**

1. Approval to modify contract for Securance, LLC for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$85,000.
2. Approval to renew contract for Securance, LLC, for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$80,000.

**Discussion:** None

Motion:	Barclay Harless
Second:	John Howell

*The Board of Directors made a motion for*

1. *Approval to modify contract for Securance, LLC for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$85,000.*
2. *Approval to renew contract for Securance, LLC, for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$80,000.*

*The motion carried unanimously.*

**Action Item 7 – Contract Amendment and Contract Renewal for Tucker Hall, Inc.**

The Board approved the hiring Tucker/Hall, Inc. for Strategic Public Relations Outreach and Communication Services at the May 20, 2020, Board of Directors Meeting for a period of one-year. The contract with Tucker/Hall, Inc. was renewed effective July 1, 2022, for a period of one year for an amount not to exceed \$95,000. In addition to performing strategic public relations outreach and communication services, Tucker/Hall, Inc. has been instrumental in assisting the organization with research and communications related to the REACH Act realignment evaluation conducted by Ernst & Young (EY) and CareerSource Florida. Due to increased involvement as a result of the REACH Act initiatives, the organization has incurred \$78,842 of expenses through March 31, 2023. Accordingly, we are requesting an increase to the current contract from \$95,000 to \$115,000; an increase of \$20,000.

With EY and CareerSource Florida's realignment evaluation completed and recommendation to consolidate CareerSource Pinellas with CareerSource Tampa Bay, spending with Tucker/Hall, Inc. for 2023-2024 is expected to return to pre-REACH Act rates; an amount not to exceed \$84,000 (\$7,000 per month). 2023-2024 will be the third and final annual renewal for Tucker/Hall, Inc.

#### **RECOMMENDATION**

1. Approval to modify contract for Tucker Hall for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$115,000.
2. Approval to renew contract for Tucker Hall for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$84,000.

**Discussion:** None

Motion:	Mark Hunt
Second:	Commissioner René Flowers

*The Board of Directors made a motion for*

1. *Approval to modify contract for Tucker Hall for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$115,000.*
2. *Approval to renew contract for Tucker Hall for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$84,000. to satisfy the recruitment process requirements of the organization's bylaws*

*The motion carried unanimously.*

#### **Action Item 8 – Authorized Check Signers**

The former Chief Executive Officer (CEO) of CareerSource Pinellas, and all past CEOs, were authorized check signers for the organization's bank accounts. The Board is moving forward to hire Mr. Meier as the permanent CEO. Accordingly, it is appropriate for Mr. Meier to be approved as an authorized check signer for the organization's bank accounts. All checks still will require two signatures which would necessitate at least one signature on all checks from a Board member.

#### **RECOMMENDATION**

Approve Steven Meier as an authorized check signer for the organization's bank accounts.

**Discussion:** None

Motion:	Mark Hunt
Second:	Barclay Harless

*The Board of Directors made a motion to approve of Steven Meier becoming an authorized check signer for the organization's bank accounts. The motion carried unanimously.*

#### **Action Item 9 – 401K Trustee**

Working with Martin, Martin, Randall & Associates, Inc., the Third Party Administrator of the Plan, the plan document was revised to use business positions or titles as the Trustees in the Plan Document instead of specific names. As a result, the Plan Document was restated to list the trustees as:

1. Chief Executive Official/Executive Director/Chief Executive Officer (or highest-ranking officer, currently Steven Meier)
2. Chief Financial Officer (or highest-ranking financial position, currently David Zirilli, Director of Finance.)

These titles are consistent with the organization's by-laws, handbook and other governing documents.

At the March 16, 2022, Board meeting, the Board approved Steven Meier, Interim CEO and CFO to be trustee. Once the permanent CEO was named, that individual would also be appointed as trustee of the plan. With the intent to name Steven Meier permanent CEO, it is appropriate to name David Zirilli, Director of Finance, as a trustee of the 401K plan also.

#### **RECOMMENDATION**

Approval to name David Zirilli, Director of Finance, as a trustee of the 401K plan, in addition to Steven Meier.

**Discussion:** None

Motion:	Barclay Harless
Second:	Commissioner René Flowers

*The Board of Directors made a motion for approval to name David Zirilli, Director of Finance, as a trustee of the 401K plan, in addition to Steven Meier. The motion carried unanimously.*

#### **Action Item 10 – Initial MOU/IFA: CareerSource Pinellas & WIOA Required Partners - ARM Institute**

The ARM Institute has a US Department of Labor National Dislocated Worker Grant to promote robotics through virtual reality and training. Their grant requires a MOU/IFA with the local board. This MOU/IFA is a DOL requirement for the grant awarded to the ARM Institute. CareerSource Pinellas does not have any financial implications for the grant but have agreed to refer participants and have offered partnership opportunities. Recent monitoring by DOL determined our current MOA is insufficient and that ARM must also pay infrastructure costs. DEO is requiring an MOU/IFA with the local board for the duration of the ARM NDWG grant.

Document was included in packet for review.

#### **RECOMMENDATION**

Approval of the MOU/IFA with the ARM Institute for the NDWG grant, retroactive to July 1, 2022.

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Elizabeth Siplin

*The Board of Directors made a motion for approval of the MOU/IFA with the ARM Institute for the NDWG grant, retroactive to July 1, 2022. The motion carried unanimously.*

#### **Action Item 11 – Contract Award for Youth Services**

The Board approved the issuance of a Request for Proposal (RFP) for Youth Workforce Services at the November 16, 2022, Board of Directors meeting. The RFP was issued on March 14, 2023, via email to qualified providers. CareerSource Pinellas received two proposals from qualified providers.

**Results of review: Proposer – SailFuture, Overall Score – 83.2; Proposer – Pinellas Education Foundation, Overall Score – 73.4**

Based on overall score, ability to provide services, innovative and creative ways to provide youth services and past experience with CareerSource Pinellas, the One-Stop Committee approved staff's recommendation to enter into contract negotiations with SailFuture to provide WIOA Youth Services for the period July 1, 2023, through June 30, 2024, with an option to renew annually for up to three (3) additional years, based on performance, organizational strategy and funding availability.

**RECOMMENDATION**

Approval to enter into contract negotiations and award a contract for the provision of Youth Services with SailFuture for the period July 1, 2023, through June 30, 2024, with an option to renew annually for up to three (3) additional years.

**Discussion:** None

Motion:	Mark Hunt
Second:	Bart Diebold

*The Board of Directors made a motion for approval to enter into contract negotiations and award a contract for the provision of Youth Services with SailFuture for the period July 1, 2023, through June 30, 2024, with an option to renew annually for up to three (3) additional years. The motion carried unanimously.*

**Action Item 12 – Updated Schedule of Operations**

As part of the Grantee-Subgrantee Agreement, DEO requires the Board to adopt a schedule of operations for the upcoming state fiscal year.

The schedule of operations was included in the packet.

**RECOMMENDATION**

Approval of the CareerSource Pinellas Schedule of Operations.

**Discussion:** None

Motion:	Barclay Harless
Second:	Bart Diebold

*The Board of Directors made a motion for approval of the CareerSource Pinellas Schedule of Operations. The motion carried unanimously.*

**Action Item 13 – Extension as Direct Provider of Services**

CareerSource Florida's Administrative Policy (CSF Admin Policy 83) regarding Direct Provider of Workforce Services, requires a formal extension request every three years. The new request is to extend the designation effective July 1, 2023-June 30, 2026.

Upon approval of the Board of Directors, the request for Extension of Designation as Direct Provider of Workforce Services will be forwarded to the Pinellas Board of County Commissioners for approval at the May 23, 2023 meeting.

**RECOMMENDATION**

Approval of the WorkNet Pinellas Inc, d/b/a/ CareerSource Pinellas, Region 14's Extension of Designation as a Direct Provider of Workforce Services, effective July 1, 2023 through June 30, 2026.

**Discussion:** None

Motion:	Mark Hunt
Second:	David Fetkenher

*The Board of Directors made a motion for approval of the WorkNet Pinellas Inc, d/b/a/ CareerSource Pinellas, Region 14's Extension of Designation as a Direct Provider of Workforce Services, effective July 1, 2023 through June 30, 2026. The motion carried unanimously.*

#### Action Item 14 – Approval of Training Provider- Training Provider CodeBoxx

CodeBoxx Technology School is seeking initial provider approval. CEO, Director of Policy and Compliance and Director of Business Services visited CodeBoxx and met with their management on May 1, 2023.

**Courses/Certificate/Diploma Programs:** Type of Degree or Certificate – Full Stack Web Development, Tuition - \$9,800, Books & Fees – Included, Total Cost - \$9,800, Duration of Training – 16 weeks

- Years in operation: 2 years
- Total enrollments: 75 (35 in 2022, 40 in 2023)
- Completion Rate: 77%
- Average Wage at Placement: \$26 per hour
- Entered Employment Rate: 85%
- Retention Rate 100%

#### RECOMMENDATION

Approval to add the CodeBoxx Technology School to the Eligible Training Provider List.

**Discussion:** None

Motion:	Michael Jalazo
Second:	David Fetkenher

*The Board of Directors made a motion for approval to add the CodeBoxx Technology School to the Eligible Training Provider List. The motion carried unanimously.*

#### Action Item 15 – Training Provider Jersey College – Largo Campus

Jersey College, Largo Campus, is seeking initial provider approval. Their Tampa campus is already an eligible training provider.

**Courses/Certificate/Diploma Programs:** Type of Degree or Certificate – Professional Nursing RN, Tuition - \$44,669, Books & Fees – \$4,835, Total Cost - \$49,504, Duration of Training – 24-32 months

- Years in operation: 14 years
- Total enrollments: 149
- Completion Rate: 73%
- Average Wage at Placement: \$28-\$34 per hour
- Entered Employment Rate: 91%
- Retention Rate: 67%

#### RECOMMENDATION

Approval to add the Jersey College-Largo Campus to the Eligible Training Provider List.

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

*The Board of Directors made a motion for approval to add the Jersey College-Largo Campus to the Eligible Training Provider List. The motion carried unanimously.*

#### Action Item 16 – Approved Training Providers: Contract Renewal Agreements

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. Initial agreements are reviewed annually and approved for a two year renewal period. Staff 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.

## RECOMMENDATION

Approval to enter into two year (7/1/23-6/30/25) renewal agreements with approved training providers. The training providers listed are still within their initial one year term. Early renewal will get them on a PY renewal schedule along with all other providers.

**Discussion:** None

Motion:	Barclay Harless
Second:	Jack Geller

*The Board of Directors made a motion for approval to enter into two year (7/1/23-6/30/25) renewal agreements with approved training providers. The training providers listed are still within their initial one year term. Early renewal will get them on a PY renewal schedule along with all other providers. The motion carried unanimously.*

## Action Item 17 – CSP Related Party Contracts – PY’2023 – 2024

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statute Section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all LWDBs entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- Approve the contract by a two-thirds (2/3<sup>rd</sup>) vote of the Board when a quorum has been established.
- Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- Such contracts must be submitted to the Florida Department of Economic Opportunity and CareerSource Florida for review.

A listing of related party contracts requiring two-third board approval is below. Each is a separate action and vote.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
A	Ultimate Medical Academy	Rebecca Sarlo	\$100K			\$250K	
B	St. Petersburg College	Belinthia Berry		\$160K		\$500K	\$60K
C	Pinellas County Schools	Mark Hunt		\$130K		\$300K	
D	H&T Global Circuits	Candy Duff	\$20K				
E	Empact Solutions	Elizabeth Siplin	\$20K				
F	*Promedica	Scott Thomas	\$20K				

**Note:** Board Members listed, who were present at the meeting, verbally abstained from the vote related to their respective organization.

\*Potential contracts/in discussion. With approval, will submit to DEO when contracts are made.



## RECOMMENDATION

Approval of the PY'2023-2024 related party contracts by a two-thirds (2/3<sup>rd</sup>) vote.

**Discussion:** None

	Motion	Mark Hunt	
17A	Second	John Howell	Ultimate Medical Academy
	Abstain	Dr. Rebecca Sarlo	
	Motion	Mark Hunt	
17B	Second	Michael Jalazo	St. Petersburg College
	Abstain	No abstention necessary	
	Motion	Michael Jalazo	
17C	Second	Commissioner René Flowers	Pinellas County Schools
	Abstain	Mark Hunt	
	Motion	Mark Hunt	
17D	Second	Michael Jalazo	H & T Global Circuits
	Abstain	No abstention necessary	
	Motion	Mark Hunt	
17E	Second	Michael Jalazo	Empact Solutions
	Abstain	Elizabeth Siplin	
	Motion	Mark Hunt	Promedica

*The Board of Directors made a motion for approval of the PY'2023-2024 related party contracts by a two-thirds (2/3<sup>rd</sup>) vote. The motion carried unanimously.*

### INFORMATION ITEM 1 – REACH Act Realignment Update

Steven Meier gave an update on the transition plan/status for the REACH Act realignment with CareerSource Tampa Bay.

### INFORMATION ITEM 2 – PY'2023-2024 Board Calendar Draft

The PY'2023 – 2024 board meetings calendar draft was included for review and approval. There was discussion as to whether or not to change the time for board meetings for the coming year. A survey will be sent out to get a majority vote on the issue.

### INFORMATION ITEM 3 – Board Member Roster PY'2022-2023

A list of current Board members was included for informational purposes.

### INFORMATION ITEM 4 – Board Composition PY'2022-2023

A list of the PY'2022-2023 board composition was included for informational purposes.

### INFORMATION ITEM 5 – February 28, 2023 Financial Statements

Financial statements were included in the packet for review.

### INFORMATION ITEM 6 – Unrestricted Cash

As of March 31, 2023, CareerSource Pinellas had almost \$856,000 of unrestricted funds available.

### INFORMATION ITEM 7 – WIOA Primary Indicators

The WIOA Primary Indicators were included for informational purposes/review.

**INFORMATION ITEM 8 – Letter Grades**

CareerSource Pinellas letter grades - historical data was included for informational purposes/review.

**INFORMATION ITEM 9 – One-Stop Operator Update**

The One-Stop Operator report was included in the packet for review.

**INFORMATION ITEM 10 – The Demographic Drought**

The Demographic Drought article was included in the packet for informational purposes.

**INFORMATION ITEM 11 – Veterans Quarterly Manager's Report**

The veterans quarterly manager's report was included in the packet for informational purposes/review.

**INFORMATION ITEM 12 – Training Providers Performance Report**

Two training provider performance reports were included in the packet for review.

**INFORMATION ITEM 13 – Training Providers Spending Report**

A training provider spending report for July 1, 2022 – February 28, 2023 was included for review.

**INFORMATION ITEM 14 – Work Based Learning Providers through 2.28.2023**

A Work-based learning and OJT training spending report for July 1, 2022 – February 28, 2023 was included for review.

**INFORMATION ITEM 15 – Business Services Update**

Business Services Director, Jason Druding, gave an update on Business Services.

**INFORMATION ITEM 16 – Workforce Solutions Goals Update**

Director of Programs, Lysandra Montijo, gave an update on Workforce Solutions goals.

**INFORMATION ITEM 17 – Center Traffic Flow**

Director of Programs, Lysandra Montijo, gave an update on center traffic flow.

**INFORMATION ITEM 18 – Annual Board Paperwork Reminder**

The board was reminded to complete their annual board paperwork.

**Other Administrative Matters** – There were no other administrative matters.

**Adjournment** – Scott Thomas (board chair) asked for a motion to adjourn. Mark Hunt made a motion to adjourn, and Scott Thomas adjourned the meeting at 1:11pm.

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

LAST NAME—FIRST NAME—MIDDLE NAME Hunt-William-Mark		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 301 Fourth St. SW		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Largo	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, William Mark Hunt, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of Pinellas County Schools, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for ITAs and Lease Agreement with Pinellas County Schools.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/12/2023

Date Filed

DocuSigned by:

*Mark Hunt*

2649368DE026444

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME Duff-Candy		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 2510 Terminal Dr.		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY St. Petersburg	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Candy Duff, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of H&T Global Circuits, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for PWE/OJT Agreements with H&T Global Circuits.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/16/2023

Date Filed

DocuSigned by:

*Candida Duff*

34C3BDC27F3C44F...

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



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

LAST NAME—FIRST NAME—MIDDLE NAME Siplin-Elizabeth		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 260 1st Ave. S		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY St. Petersburg	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Elizabeth Siplin, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of Empact Solutions, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for PWE/OJT Agreements with Empact Solutions.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/13/2023

Date Filed

DocuSigned by:

*Elizabeth Siplin*

B464F50A70F24BE...  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME Sarlo-Rebecca		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 255 Cleveland Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Clearwater	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Dr. Rebecca Sarlo, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of Ultimate Medical Academy, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for ITAs with Ultimate Medical Academy.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/12/2023

Date Filed

DocuSigned by:

*Dr. Rebecca Sarlo*

8CF18D4DC5914A0...  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME Berry-Belinthia		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 13805 58th St. N		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Clearwater	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Belinthia Berry, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of St. Petersburg College, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for Leases, ITAs, and Virtual Workshop contracts with St. Petersburg College.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/12/2023

Date Filed

DocuSigned by:

Belinthia Berry  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.





## **ACTION ITEM 2**

### **Chief Executive Officer Contract – Steven Meier**

#### **BACKGROUND**

On May 17, 2023, the CareerSource Pinellas Board of Directors (“Board”) approved Steven Meier as the Chief Executive Officer (“CEO”) of CareerSource Pinellas, subject to the approval of the Pinellas County Board of County Commissioners. Subsequently, the Pinellas County Board of County Commissioners approved Mr. Meier’s appointment as CEO, in accordance with the organization’s by-laws, at its June 13, 2023, meeting. The Board additionally recommended and approved that an employment contract be negotiated with Mr. Meier consistent with past CEO contracts. Mr. Scott Thomas, Board Chair, and Ms. Stephanie Marchman, Board General Counsel, negotiated the contract with Mr. Meier, subject to the approval of the Board.

The proposed contract contains the following clauses:

1. Compensates Mr. Meier a salary of \$175,000 for a three-year term. Mr. Meier’s salary was approved at the March 15, 2023, Board meeting retroactive to January 1, 2023.
2. Provides Mr. Meier twenty (20) weeks of severance pay if Mr. Meier’s employment is terminated prior to the expiration of the contract term by Mr. Meier for “good reason” or by CareerSource Pinellas for a reason other than “cause.” However, Mr. Meier will not receive severance pay if within 90 days of his termination date he becomes employed as an executive by an organization which takes over the majority of operations or functions of CareerSource Pinellas.
3. But for minor changes to comply with the DEO Agreement and law, all other contract provisions are consistent with previous CEO contracts.

The proposed contract is attached.

#### **RECOMMENDATION**

Approve the CEO employment contract for Steven Meier for the period of July 1, 2023, through June 30, 2026.

## **EMPLOYMENT AGREEMENT**

**THIS EMPLOYMENT AGREEMENT** (the "**Agreement**") is made effective as of \_\_\_\_\_ ("**Effective Date**"), by and between **WORKNET PINELLAS, INC.** (d/b/a CAREERSOURCE PINELLAS), a Florida not-for-profit corporation, located at 13805 58th Street N., Suite 2-140 (the "**Employer**"), and Steven Meier (the "**Employee**").

### **RECITALS**

**WHEREAS**, Employer is a 501(c)(3) non-profit organization that has requested and received certification from CareerSource Florida, (which serves as the State of Florida Workforce Development Board) as the Region 14 Workforce Development Board; and

**WHEREAS**, Employer has been appointed and designated by the Pinellas County Board of County Commissioners, to act as the Workforce Development Board in such region under the provisions of the "Workforce Innovation Act of 2000," Chapter 445, Florida Statutes; and

**WHEREAS**, the Employer desires to employ the Employee as its Chief Executive Officer and the Employee desires to be employed by the Employer in this capacity and devote his full time and efforts to the business and affairs of the Employer, as described herein, all pursuant to the terms and subject to the conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the foregoing and of the respective covenants and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Employment.** Effective as of the Effective Date, the Employer shall employ Employee, and Employee shall accept such employment and perform services for the Employer, upon the terms and conditions set forth in this Agreement.

2. **Term of Agreement.** Unless terminated at an earlier date in accordance with this Agreement, the term of this Agreement shall be for the period commencing on the Effective Date, and ending \_\_\_\_\_ (the "**Term**"). The Term may be extended beyond the period set forth in this Section as mutually agreed upon in writing by the Employer and Employee. The Employer shall provide Employee with written notice at least 60 days prior to the expiration of the Term (the "**Notice Date**") if the Employer has made a decision as of the Notice Date to initiate a formal search to replace Employee in his capacity as Chief Executive Officer of the Employer at the end of the Term.

3. **Position and Duties.**

(a) **Employment with the Employer.** During the Term, Employee shall perform such duties and responsibilities as the Employer shall assign to him from time to time consistent with his position. Employee's title shall be Chief Executive Officer.

Employee will report to the Board of Directors of the Employer ("**Board of Directors**").

(b) Performance of Duties and Responsibilities. Employee shall serve the Employer faithfully and to the best of his ability and shall devote his full working time, attention and efforts to the business of the Employer during his employment with the Employer. Employee hereby represents and confirms that he is under no contractual or legal commitments that would prevent his from fulfilling his duties and responsibilities as set forth in this Agreement. During his employment with the Employer, Employee may participate in charitable activities and personal investment activities to a reasonable extent, so long as such activities do not interfere with the performance of his duties and responsibilities hereunder.

4. **Compensation.** As his compensation for all services rendered to the Employer during the Term, the Employee shall receive the compensation provided for in this Section, subject to withholding and other applicable employment taxes.

(a) Base Salary. The Employee's base salary for the one month period shall be \$14,583.33, this is based on an annualized salary of \$175,000.00.

(b) Other Benefits. During the Term, Employee shall be entitled to participate in all employee benefit plans and programs of the Employer to the extent that Employee meets the eligibility requirements for each individual plan or program. The Employer provides no assurance as to the adoption or continuation of any particular employee benefit plan or program, and Employee's participation in any such plan or program shall be subject to the provisions, rules and regulations applicable thereto.

(c) Expenses. During the Term, the Employer shall reimburse Employee for all reasonable and necessary out-of-pocket business and travel expenses incurred by his in the performance of his duties and responsibilities hereunder, subject to the Employer's normal policies and procedures for expense verification, documentation, and any limits provided in Florida Statute Sections 445.007(10) and 112.061.

(d) Review. Employer will commence a review of Employee's job performance at least six months before the one year term of this Agreement will expire.

5. **Termination of Employment.**

(a) Employee's employment with the Employer shall terminate immediately upon:

(i) Employee's receipt of written notice from the Employer of the termination of his employment, which notice shall specify the date on which Employee's employment shall terminate;

(ii) Employee's abandonment of his employment or his resignation with or without Good Reason (as defined below);

(iii) Expiration of the Term;

(iv) Employee's Disability (as defined below); or

(v) Employee's death.

(b) The date upon which Employee's termination of employment with the Employer occurs shall be the "**Termination Date**".

6. **Payments Upon Termination of Employment.**

(a) If Employee's employment with the Employer is terminated prior to the expiration of the Term, by the Employee with Good Reason or by the Employer not for Cause (as defined below), the Employer shall pay in one lump sum to Employee as severance pay an amount equal to 20 weeks of his current base salary.

(b) If Employee's employment with the Employer is terminated by reason of:

(i) Cause (as defined below),

(ii) Employee's abandonment of his employment or Employee's resignation without Good Reason,

(iii) Employee's Disability (as defined below), or

(iv) Employee's death,

or, if within 90 days Employee's Termination Date Employee becomes employed as an executive (defined as Chief Executive Officer, Chief Financial Officer, or some other similar position) by an organization which takes over the majority of operations or functions of Employer, the Employer shall pay to Employee or his beneficiary or his estate, as the case may be, his accrued, but unpaid, base salary through the Termination Date, whereafter no further base salary shall accrue, nor shall any severance pay be paid.

(c) "**Cause**" hereunder shall mean:

(i) the commission of any act or failure to act by Employee that involves moral turpitude, dishonesty, theft, destruction of property, fraud, embezzlement or unethical business conduct, or that is otherwise injurious to the Employer or any of its affiliates, whether financially or otherwise, or intended to result in gain or personal enrichment of Employee at the expense of the Employer or any of its affiliates;

(ii) unlawful conduct or gross misconduct that, in either event, is injurious to the Employer;

(iii) the conviction of Employee of a felony or the conviction of Employee of a misdemeanor which involves moral turpitude, or the entry by Employee of a plea of guilty or nolo contendere with respect to any of the foregoing;

(iv) failure of Employee to perform his duties and responsibilities hereunder or to satisfy his obligations as an officer or employee of the Employer, which failure has not been cured by Employee within five (5) business days after written notice thereof to Employee from the Employer;

(v) material breach of any terms and conditions of this Agreement by Employee not caused by the Employer or any other contract or agreement between the Employer (or any of its affiliates) and Employee, which breach has not been cured by Employee within three (3) business days after written notice thereof to Employee from the Employer; or

(vi) "misconduct", as that term is defined by Florida Statute Section 443.036(29).

In each case, with respect to subsections (i) through (vi), as determined in good faith by the Board of Directors in the exercise of its reasonable business judgment.

(d) **"Disability"** hereunder shall mean the inability of Employee to perform on a full-time basis the duties and responsibilities of his employment with the Employer by reason of his illness or other physical or mental impairment or condition, if such inability continues for a period of 90 days (whether contiguous or not) or more during any 360-day period.

(e) **"Good Reason"** hereunder shall mean the occurrence of the following without Employee's prior written consent: (i) the assignment to Employee of any duties or responsibilities which result in the material diminution of Employee's then current position or (ii) relocation of Employee to an office greater than 50 miles from his current principal location of employment. Notwithstanding the foregoing, any actions taken by the Employer to accommodate a Disability of Employee or pursuant to the Family and Medical Leave Act shall not be a Good Reason for purposes of this Agreement.

(f) In the event of termination of Employee's employment, the sole obligation of the Employer shall be its obligation to make the payments called for by Section 6(a) or 6(b) hereof, and the Employer shall have no other obligation to Employee or to his beneficiary or his estate, except as otherwise provided by law, under the terms of any other applicable agreement between Employee and the Employer or under the terms of any employee benefit plans or programs then maintained by the Employer in which Employee participates.

(g) Notwithstanding the foregoing provisions of this Section 6, the Employer shall not be obligated to make any payments to Employee under Section 6(a) hereof unless Employee shall have signed a release of claims in favor of the Employer in a form to be prescribed by the Board of Directors and all applicable consideration periods and rescission periods provided by law shall have expired.

(h) Notwithstanding any provisions within this Agreement, any severance pay provided to Employee by Employer may not exceed an amount greater than 20 weeks of compensation.

(i) Notwithstanding any provisions within this Agreement, any termination of Employee by the Board of Directors is subject to the approval of the Pinellas County Board of County Commissioners. Nothing herein shall be construed to prevent the Pinellas County Board of County Commissioners from removing Employee. Removal of Employee is a power reserved to the Pinellas County Board of County Commissioners as the Chief Elected Official.

7. **Nondisparagement.** During the Term and thereafter, Employee shall refrain from making any statements to any person or organization (including without limitation members of the press and media) and other members of the public, which would disparage the Employer, its officers, managers, members or affiliates. The foregoing shall not be violated by truthful statements in response to legal process, required governmental testimony or filings, or administrative or arbitral proceedings (including without limitation, deposition in connection with such proceedings).

8. **Consent to Enforcement by Successor, Assignee or Third Party Beneficiary.**

(a) The Employee acknowledges that the Employer's rights pursuant to this Agreement (including without limitation the rights set forth in Sections 7, 9 and 10) may be assigned by the Employer to a successor or assignee, whether by merger, stock sale, asset sale, or like corporate event, and recognizes that the restrictions imposed herein may be enforced by such successor or assignee or by any third party beneficiary.

(b) This Agreement and all rights of the Employee hereunder shall inure to the benefit of and be enforceable by the Employee's personal or legal representative, executors, administrators, successors, heirs, distributees, devisees and legatees.

9. **Non-Disclosure.** The following provisions shall survive expiration of the Term and any termination of this Agreement.

(a) **Confidentiality.** In carrying out the terms of this Agreement, Employer may disclose to Employee certain confidential, proprietary and trade secret information (the "**Confidential Information**"). Employee shall protect and keep confidential any and all Confidential Information and shall not use, disclose, or allow any third party access to any such Confidential Information, except to the extent contemplated by this Agreement. Employee shall use his best efforts to ensure that only employees of Employer, if applicable, and third parties



whose duties give them a need to know such Confidential Information, shall have access thereto. All such persons and entities shall be instructed to treat the same as proprietary and confidential and the receiving party shall take such other measures to protect the confidentiality of such Confidential Information as it deems reasonable under the circumstances. Notwithstanding the foregoing, Employee shall not be liable to Employer with regard to any disclosure of Confidential Information of Employer which (i) was known to Employee, without restriction, at the time of disclosure, (ii) is disclosed with the prior written approval of Employer, (iii) was independently developed by Employee, without any use of the Confidential Information, or (iv) becomes known to Employee, without restriction, from a source who obtained such information other than through the breach of this Agreement by Employee and not otherwise in violation of Employer's rights.

(b) Delivery of Documents. Upon termination or expiration of this Agreement, Employee shall deliver to Employer all documents in his possession necessary or relating to the operation of Employer.

(c) Permitted Disclosures.

(i) Nothing in this Agreement shall be construed to prevent disclosure of Confidential Information as may be required by applicable law or regulation, or pursuant to the valid order of a court of competent jurisdiction or an authorized government agency, provided that the disclosure does not exceed the extent of disclosure required by such law, regulation, or order. The Employee shall promptly provide written notice of any such order to the Board of Directors. Nothing in this Agreement prohibits or restricts the Employee (or Employee's attorney) from initiating communications directly with, responding to an inquiry from, or providing testimony before the Securities and Exchange Commission (SEC), the Financial Industry Regulatory Authority (FINRA), any other self-regulatory organization, or any other federal or state regulatory authority.

(ii) Nothing in this Agreement in any way prohibits or is intended to restrict or impede the Employee from exercising protected rights, or otherwise disclosing information as permitted by law.

(d) Notice of Immunity Under the Economic Espionage Act of 1996, as amended by the Defend Trade Secrets Act of 2016. Notwithstanding any other provision of this Agreement:

(i) The Employee will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney and solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document that is filed under seal in a lawsuit or other proceeding.

(ii) If the Employee files a lawsuit for retaliation by the Employer for reporting a suspected violation of law, the Employee may disclose the Employer's trade secrets to the Employee's attorney and use the trade secret information in the court proceeding if the Employee (1) files any document containing the trade secret under seal; and (2) does not disclose the trade secret, except pursuant to court order.

10. **Proprietary Rights.**

(a) **Work Product.** The Employee acknowledges and agrees that all right, title and interest in and to all writings, works of authorship, technology, inventions, discoveries, processes, techniques, methods, ideas, concepts, research, proposals, materials and all other work product of any nature whatsoever, that are created, prepared, produced, authored, edited, amended, conceived or reduced to practice by the Employee individually or jointly with others during the period of his employment by the Employer and relate in any way to the business or contemplated business, products, activities, research or development of the Employer or result from any work performed by the Employee for the Employer (in each case, regardless of when or where prepared or whose equipment or other resources is used in preparing the same) all rights and claims related to the foregoing, and all printed, physical and electronic copies, and other tangible embodiments thereof (collectively, "**Work Product**"), as well as any and all rights in and to U.S. and foreign (a) patents, patent disclosures and inventions (whether patentable or not), (b) trademarks, service marks, trade dress, trade names, logos, corporate names and domain names, and other similar designations of source or origin, together with the goodwill symbolized by any of the foregoing, (c) copyrights and copyrightable works (including computer programs), and rights in data and databases, (d) trade secrets, know-how and other Confidential Information, and (e) all other intellectual property rights, in each case whether registered or unregistered and including all registrations and applications for, and renewals and extensions of, such rights, all improvements thereto and all similar or equivalent rights or forms of protection in any part of the world (collectively, "**Intellectual Property Rights**"), shall be the sole and exclusive property of the Employer.

(b) **Assignment of Rights.** With respect to Work Product and Intellectual Property Rights made, conceived, or reduced to practice by the Employee (either solely or jointly with others) during the course of the Employee's relationship with the Employer; and with respect to all Work Product and Intellectual Property Rights made, conceived, or reduced to practice by the Employee (either solely or jointly with others), within twenty four (24) months after termination of the Employee's relationship with the Employer:

(i) The Employee hereby assigns and agrees to assign to the Employer all of the Employee's rights in the Work Product and Intellectual Property Rights and all reissues, renewals and extensions thereof,

(ii) The Employee shall, during the period of his relationship with the Employer and at all times thereafter, promptly upon request by the Employer (without any charge to the Employee, at the sole expense of the Employer), execute, acknowledge and deliver to the Employer such written instruments and perform such other lawful acts as may be necessary, in the opinion of the Employer or its counsel, to obtain, maintain and enforce Work Product and Intellectual Property Rights and all reissues, renewals and extensions thereof and to vest the entire right, title and interest thereto in the Employer;

(iii) The Employee represents that he has no right, title or interest in or to any Work Product or Intellectual Property Rights, which has been made, conceived or reduced to practice by the Employee (either solely or jointly with others) prior to the commencement of the Employee's relationship with the Employer.

(c) Further Assurances. To the extent the Employer deems necessary or desirable to effect the intent of the assignment, transfers and set-overs provided for in Section 10(b), the Employee and his heirs, assigns and representatives shall, at the expense of the Employer (but without compensation), assist the Employer or its nominee to obtain patents, copyrights, trademarks and trade names or similar rights or protection (including any renewals or continuation thereof) for any and all Work Product and Intellectual Property Rights in any country or countries throughout the world. The Employee and his heirs, assigns and representatives shall execute and deliver any and all applications, assignments or other instruments necessary or desirable to secure United States or foreign patents, copyrights, trademarks and trade names or similar rights or protection (including any renewals or contributions thereof), and to transfer to the Employer upon request, any and all right, title or interest in and to any and all such Work Product and Intellectual Property Rights. The Employee and his heirs, assigns and representatives shall give to the Employer, upon request, any and all facts known to him or them reflecting such Work Product and Intellectual Property Rights with respect to any of the foregoing, including without limitation any and all formulas, processes, sketches, drawings, models and figures.

11. Notice. All notices, demands and other communications to be given or delivered under or by reason of the provisions of this Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) one (1) day after sent by reputable overnight express courier (charges prepaid), or (iii) five (5) days following mailing by certified or registered mail, postage prepaid and return receipt requested. Unless another address is specified in writing, notices, demands and communications to the parties shall be sent to the address indicated below:

If to Employer: Chair, Board of Directors  
CareerSource Pinellas  
13805 58th Street N., Suite 2-140  
Clearwater, Florida 33760

If to Employee: Steven Meier  
2489 Golden Pasture Circle  
Clearwater, Florida 33764

(a) Modification. This Agreement shall not be modified or amended except by an instrument in writing signed by both parties.

(b) Waiver of Breach or Violation Not Deemed Continuing. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach hereof.

(c) Assignment. The Employee shall not assign all or any portion of his rights, obligations, or duties under this Agreement to any third party without the prior written approval of the Employer. Any assignment in violation of this provision shall be void and of no force or effect.

(d) Necessary Action. Each party shall perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this Agreement.

(e) Cost of Enforcement. In the event either party is required to institute legal proceedings to enforce any term or provision of this Agreement, the prevailing party in such proceedings shall be entitled to be reimbursed for its reasonable attorneys' and legal assistants' fees and costs incurred in connection with such proceedings. For this purpose, the term "prevailing party" shall mean the party whose position is substantially sustained in the settlement or in the final judgment rendered in any litigation.

(f) Venue. For those matters or disputes of any nature arising out of, connected with, related or incidental to the Agreement, the parties hereto hereby irrevocably submit themselves to the exclusive jurisdiction of the courts of the State of Florida located in Pinellas County, Florida and to the jurisdiction of the United States District Court for the Middle District of Florida for the purpose of bringing any action that may be brought in connection with the provisions hereof. The parties hereto hereby individually agree that they shall not assert any claim that they are not subject to the jurisdiction of such courts, that the venue is improper, that the forum is inconvenient or any similar objection, claim or argument. Service of process on either of the parties hereto with regard to any such action may be made by mailing the process to such party by regular or certified mail to the address of such person set forth herein or to any subsequent address to which notices shall be sent or in any other manner permitted by applicable law.

(g) Jury Trial Waiver. THE EMPLOYEE AND THE EMPLOYER KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE THE RIGHT TO A JURY TRIAL IN ANY LAWSUIT BETWEEN THEM THAT ARISES AT ANY TIME OUT OF THIS AGREEMENT OR THE EMPLOYEE'S ASSOCIATION WITH THE EMPLOYER, WHETHER AT LAW OR IN EQUITY, WHETHER BASED ON A CLAIM OR COUNTERCLAIM ARISING BEFORE OR AFTER THE EFFECTIVE DATE OF THIS AGREEMENT, REGARDLESS OF THE NATURE OF THE CLAIM OR COUNTERCLAIM, AND INCLUDING WITHOUT LIMITATION CLAIMS UNDER TORT, CONTRACT, CORPORATE, AND EMPLOYMENT LAWS.

(h) Entire Agreement. This Agreement sets forth the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes all prior understandings and agreements related to Employee's employment with the Employer. Any oral representations or modifications concerning this instrument shall be of no force or effect unless contained in a subsequent written modification signed by a duly authorized officer or agent of the party to be bound thereby.

(i) Counterparts. This Agreement may be executed in separate counterparts, whether by original signature or facsimile or electronic copy, each of which is deemed to be an original and all of which taken together constitute one and the same agreement.

IN WITNESS WHEREOF, the Employer and Employee have executed this Agreement as of the date first above written.

EMPLOYEE:

\_\_\_\_\_  
STEVEN MEIER

WORKNET PINELLAS, INC. (D/B/A  
CAREERSOURCE PINELLAS)

By:\_\_\_\_\_

Name:\_\_\_\_\_

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



## **ACTION ITEM 3**

### **One-Stop Operator Contract**

Under The Workforce Innovation and Opportunity Act (WIOA), one-stop operators are required to be selected through a competitive process. As detailed in TEGL 15-16, local boards must reissue a competitive operator selection process at least every four years under WIOA. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for local boards to regularly examine performance and costs against original expectations.

The Board approved contracting with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions, for a one-year term commencing July 1, 2022, with the option of up to three one-year renewals. The contract for 2022-2023 was for \$45,000. The renewal for the period July 1, 2023, through June 30, 2024, is \$52,000. The \$7,000 increase in the budget allows for 3% salary increase for the Customer Advocate, a small increase in time allocated for the Director of One-Stop Services from 15% to 17% and slight increase in travel costs and supplies. CareerSource Pinellas policy requires all contracts in excess of \$50,000 to be approved by the Board.

### **RECOMMENDATION**

Approval of the One-Stop Operator renewal contract for The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions, for a one-year term commencing July 1, 2023, for \$52,000.





## **ACTION ITEM 4**

### **Regional Targeted Occupations List**

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2023-2024 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by June 30, 2023.

Staff reviewed the new Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2022-2023 TOL previously approved by the board in June 2022.

Lists of potential additions and deletions were drafted with accompanying Labor Market Information to request review and approval to finalize the 2022-2023 TOL.

In accordance with the REACH Act, CareerSource Pinellas will begin working with CareerSource Tampa Bay on regional approaches prior to the impending consolidation. The accompanying list combines the RTOLs of both regions to create a regional occupation list.

### **RECOMMENDATION**

Approval to adopt the combined list as the 2023-2024 Regional Demand Occupation List for CareerSource Pinellas.

SOC Code Occupation Title*	Occupation Title*	Region 14 (CareerSource Pinellas)	Region 15 (CareerSource Tampa Bay)	On list
		Status	Status8	
132011	Accountants and Auditors	Current	Current	Both
493011	Aircraft Mechanics and Service Technicians	Current	Current	Both
532011	Airline Pilots, Copilots, and Flight Engineers	New	Current	Both
173011	Architectural and Civil Drafters	New	Current	Both
119041	Architectural and Engineering Managers	Current	Current	Both
274011	Audio and Video Technicians	Current	Current	Both
493023	Automotive Service Technicians and Mechanics	Current	Current	Both
194021	Biological Technicians	New	Current	Both
433031	Bookkeeping, Accounting, and Auditing Clerks	Current	Current	Both
493031	Bus and Truck Mechanics and Diesel Engine Specialists	Current	Current	Both
533052	Bus Drivers, Transit and Intercity	New	Current	Both
131199	Business Operations Specialists, All Other	Recommended	Keep	Both
251011	Business Teachers, Postsecondary	New	Current	Both
131020	Buyers and Purchasing Agents	Current	Current	Both
292031	Cardiovascular Technologists and Technicians	New	Current	Both
435011	Cargo and Freight Agents	Current	Current	Both
472031	Carpenters	Current	Current	Both
472051	Cement Masons and Concrete Finishers	Current	Current	Both
351011	Chefs and Head Cooks	Current	Current	Both
172051	Civil Engineers	Current	Current	Both
131031	Claims Adjusters, Examiners, and Investigators	Current	Current	Both
212011	Clergy	New	Current	Both
292010	Clinical Laboratory Technologists and Technicians	Current	Current	Both
532012	Commercial Pilots	Current	Current	Both
211099	Community and Social Service Specialists, All Other	New	Current	Both
131141	Compensation, Benefits, and Job Analysis Specialists	Current	Current	Both
131041	Compliance Officers	Current	Current	Both
113021	Computer and Information Systems Managers	Current	Current	Both
151241	Computer Network Architects	New	Current	Both
151231	Computer Network Support Specialists	Current	Current	Both
151211	Computer Systems Analysts	Current	Current	Both
151232	Computer User Support Specialists	Current	Current	Both
474011	Construction and Building Inspectors	Current	Current	Both
119021	Construction Managers	Current	Current	Both
131051	Cost Estimators	Current	Current	Both
434051	Customer Service Representatives	Recommended	Keep	Both
319091	Dental Assistants	Current	Current	Both
291292	Dental Hygienists	Current	Current	Both
292032	Diagnostic Medical Sonographers	Current	Current	Both
472081	Drywall and Ceiling Tile Installers	New	Current	Both
119033	Education Administrators, Postsecondary	New	Current	Both
173023	Electrical and Electronic Engineering Technologists and Technicians	Current	Current	Both

172071	Electrical Engineers	New	Current	Both
472111	Electricians	Current	Current	Both
172072	Electronics Engineers, Except Computer	New	Current	Both
252021	Elementary School Teachers, Except Special Education	New	Current	Both
172199	Engineers, All Other	New	Current	Both
119013	Farmers, Ranchers, and Other Agricultural Managers	New	Current	Both
113031	Financial Managers	Current	Current	Both
332011	Firefighters	Current	Current	Both
471011	First-Line Supervisors of Construction Trades and Extraction Workers	Current	Current	Both
371011	First-Line Supervisors of Housekeeping and Janitorial Workers	New	Current	Both
371012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	Current	Current	Both
491011	First-Line Supervisors of Mechanics, Installers, and Repairers	Current	Current	Both
411012	First-Line Supervisors of Non-Retail Sales Workers	Current	Current	Both
431011	First-Line Supervisors of Office and Administrative Support Workers	Current	Current	Both
511011	First-Line Supervisors of Production and Operating Workers	Current	Current	Both
411011	First-Line Supervisors of Retail Sales Workers	Current	Current	Both
531047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	Current	Current	Both
119051	Food Service Managers	Current	Current	Both
111021	General and Operations Managers	Current	Current	Both
472121	Glaziers	New	Current	Both
271024	Graphic Designers	Current	Current	Both
499021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Current	Current	Both
533032	Heavy and Tractor-Trailer Truck Drivers	Current	Current	Both
113121	Human Resources Managers	Current	Current	Both
131071	Human Resources Specialists	Current	Current	Both
172112	Industrial Engineers	Current	Current	Both
499041	Industrial Machinery Mechanics	Current	Current	Both
537051	Industrial Truck and Tractor Operators	Current	Current	Both
151212	Information Security Analysts	Current	Current	Both
413021	Insurance Sales Agents	Current	Current	Both
273091	Interpreters and Translators	New	Current	Both
252012	Kindergarten Teachers, Except Special Education	Current	Current	Both
292061	Licensed Practical and Licensed Vocational Nurses	Current	Current	Both
132072	Loan Officers	Current	Current	Both
131081	Logisticians	New	Current	Both
514041	Machinists	Current	Current	Both
131111	Management Analysts	Current	Current	Both
131161	Market Research Analysts and Marketing Specialists	Current	Current	Both
112021	Marketing Managers	Current	Current	Both
172141	Mechanical Engineers	Current	Current	Both
119111	Medical and Health Services Managers	Current	Current	Both
319092	Medical Assistants	Current	Current	Both
499062	Medical Equipment Repairers	New	Current	Both
436013	Medical Secretaries and Administrative Assistants	Current	Current	Both
131121	Meeting, Convention, and Event Planners	Current	Current	Both

252022	Middle School Teachers, Except Special and Career/Technical Education	Current	Current	Both
493042	Mobile Heavy Equipment Mechanics, Except Engines	New	Current	Both
493051	Motorboat Mechanics and Service Technicians	New	Current	Both
151244	Network and Computer Systems Administrators	Current	Current	Both
312011	Occupational Therapy Assistants	New	Current	Both
472073	Operating Engineers and Other Construction Equipment Operators	Current	Current	Both
472141	Painters, Construction and Maintenance	Current	Current	Both
232011	Paralegals and Legal Assistants	Current	Current	Both
132052	Personal Financial Advisors	Current	Current	Both
372021	Pest Control Workers	Current	Current	Both
292052	Pharmacy Technicians	Current	Current	Both
319097	Phlebotomists	Current	Current	Both
312021	Physical Therapist Assistants	Current	Current	Both
291071	Physician Assistants	New	Current	Both
472152	Plumbers, Pipefitters, and Steamfitters	Current	Current	Both
333051	Police and Sheriff/Es Patrol Officers	Current	Current	Both
251199	Postsecondary Teachers, All Other	Current	Current	Both
272012	Producers and Directors	New	Current	Both
119141	Property, Real Estate, and Community Association Managers	Current	Current	Both
273031	Public Relations Specialists	Current	Current	Both
292034	Radiologic Technologists and Technicians	Current	Current	Both
291141	Registered Nurses	Current	Current	Both
291126	Respiratory Therapists	Current	Current	Both
472181	Roofers	New	Current	Both
112022	Sales Managers	Current	Current	Both
414012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	Current	Current	Both
414011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	Current	Current	Both
252031	Secondary School Teachers, Except Special and Career/Technical Education	Current	Current	Both
413031	Securities, Commodities, and Financial Services Sales Agents	Current	Current	Both
492098	Security and Fire Alarm Systems Installers	Current	Current	Both
472211	Sheet Metal Workers	New	Current	Both
252052	Special Education Teachers, Kindergarten and Elementary	New	Current	Both
211018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	Current	Current	Both
292055	Surgical Technologists	Current	Current	Both
173031	Surveying and Mapping Technicians	New	Current	Both
492022	Telecommunications Equipment Installers and Repairers, Except Line Installers	Current	Current	Both
499052	Telecommunications Line Installers and Repairers	New	Current	Both
472044	Tile and Stone Setters	Current	Current	Both
131151	Training and Development Specialists	Current	Current	Both
113071	Transportation, Storage, and Distribution Managers	Current	Current	Both
514121	Welders, Cutters, Solderers, and Brazers	Current	Current	Both
151299	Computer Occupations, All Other			Region 14
351012	First-Line Supervisors of Food Preparation and Serving Workers	Recommended		Region 14

519061	Inspectors, Testers, Sorters, Samplers, and Weighers	Recommended	Region 14
533033	Light Truck Drivers	Recommended	Region 14
499071	Maintenance and Repair Workers, General	Recommended	Region 14
439061	Office Clerks, General	Recommended	Region 14
131082	Project Management Specialists	Recommended	Region 14
413091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	Recommended	Region 14
436014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Recommended	Region 14
151252	Software Developers	Recommended	Region 14
253099	Teachers and Instructors, All Other	Recommended	Region 14
518031	Water and Wastewater Treatment Plant and System Operators		Region 14
413011	Advertising Sales Agents	Keep	Region 15
493021	Automotive Body and Related Repairers	Keep	Region 15
395011	Barbers	Keep	Region 15
472021	Brickmasons and Blockmasons	Keep	Region 15
533021	Bus Drivers, Transit and Intercity	Keep	Region 15
111011	Chief Executives	Current	Region 15
211094	Community Health Workers	Keep	Region 15
514012	Computer Controlled (CNC) Mach. Tool Programmers, M & P	Keep	Region 15
514011	Computer-Controlled Machine Tool Operators, M & P	Keep	Region 15
352014	Cooks, Restaurant	Keep	Region 15
333012	Correctional Officers and Jailers	Keep	Region 15
151141	Database Administrators	Keep	Region 15
292051	Dietetic Technicians	Keep	Region 15
212021	Directors, Religious Activities and Education	Keep	Region 15
119032	Education Administrators, Kindergarten through Secondary	Current	Region 15
492094	Electronics Repairers, Commercial and Industrial Equip.	Keep	Region 15
292041	Emergency Medical Technicians and Paramedics	Keep	Region 15
173029	Engineering Technicians, Except Drafters, All Other	Keep	Region 15
194091	Environmental Science and Protection Technicians, Including Health	Keep	Region 15
436011	Executive Secretaries and Executive Admin. Assistants	Keep	Region 15
132051	Financial Analysts	Keep	Region 15
132098	Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other	Keep	Region 15
132099	Financial Specialists, All Other	Current	Region 15
391098	First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services	Keep	Region 15
194092	Forensic Science Technicians	Keep	Region 15
395012	Hairdressers, Hairstylists, and Cosmetologists	Keep	Region 15
292099	Health Technologists and Technicians, All Other	Keep	Region 15
311011	Home Health Aides	Keep	Region 15
434161	Human Resources Assistants, Exc. Payroll	Keep	Region 15
472131	Insulation Workers, Floor, Ceiling, and Wall	Keep	Region 15
132053	Insurance Underwriters	Keep	Region 15
271025	Interior Designers	Keep	Region 15
434131	Loan Interviewers and Clerks	Keep	Region 15
119081	Lodging Managers	Keep	Region 15
119199	Managers, All Other	Keep	Region 15

395092	Manicurists and Pedicurists	Keep	Region 15
319011	Massage Therapists	Keep	Region 15
173027	Mechanical Engineering Technicians	Keep	Region 15
292098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	Keep	Region 15
319093	Medical Equipment Preparers	Keep	Region 15
292071	Medical Records and Health Information Technicians	Keep	Region 15
514199	Metal and Plastic Machine Workers, all other	Keep	Region 15
499044	Millwrights	Keep	Region 15
292033	Nuclear Medicine Technologists	Keep	Region 15
311014	Nursing Assistants	Keep	Region 15
519083	Ophthalmic Laboratory Technicians	Keep	Region 15
292081	Opticians, Dispensing	Keep	Region 15
311015	Patient Care Technicians (Orderlies)	Keep	Region 15
119198	Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All	Keep	Region 15
472151	Pipelayers	Keep	Region 15
252011	Preschool Teachers, Except Special Education	Keep	Region 15
131198	Project Management Specialists and Business Operations Specialists, All Other	Keep	Region 15
292053	Psychiatric Technicians	Keep	Region 15
419021	Real Estate Brokers	Keep	Region 15
419022	Real Estate Sales Agents	Keep	Region 15
339032	Security Guards	Keep	Region 15
395094	Skincare Specialists	Keep	Region 15
151256	Software Developers and Software Quality Assurance Analysts and Testers	Keep	Region 15
151133	Software Developers, Systems Software	Keep	Region 15
472231	Solar Photovoltaic Installers	Keep	Region 15
472221	Structural Iron and Steel Workers	Keep	Region 15
259041	Teacher Assistants	Keep	Region 15
232093	Title Examiners, Abstractors, and Searchers	Keep	Region 15
292056	Veterinary Technologists and Technicians	Keep	Region 15
251194	Vocational Education Teachers, Postsecondary	Keep	Region 15
151134	Web Developers	Keep	Region 15
151257	Web Developers and Digital Interface Designers	Keep	Region 15

Both regions have on lists
Region 14 (CareerSource Pinellas)
Region 15 (CareerSource Tampa Bay)



## **ACTION ITEM 5**

### **Eligible Training Provider List**

CareerSource Pinellas enters into individual training provider agreements with each approved Training provider. Training providers are also regularly required to:

- 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).
- Remain in compliance with performance, financial and other mandated requirements.

In consideration of the consolidation of CareerSource Pinellas with CareerSource Tampa Bay, the two organizations will begin working together on regional approaches for some processes prior to actual date of consolidation. The accompanying list combines the Eligible Training Provider List (ETPL) of both regions to create one regional approved training provider list. The criteria to approve training providers in Hillsborough and Pinellas is very similar.

CareerSource Tampa Bay Executive Committee approved this recommendation on June 15, 2023.

### **RECOMMENDATION**

Approval to adopt the combined Regional Eligible Training Provider List for CareerSource Pinellas.



Training Provider	Region	Website
Access Computer Training	Both	<a href="http://www.accesscomputertraining.com">www.accesscomputertraining.com</a>
Center for Technology Training	Both	<a href="http://www.cttschool.com">www.cttschool.com</a>
Computer Coach IT Training Solutions	Both	<a href="http://www.computercoach.com">www.computercoach.com</a>
Fleetforce Truck Driving School	Both	<a href="http://www.fleetforcetruckdrivingschool.com">www.fleetforcetruckdrivingschool.com</a>
Concorde Career Institute	Both	<a href="http://www.concorde.edu">www.concorde.edu</a>
Florida Technical College	Both	<a href="http://www.ftccollege.edu">www.ftccollege.edu</a>
Galen College of Nursing	Both	<a href="http://www.galencollege.edu/campuses/tampa-bay">www.galencollege.edu/campuses/tampa-bay</a>
Jersey College	Both	<a href="http://www.jerseycollege.edu">www.jerseycollege.edu</a>
National Aviation Academy	Both	<a href="http://www.naa.edu">www.naa.edu</a>
New Horizons Computer Learning Center of Tampa Bay	Both	<a href="http://www.nhtampabay.com">www.nhtampabay.com</a>
Net Synergy Virtual Solutions dba LT3 Academy	Both	<a href="http://www.mynetsvs.com">www.mynetsvs.com</a>
Palm Beach Code School - Online	Both	<a href="http://www.palmbeachcodeschool.com">www.palmbeachcodeschool.com</a>
Roadmaster Drivers School, Inc.	Both	<a href="http://www.roadmaster.com">www.roadmaster.com</a>
Tampa Truck Driving School	Both	<a href="http://www.tampatruckdrivingschool.com">www.tampatruckdrivingschool.com</a>
Ultimate Medical Academy	Both	<a href="http://www.ultimatemedical.edu/programs">www.ultimatemedical.edu/programs</a>
Academy for Dental Assistants	Region 14	<a href="http://www.academy4da.com">www.academy4da.com</a>
ACI Learning - Online	Region 14	<a href="http://www.acilearning.com">www.acilearning.com</a>
Champion Truck Driving School	Region 14	<a href="http://www.cdlschoolinc.com/largo-truck-driving-school">www.cdlschoolinc.com/largo-truck-driving-school</a>
CodeBoxx	Region 14	<a href="http://www.codeboxxtechnology.com">www.codeboxxtechnology.com</a>
Keiser University	Region 14	<a href="http://www.keiseruniversity.edu">www.keiseruniversity.edu</a>
Learning Alliance Corporation	Region 14	<a href="http://www.mylearningalliance.com">www.mylearningalliance.com</a>
Pinellas County Schools, COE & SACS CASI (includes Community Adult Education & Pinellas Technical College - formerly PTEC)	Region 14	<a href="http://www.pcsb.org/myptc">www.pcsb.org/myptc</a>
Rasmussen University	Region 14	<a href="http://www.rasmussen.edu">www.rasmussen.edu</a>
ServiceSource Florida Career Institute	Region 14	<a href="http://www.servicesource.org">www.servicesource.org</a>
Southern Technical Institute	Region 14	<a href="http://www.beacna.com">www.beacna.com</a>
St. Petersburg College - Workforce Institute/Non-credit	Region 14	<a href="http://www.spcollege.augusoft.net">www.spcollege.augusoft.net</a>
St. Petersburg College, SACS - COC	Region 14	<a href="http://www.spc.edu/info">www.spc.edu/info</a>
Ultimate Medical Academy - Online	Region 14	<a href="http://www.ultimatemedical.edu/programs">www.ultimatemedical.edu/programs</a>
University of South Florida / Innovative Education, SACS	Region 14	<a href="http://www.usf.edu/continuing-education">www.usf.edu/continuing-education</a>
Academy of Applied Technology, LLC dba Applied Technology Academy	Region 15	<a href="https://appliedtechnologyacademy.com">https://appliedtechnologyacademy.com</a>
Aguilas International Technical Institute	Region 15	<a href="https://agmedtech.com/">https://agmedtech.com/</a>
Career Tech, LLC	Region 15	<a href="https://careertech.edu/">https://careertech.edu/</a>
CNA Training & Testing Center	Region 15	<a href="https://www.cnatrainingandtestingcenter.com/">https://www.cnatrainingandtestingcenter.com/</a>
DATS of Florida, Inc.	Region 15	<a href="https://www.datsflorida.com">https://www.datsflorida.com</a>
Finlay Institute of Nursing	Region 15	<a href="https://finlayinstitute.com/">https://finlayinstitute.com/</a>
Florida Career College	Region 15	<a href="https://www.floridacareercollege.edu/">https://www.floridacareercollege.edu/</a>
Florida Trade Academy	Region 15	<a href="http://floridatradeacademy.org/">http://floridatradeacademy.org/</a>
Herzing University	Region 15	<a href="https://www.herzing.edu/">https://www.herzing.edu/</a>
Hillsborough Community College	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College - Institute for Corporate & Continuing Education	Region 15	<a href="https://www.tampatraining.com/">https://www.tampatraining.com/</a>

Hillsborough Community College - Ybor Campus	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College - Ybor City Campus	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College, Brandon Campus	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College, Brandon Campus	Region 15	<a href="https://catalog.tampatraining.com/">https://catalog.tampatraining.com/</a>
Hillsborough Community College, Collaboration Studio	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College, Dale Mabry Campus	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College, HCC at The Regent	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough Community College, Institute for Corporate & Continuing Education	Region 15	<a href="https://www.tampatraining.com/">https://www.tampatraining.com/</a>
Hillsborough Community College, Plant City Campus	Region 15	<a href="https://www.hccfl.edu/">https://www.hccfl.edu/</a>
Hillsborough County School Board - Aparicio-Levy Technical	Region 15	<a href="http://www.hillsboroughschools.org/altec">www.hillsboroughschools.org/altec</a>
Hillsborough County School Board - Aparicio-Levy Technical College	Region 15	<a href="http://www.aparicio-levy.edu">www.aparicio-levy.edu</a>
Hillsborough County School Board - Brewster Technical College	Region 15	<a href="http://www.brewster.edu">www.brewster.edu</a>
Hillsborough County School Board - Erwin Technical College	Region 15	<a href="http://www.erwin.edu">www.erwin.edu</a>
Hillsborough County School Board - Erwin Technical College (West Campus)	Region 15	<a href="http://www.erwin.edu">www.erwin.edu</a>
JobWorks dba JobWorks Education and Training Systems	Region 15	<a href="https://www.jobworksincorporated.org/techworks">https://www.jobworksincorporated.org/techworks</a>
Knowledge Quest Education Solutions dba Learning Alliance Corporation	Region 15	<a href="https://www.mylearningalliance.com/">https://www.mylearningalliance.com/</a>
Net Synergy Virtual Solutions dba LT3 Academy	Region 15	<a href="http://www.mynetsvs.com/lt3academy">www.mynetsvs.com/lt3academy</a>
Rasmussen University - Brandon/Tampa Campus	Region 15	<a href="https://www.rasmussen.edu/locations/florida/tampa-brandon/">https://www.rasmussen.edu/locations/florida/tampa-brandon/</a>
Rasmussen University - Central Pasco campus	Region 15	<a href="https://www.rasmussen.edu/locations/florida/central-pasco/">https://www.rasmussen.edu/locations/florida/central-pasco/</a>
Southern Technical College	Region 15	<a href="https://www.southerntech.edu">https://www.southerntech.edu</a>
Suncoast Career Academy	Region 15	<a href="http://www.suncoastcareeracademy.com">www.suncoastcareeracademy.com</a>
Tampa Medical College	Region 15	<a href="https://appliedtechnologyacademy.com">https://appliedtechnologyacademy.com</a>
Tampa Vocational Institute	Region 15	<a href="http://www.tampavocational.com/">http://www.tampavocational.com/</a>
University of South Florida, Learning Academy Services	Region 15	<a href="http://learningacademy.fmhi.usf.edu/">http://learningacademy.fmhi.usf.edu/</a>

Green - Both Regions
Yellow - Region 14 (CareerSource Pinellas) only
Blue/white - Region 15 (CareerSource Tampa Bay) only



## **ACTION ITEM 6**

### **Paid Work Experience and On-the-Job Training Outside of Pinellas County**

Current Paid Work Experience (PWE) and On-the-Job Training (OJT) Policies and Procedures require the business or work-based learning (WBL) partner to have a physical presence in Pinellas County.

We are requesting the approval to change the policies to reflect the ability to contract with employers and WBL partners in other counties when it will be of benefit to the participant.

In addition to career and geographic value for an individual, this change will be especially beneficial to take advantage of apprenticeship opportunities in surrounding counties.

CareerSource Tampa Bay's policies do not limit employers to Hillsborough county.

#### **RECOMMENDATION**

Approval of the change in CareerSource Policy to allow for PWE/OJT opportunities with employers located outside Pinellas County.



## **ACTION ITEM 7**

### **Approval of Training Provider Genuine Healthcare Institute**

3880 5<sup>th</sup> Ave. South, St. Petersburg, FL 33713

Genuine Healthcare Institute, LLC is seeking initial provider approval. They have a provisional license from the Commission for Independent Education.

### **Courses/Certificate/Diploma Programs**

<b>Program</b>	<b>Books &amp; Supplies</b>	<b>Tuition &amp; Fees</b>	<b>Total Cost</b>	<b>Duration Of Training</b>	<b>Completion Rate</b>	<b>Average Wage at Placement</b>	<b>Employed after completion</b>
Nursing Assistant	\$300	\$1,055	\$1,355	120 hours	100%	\$16-18	88%
Home Health Aide	\$350	\$500	\$850	75 hours	100%	\$15-16	87.5%
Pharmacy Technician	\$300	\$3,999	\$4,299	1050 hours	new	\$21	new

- Years in operation: 4 years in business, nearly 2 years in operation
- Total enrollments for 2022-2023: 38
- Nursing Assistant and Home Health Aide are on the CareerSource Tampa Bay Regional Targeted Occupation List
- Prior positive CRA Grant partnership with St. Pete Works!

### **RECOMMENDATION**

Approval to add Genuine Healthcare as an eligible training provider.

# CareerSource Pinellas

## Florida Department of Economic Opportunity Annual Performance Presentation

---

Daniel S. Harper, Senior Management Analyst Supervisor

Yvette McCullough, Revenue Program Administrator I

Chadwick Myrick, Revenue Program Administrator I



July 12, 2023

# Workforce System Funding Sources

---

- United States Department of Labor (USDOL)
  - Employment and Training Administration (ETA) ~\$170 million
  - Veterans' Employment and Training Service (VETS) ~\$8.4 million
- United States Department of Health and Human Services (HHS)~\$56 million
- United States Department of Agriculture (USDA) ~\$8.2 million
- State of Florida General Revenue (GR)
- Other Sources

# Workforce System Oversight

---

- 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)

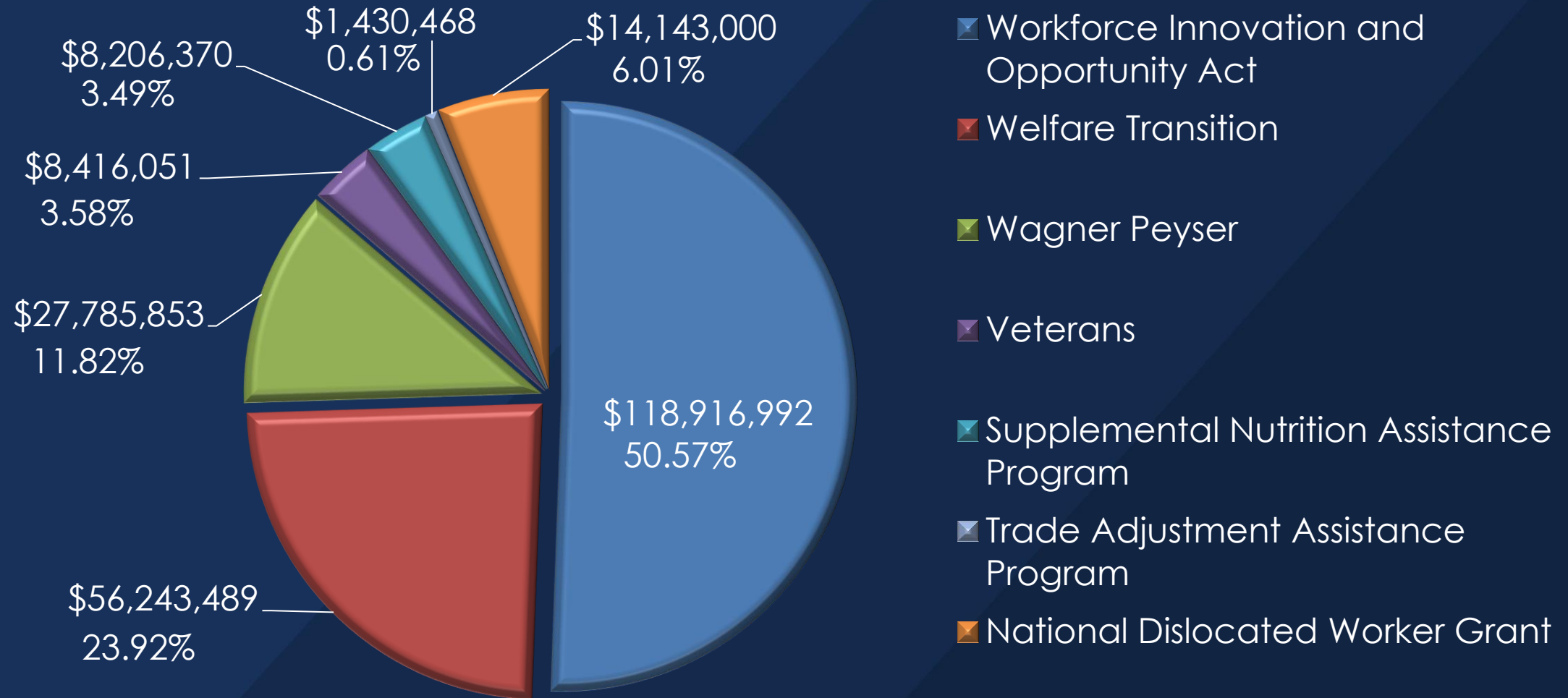


# Local Service Delivery

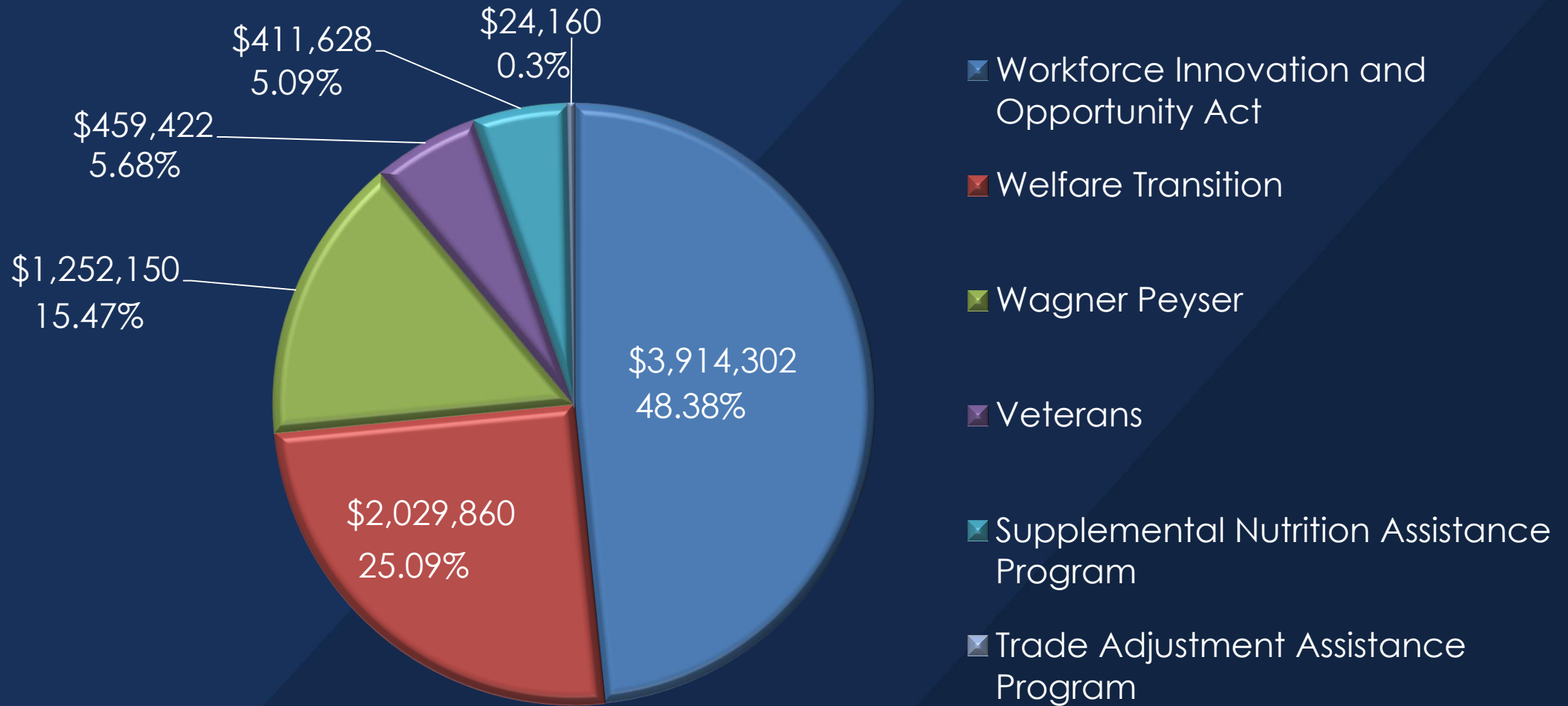
---

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

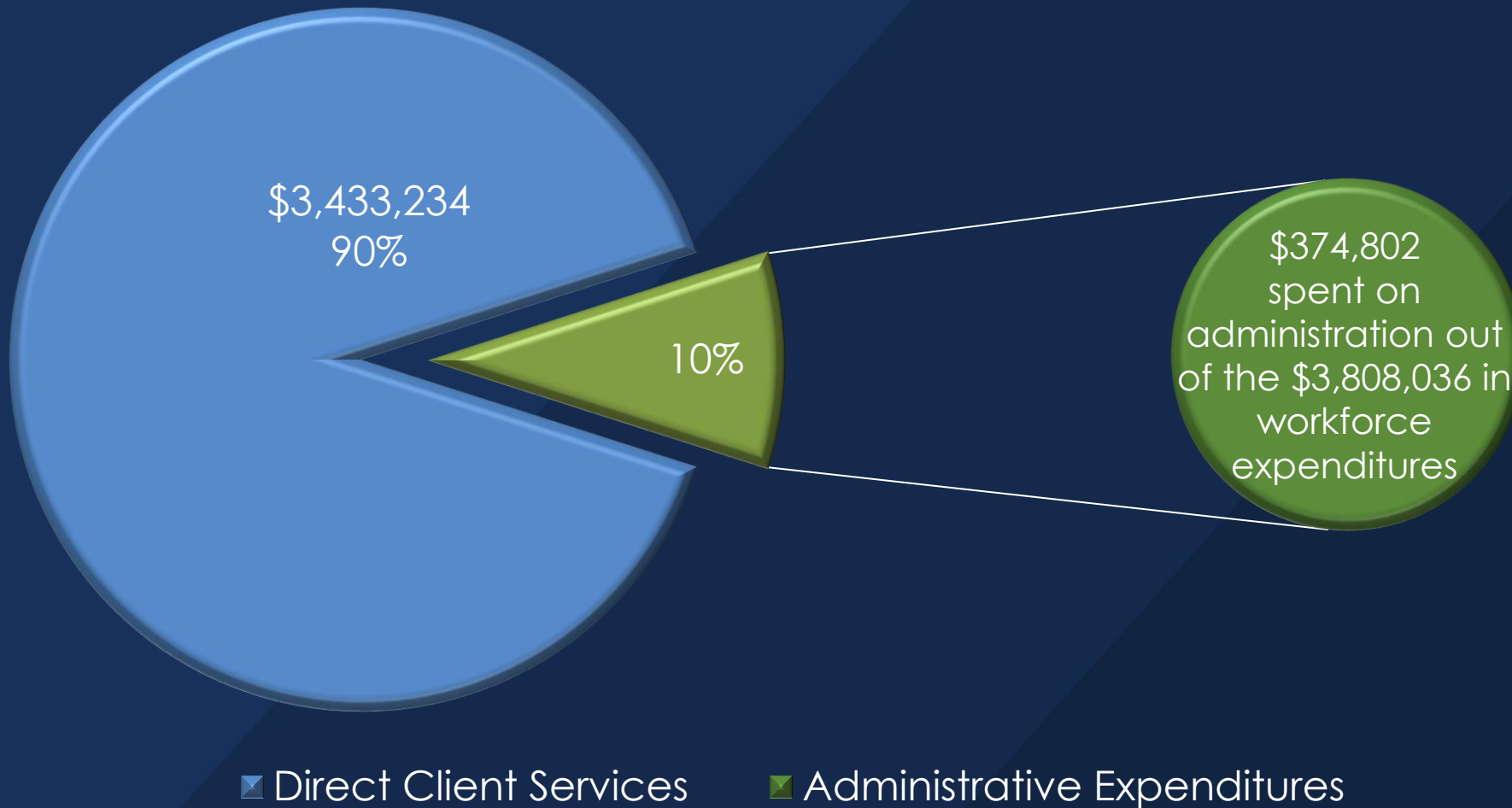
# State Fiscal Year 2022 Statewide Funding \$235,142,223



# State Fiscal Year 2022 Local Board Funding \$8,091,522

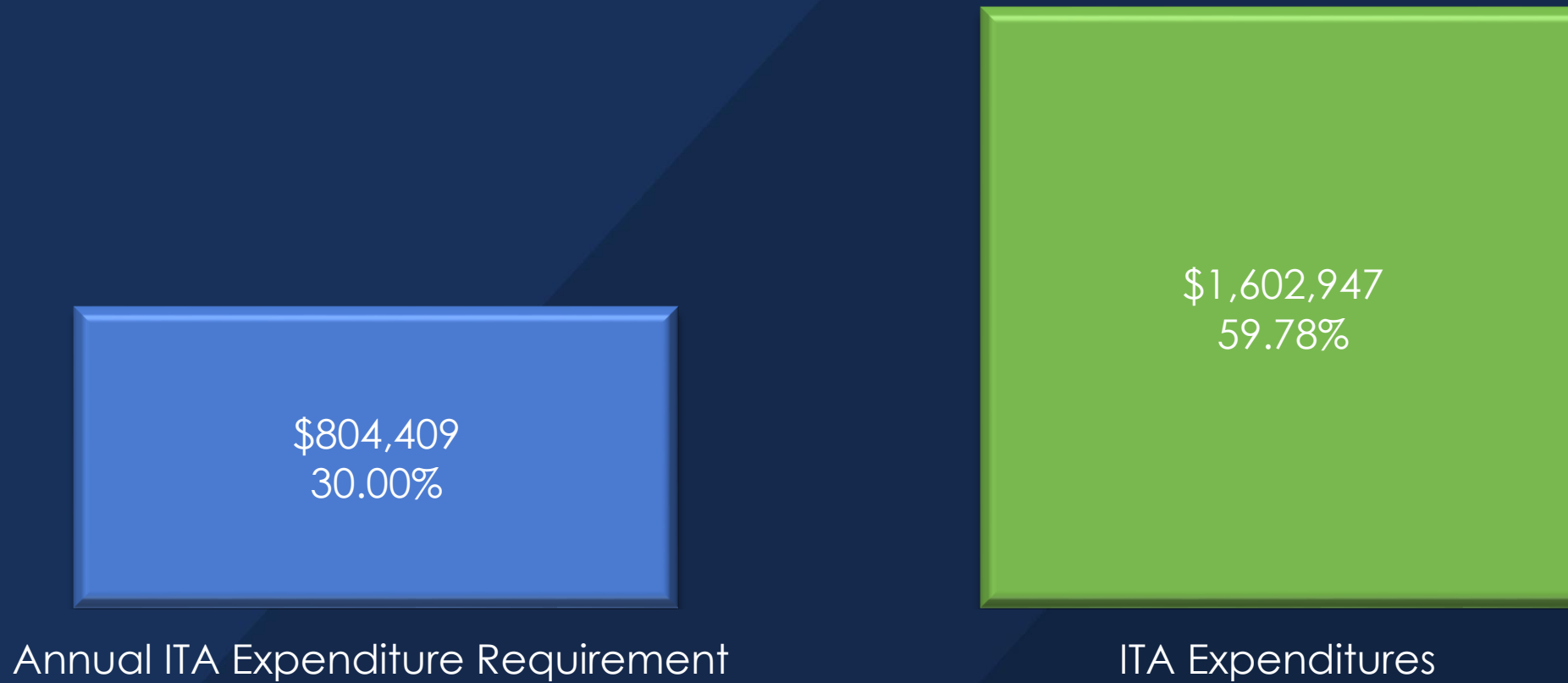


# Direct Client Services and Administrative Expenditures



# Individual Training Account (ITA) Expenditures

---



# Work Experience Expenditures

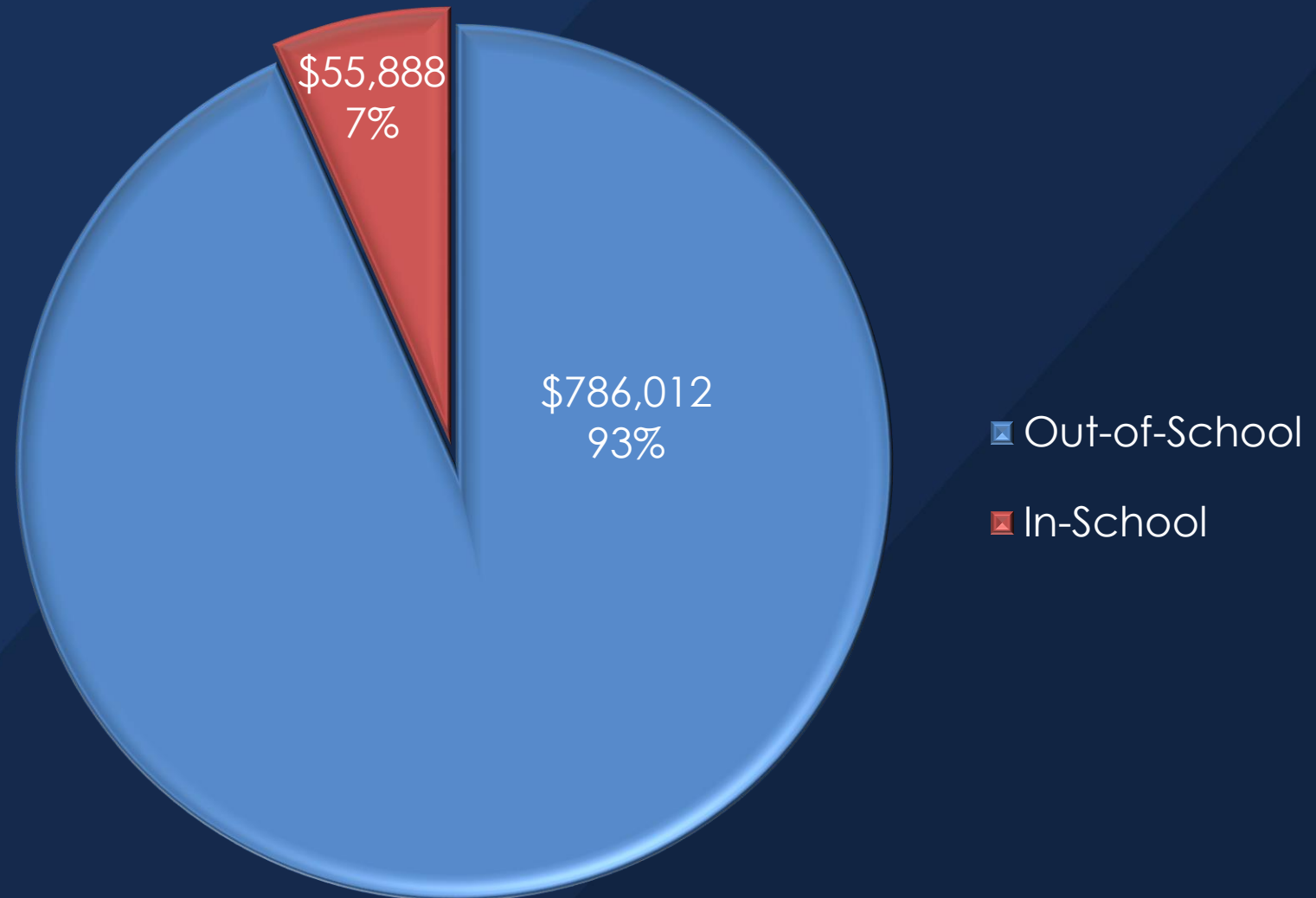
---

WIOA Requirement: Greater than 20% Work  
Experience Expenditures



# Out-of-School Youth Expenditures

---





# Primary Indicators of Performance

---

## Customer Groups

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

## Metrics

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

# Primary Indicators of Performance Results

LWDB 14   Program Year (PY) 2020 & 2021 Performance for July 1– June 30	PY2020 Performance Goals	PY2020 4th Quarter Performance	PY2021 Performance Goals	PY2021 4th Quarter Performance
<b>Adult Programs:</b>				
Employed 2nd Quarter After Exit	90.0	94.5	90.0	82.6
Median Wage 2nd Quarter After Exit	\$7,000	\$11,970	\$7,200	\$11,068
Employed 4th Quarter After Exit	85.5	87.5	85.5	92.9
Credential Attainment Rate	70.0	95.5	72.0	86.9
Measurable Skill Gains	47.0	76.6	49.0	66.2
<b>Dislocated Workers Programs:</b>				
Employed 2nd Quarter After Exit	90.0	90.1	90.0	80.3
Median Wage 2nd Quarter After Exit	\$7,000	\$10,846	\$7,100	\$12,112
Employed 4th Quarter After Exit	85.2	72.9	85.2	87.5
Credential Attainment Rate	70.0	87.6	70.0	93.3
Measurable Skill Gains	47.0	88.7	49.0	57.5
<b>Youth Programs:</b>				
Employed 2nd Quarter After Exit	84.5	89.8	84.5	83.5
Median Wage 2nd Quarter After Exit	\$3,200	\$4,739	\$3,200	\$4,726
Employed 4th Quarter After Exit	78.0	86.0	78.0	86.0
Credential Attainment Rate	86.3	76.0	86.3	82.9
Measurable Skill Gains	47.0	80.3	49.0	69.2
<b>Wagner Peyser Programs:</b>				
Employed 2nd Quarter After Exit	66.2	59.5	65.0	59.6
Median Wage 2nd Quarter After Exit	\$5,000	\$5,651	\$5,000	\$6,686
Employed 4th Quarter After Exit	64.2	61.2	64.2	60.4



Not Met (less than 90% of negotiated)



Met (90 - 100% of negotiated)



Exceeded (greater than 100% of negotiated)

# Self-Sufficiency Quarterly Performance Report

---

## Customer Groups

- Welfare Transition
- Supplemental Nutrition Assistance Program
- Employment & Training

## Metrics

1. Employed in 2<sup>nd</sup> quarter after exiting the program
2. Median wages in 2<sup>nd</sup> quarter after exiting the program
3. Closure Rate
4. Co-Enrollment
5. Benefit Sanction and Restoration
6. Participation Rates (Not applicable for SNAP)

# Self-Sufficiency Quarterly Report Results

LWDB 14   Program Year (PY) 2021 Performance for July 1, 2021 – June 30, 2022	PY2021 Performance	Statewide
<b>Supplemental Nutrition Assistance Program:</b>		
Employed 2nd Quarter After Exit	48.9	46.6
Median Wage 2nd Quarter After Exit	\$5,923	\$5,902
Employed 4th Quarter After Exit	49.2	47.2
Co-Enrollment WIOA	43	1604
Co-Enrollment WP	474	6520
<b>Welfare Transition:</b>		
Employed 2nd Quarter After Exit	53.3	45.5
Median Wage 2nd Quarter After Exit	\$4,679	\$4,364
Employed 4th Quarter After Exit	54.9	49.1
Co-Enrollment WIOA	16	494
Co-Enrollment WP	109	2880
All-Families Participation Rate	11.9	11.3
Two-Parents Participation Rate	3.3	7.2

# Letter Grades

---

## Customer Groups

- WIOA (Adult, Dislocated Worker, Youth), Wagner-Peyser, Supplemental Nutrition Assistance Program, Welfare Transition, National Dislocated Worker Grant, Trade Adjustment Assistance, Employers

## Metrics

1. Participants with Increased Earnings
2. Reduction in Public Assistance
3. Employment and Training Outcomes
4. Participants in Work-Related Training
5. Continued Repeat Business
6. Year-Over-Year Business Penetration
7. Completion-To-Funding
8. Extra Credit: Serving Individuals on Public Assistance

# Letter Grades

The screenshot shows a web browser at the URL <https://analytics.careersourceflorida.com/LetterGrades>. The page features a dark blue header with the CareerSource Florida logo and the word "ANALYTICS". Navigation links include "ANALYTICS HOME", "LETTER GRADES" (highlighted), "CLIFF DASHBOARD", "BUSINESS & WORKFORCE", "GIG DASHBOARD", and "CIP INITIATIVE". Below this is a white sub-header with the "LETTER GRADES" logo and navigation links: "HOME" (highlighted), "PERFORMANCE", "METHODOLOGY", "FAQ", "RESOURCES", and a "LOG IN" button. The main content area has a light blue background on the left with a map of Florida, and a darker blue section on the right with the "LETTER GRADES" logo and the text "Grading Success".

# Programmatic Monitoring Activities

<b>LWDB 14 Program Year (PY) 2021 January 1, 2021– December 31, 2021</b>	<b>PY 2020 Findings</b>	<b>PY 2021 Findings</b>
<b>Welfare Transition</b>	1	4
<b>Wagner-Peyser / MSFW</b>	2	7
<b>Supplemental Nutrition Assistance Program - Employment and Training</b>	0	1
<b>WIOA Adult/Dislocated Worker/Youth/Spec. Proj.</b>	0	5
<b>Total Findings</b>	3	17



# Financial Monitoring Activities

<b>LWDB 14 Program Year (PY) January 1, 2021– December 31, 2021</b>	<b>PY 2020</b>	<b>PY 2021</b>
<b>Findings</b>	0	0
<b>Issues of Non-Compliance</b>	0	2
<b>Observations</b>	1	0
<b>Technical Assistance</b>	3	0

# Q&A



---

# Contact

---



## Thank You

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



Office: DEO Bureau of One-Stop & Program Support

Main Line: 850-921-3327

Email: [Daniel.Harper@DEO.MyFlorida.com](mailto:Daniel.Harper@DEO.MyFlorida.com)



## **INFORMATION ITEM 1**

### **REACH UPDATE**

#### **Board Governance and Leadership Policy**

Governor DeSantis signed into law Senate Bill 240 on May 15th, which requires the creation of education and industry consortiums affiliated with each local workforce development board. Accordingly, the CareerSource Florida Board of Directors met June 7, 2023, and approved revisions to the Board Governance and Leadership Policy necessary to implement the Reimaging Education and Career Help (REACH) Act. The revised Board Governance and Leadership Policy requires the chair of local workforce development boards to appoint members to an Education and Industry Consortium composed of representatives of educational entities and businesses in the designated service delivery area. Boards will be required to implement this initiative once new guidance on Education and Industry Consortiums is issued. as part of CareerSource Florida's policy development process. CareerSource Florida will convene a working group of state and local business, education and workforce stakeholders to provide input and guidance. CareerSource Florida's overall goal is to create a policy that meets the statutory requirements, is easy to implement for local workforce development boards and community partners, provides value to those involved, and establishes some level of consistency in reporting that can be rolled up and be of value at the state level. A policy will be presented at the September 2023 CareerSource Florida Board Meeting.

#### **Certification of Local Workforce Development Areas and Local Workforce Development Boards**

All local workforce development boards were certified for one year. Upon implementation of the Florida Workforce System Transformation Plan, which includes consolidation and realignment of local boards, local workforce development areas and local workforce development boards will then be certified under this revised policy. Recertification will take place at the June 2024 CareerSource Florida Board Meeting.

#### **Consolidation of CareerSource Pinellas with CareerSource Tampa Bay**

Monthly meetings between Pinellas County, GrayRobinson, Hillsborough County and the CEOs of CareerSource Pinellas and Tampa Bay are scheduled. Initial meeting occurred with representatives of both counties where all parties indicated a willingness to work together for the good of job seekers, employers and stakeholders of both counties.



## **INFORMATION ITEM 1 (cont.) REACH UPDATE**

First thing that needs to occur is the formulation of a Consortium Agreement between the two counties. Most importantly, this agreement will delineate how the new board will be constituted and responsibilities of the Chief Elected Officials. Other items that need to be addressed once the consortium agreement is in place include, but not limited to the following:

- By-laws written and approved
- New Entity Formed and new name
- Selection of Board members
- Contracts assigned
- Determination of IT Platforms and Systems
- Employees hired and transition to new company
- CEO hiring process and CEO hired
- Benefits selected, seniority, accrued vacation
- Selection of Payroll System
- New Bank Accounts
- New 401k Plan
- Business insurance procured

In addition, CareerSource Florida has hired Ernst & Young (EY) to assist with the local and state Florida Workforce System Plan implementation. EY leaders should be reaching out soon to set up initial local meetings/discussions. They are also planning a couple of statewide kickoff webinars soon. CareerSource Florida also hired Garrick Wright as Project Director ([gwright@careersourceflorida.com](mailto:gwright@careersourceflorida.com)).

### **Letter Grades**

Letter grades for all regions for the quarter ended March 31, 2023, were published on June 21, 2023. CareerSource Pinellas improved to an A-. The following pages include CareerSource Pinellas historical grades since 6/30/22 baseline, the raw data and where CareerSource Pinellas compares in relation to other workforce boards in the state.



## CareerSource Pinellas Letter Grade - Historical Data

Metric	Max Points	Baseline				
		6/30/2022	9/30/2022	12/31/2022	3/31/2023	6/30/2023
1. Participants with Increased Earnings	25	20.64	21.28	21.65	24.02	
2. Reduction in Public Assistance	25	25.00	25.00	25.00	25.00	
3. Employment and Training Outcomes	20	18.89	14.44	12.22	13.33	
4. Participants in Work-Related Training	10	5.89	6.45	6.59	7.54	
5. Continued Repeat Business	5	2.56	2.52	3.00	3.72	
6. Year-over-Year Business Penetration	5	4.00	3.50	4.00	4.00	
7. Completion-to-Funding Ratio	10	10.00	10.00	10.00	10.00	
Extra Credit: Serving Individuals on Public Assistance	5	1.00	-	4.00	4.00	-
Total Grade	105	87.98	83.19	86.46	91.61	-
GRADE		B+	B	B	A-	



**CareerSource Pinellas**  
**As of 3/31/2023**

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met <sup>1</sup> (%)	Weighted Performance <sup>2</sup> (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	2,525	5,839	43.24	-	45.00	96.09	<b>24.02</b>
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,837	3,729	49.26	-	35.00	100.00	<b>25.00</b>
3. Employment and Training Outcomes	Employment and Training Services	0.20	12	18	66.67	-	100.00	66.67	<b>13.33</b>
4. Participants in Work-Related Training	Training Services	0.10	835	4,433	18.84	-	25.00	75.36	<b>7.54</b>
5. Continued Repeat Business	Business Services	0.05	694	2,666	26.03	-	35.00	74.37	<b>3.72</b>
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	0.53	100.00	80.00	<b>4.00</b>
PY 2021-2022 Business Penetration		-	1,005	24,800	4.05	-	-	-	-
PY 2022-2023 Business Penetration		-	1,164	25,397	4.58	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	4.33	3.89	100.00	-	100.00	100.00	<b>10.00</b>
Exiters: Local Board (N) / Statewide (D)		-	3,458	79,844	4.33	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$6,141,832	\$157,813,605	3.89	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	2,347	4,717	49.76	-	-	-	<b>4.00</b>
<b>TOTAL</b>									<b>91.61</b>



Ranking	Region	Board	Score	Grade
1	11	Flagler Volusia	101.60	A+
2	8	Northeast Florida	99.33	A+
3	3	Chipola	97.45	A+
4	19	Heartland	95.56	A
5	15	Tampa Bay	95.44	A
6	12	Central Florida	95.30	A
7	23	South Florida	94.80	A
8	17	Polk	93.90	A
9	22	Broward	93.54	A
10	1	Escarosa	93.09	A
11	24	Southwest Florida	92.92	A-
12	16	Pasco Hernando	92.03	A-
13	14	Pinellas	91.61	A-
14	10	Citrus Levy Marion	91.56	A-
15	21	Palm Beach County	91.29	A-
16	6	North Florida	90.76	A-
17	5	Capital Region	88.62	B+
18	20	Research Coast	87.75	B+
19	4	Gulf Coast	87.32	B+
20	18	Suncoast	85.45	B
21	13	Brevard	84.88	B
22	9	North Central Florida	84.61	B
23	7	Florida Crown	84.15	B
24	2	Okaloosa Walton	83.77	B



**INFORMATION ITEM 2**  
**CareerSource Pinellas**  
**Work-based Learning and On-the-Job Training Spending**  
**For the period July 1, 2022 - April 30, 2023**

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./ Per Part	Prior Year Spending
Badaro Group	\$ 9,281			2	\$ 4,641	-
Bert Smith Oldsmobile, Inc.	\$ 3,065			1	\$ 3,065	-
Clean Soil Technology	\$ 2,285			1	\$ 2,285	-
Catalyst QLM LLC	\$ -			-		224,018
Manpower	\$ 513,359			174	\$ 2,950	166,312
Mechanical A/C Designs LLC	\$ -					11,845
Net Synergy Virtual Solutions LLC	\$ 25,344			6	\$ 4,224	-
Universal Life and Health Insurance	\$ 1,401			1	\$ 1,401	-
Veterans Metal LLC dba DHS	\$ -					1,853
<b>Total</b>	<b>\$ 554,735</b>			<b>185</b>	<b>\$ 2,999</b>	<b>\$ 404,029</b>

**Variance \$ \$ 150,706**

**Variance % 37%**



**INFORMATION ITEM 3**  
**CareerSource Pinellas**  
**Training Provider Spending**  
**For the period July 1, 2022 - April 30, 2023**

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	23,185			8	2,898
Access Computer Training, (Hillsborough)	45,000			7	6,429
American Manufacturing Skills Initiative (AmSkills)	-				
BizTech Learning Centers, Inc., ( Pinellas)	-				
Center for Technology Training	15,490			4	3,873
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Champion Truck Driving School	156,000			31	5,032
Computer Coach IT Training Solutions	34,000			5	6,800
Concorde Career Institute, (Hillsborough)	15,000			2	7,500
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College					
Galen College of Nursing, (Pinellas)	264,094			54	4,891
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)	15,278			22	694
Jersey College, ( Hillsborough)	26,458			8	3,307
Keiser University	12,500			2	6,250
Masonry (RA)					
National Aviation Academy	137,421			24	5,726
Net Synergy Virtual Solutions LLC	7,112			2	3,556
New Horizon Computer Learning Center, (Hillsborough)	237,980			41	5,804
Pinellas Ex-Offender Re-Entry Coalition *		50,000	50,000		
Pinellas Technical Education Centers *	37,489	300,000	262,511	29	1,293
Plumbers and Pipefitters and HVAC, local union 123 (RA) *					
R.V. Training Center					
Rasmussen College	18,774			5	3,755
Refrigeration & Air Conditioning Contractors (RACCA) (RA)					
Roadmaster Drivers School, Inc., (Hillsborough)					
Schiller International University, (Pinellas)					
Southern Technical Institute, Pinellas Park, (Pinellas)	8,860			8	1,108
St. Petersburg College *	139,163	1,200,000	1,060,837	54	2,577
Superior Aviation Gate	4,820			1	4,820
Tampa Bay Aviation	5,000			1	5,000
Tampa Truck Driving School, Inc.	68,000			12	5,667
Ultimate Medical Academy (Pinellas) *	127,703	250,000	122,297	20	6,385
Ultimate Medical Academy (Online)					
University of South Florida / Innovative Education, SACS	22,206			4	5,552
Veritas Nursing Academy					
Webster University					
<b>Total</b>	<b>\$ 1,398,348</b>			<b>336</b>	<b>\$ 4,162</b>
<b>Prior Year for Same Period</b>	<b>\$ 1,020,542</b>			<b>309</b>	<b>\$ 3,303</b>
<b>Variance</b>	<b>\$ 377,805</b>			<b>27</b>	<b>\$ 859</b>
	37%			9%	26%

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

	Spending	Amount	Remaining	Component
<b>Pinellas Technical Education Centers *</b>				
	37,489	300,000	262,511	Training (ITA)
	103,359	130,000	26,641	Leases
	<b>140,849</b>	<b>430,000</b>	<b>289,151</b>	
<b>St. Petersburg College *</b>				
	139,163	1,200,000	1,060,837	Training (ITA)
	97,878	160,000	160,000	Leases
	57,500	125,000	67,500	Contracts
	<b>294,541</b>	<b>1,485,000</b>	<b>1,288,337</b>	
<b>Ultimate Medical Academy (Pinellas) *</b>				
	127,703	250,000	122,297	Training (ITA)
	-	100,000	100,000	OJT
	<b>127,703</b>	<b>350,000</b>	<b>222,297</b>	

\* Contracts required two-third board approval.

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

# Goal 1 - Develop Robust Partnerships with Employers

- **Objective 1:** Utilize and partner with existing business group that convene employers regularly to understand immediate and future needs.
- **Objective 2:** Develop and execute a marketing strategy to build awareness with businesses about engagement and services available.
- **Objective 3:** Increase services to incumbent workers and underemployed workers.
- **Objective 4:** Develop methods that help businesses navigate the workforce system's services and that connect them with qualified applicants.

## 11 Business Group Partners

- | BAMA (Bay Area Manufacturing Association)
- | Central Pinellas Chamber
- | Greater Seminole Chamber of Commerce
- | Pinellas Economic Development
- | Recruiter Networking Group
- | St. Petersburg Area Econ. Development Corp
- | St. Petersburg Chamber
- | Tampa Bay Beaches Chamber
- | Tampa Bay Tech
- | Upper Tampa Bay Chamber
- | Volunteers of Active Disaster (VOAD)

1396

Employers Served

302

Newly Registered Employers

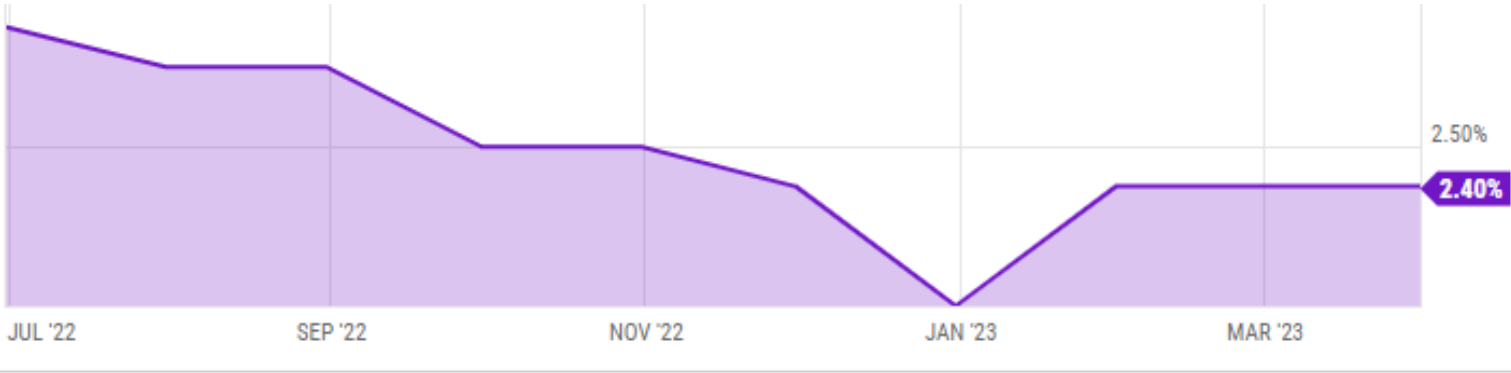
5183

Services Provided by Staff

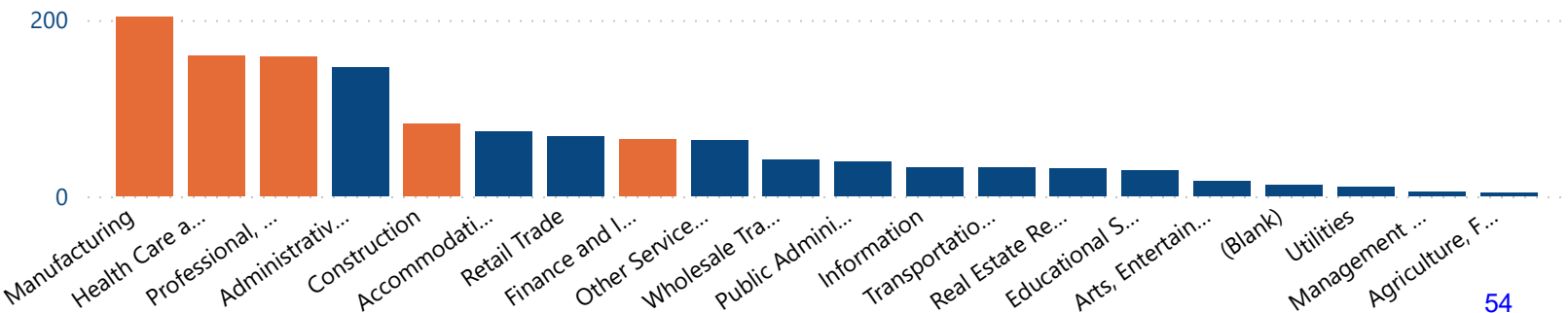
13339

Job Orders Posted

The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 2.1 percent in April 2023. This rate was 0.3 percentage point lower than the region's year ago rate of 2.4 percent. The region's April 2023 unemployment rate was 0.2 percentage point lower than the state rate of 2.3 percent. The labor force was 526,672, up 21,139 (+4.2 percent) over the year. There were 11,165 unemployed residents in the region.



## Employer Industries Represented



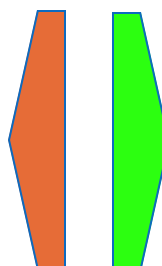
## Goal 2 - Strengthen Partnerships with Organizations that Provide Educational Opportunities

- **Objective 1:** Compile all Labor Market Information (LMI) data and information to work together to create LMI Briefs that can be used by jobseekers, employers, and other workforce organizations in easy to consume formats.
- **Objective 2:** Convene employers to identify skill needs and align education providers' offerings to current and future skill needs.
- **Objective 3:** Provide easy to use 'career maps' for jobseekers to use to both knew where to go for education/training to obtain necessary credentials and next steps on a career path.
- **Objective 4:** Ensure that there is a Talent Pipeline that connects business service staff between CareerSource and educational institutions.

**42** Approved Training Providers and  
**129** Regional Targeted Occupations



The industries gaining jobs over the year were Professional and Business Services (+16,700 jobs); Education and Health Services (+15,400 jobs); Trade, Transportation, and Utilities (+8,000 jobs); Mining, Logging, and Construction (+6,100 jobs); Leisure and Hospitality (+5,800 jobs); Manufacturing (+2,700 jobs); Other Services (+2,500 jobs); and Government (+2,300 jobs).



The Tampa-St. Petersburg-Clearwater MSA had the highest annual job growth compared to all the metro areas in the state in the Professional and Business Services (+16,700 jobs); Education and Health Services (+15,400 jobs); Mining, Logging, and Construction (+6,100 jobs); and Other Services (+2,500 jobs) industries.

## Goal 3 - Expand Outreach to Jobseekers

- **Objective 1:** Target outreach efforts based on areas of opportunity.
- **Objective 2:** Expand the virtual delivery of service system currently in place.
- **Objective 3:** Conduct analysis of existing asset mapping to identify local community-based organizations and resource assets that might assist with outreach and service delivery.
- **Objective 4:** Conduct a gap analysis through engagement with priority customers and key stakeholders to assess what services may be missing and/or what changes are needed in how services are delivered to ensure participation.
- **Objective 5:** Support individuals to gain employment through a system of wraparound services that is responsive to their diverse experience and needs.
- **Objective 6:** Develop a Regional Targeted Occupations List.

**227** Employers participated in  
**10** career fairs with **877** job  
seekers attending.

Job Seekers during PY

8039

Placements Recorded

1455

Services Provided

23752

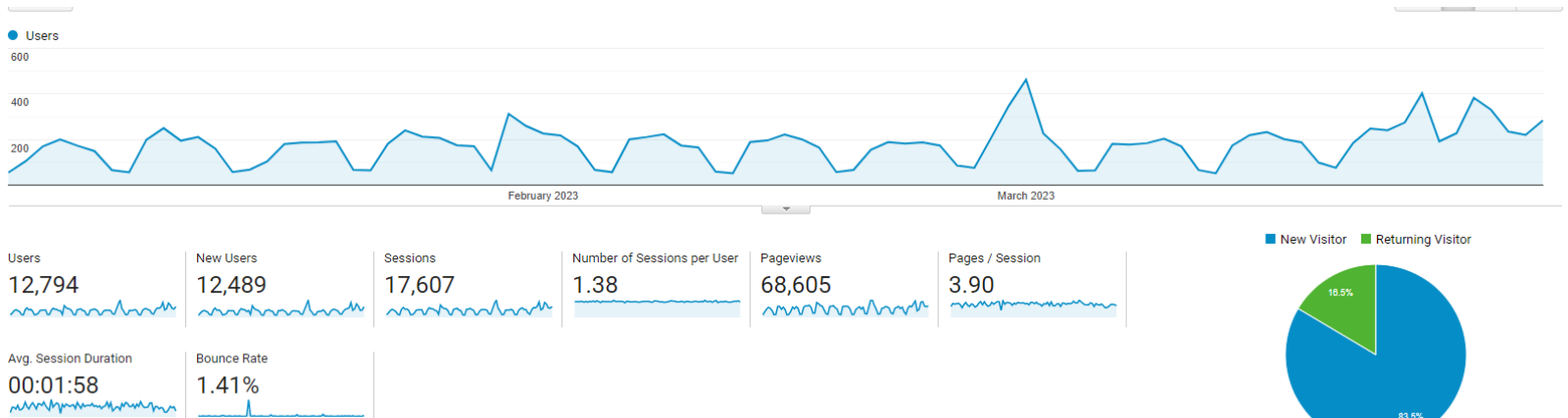
### Focus on service

*Business Services teammates continue to reenergize relationships across all sectors as COVID impacts continue to abate, adding new partnerships and memberships to Chambers of Commerce, community groups and sector specific support organizations.*

### Networking Groups

*\*\*Networking events resumed in December 2022 and average about 10 attendees per session. Lack of attendance has paused future events.*

### Website Visits Jan 1 - Mar 31, 2023



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

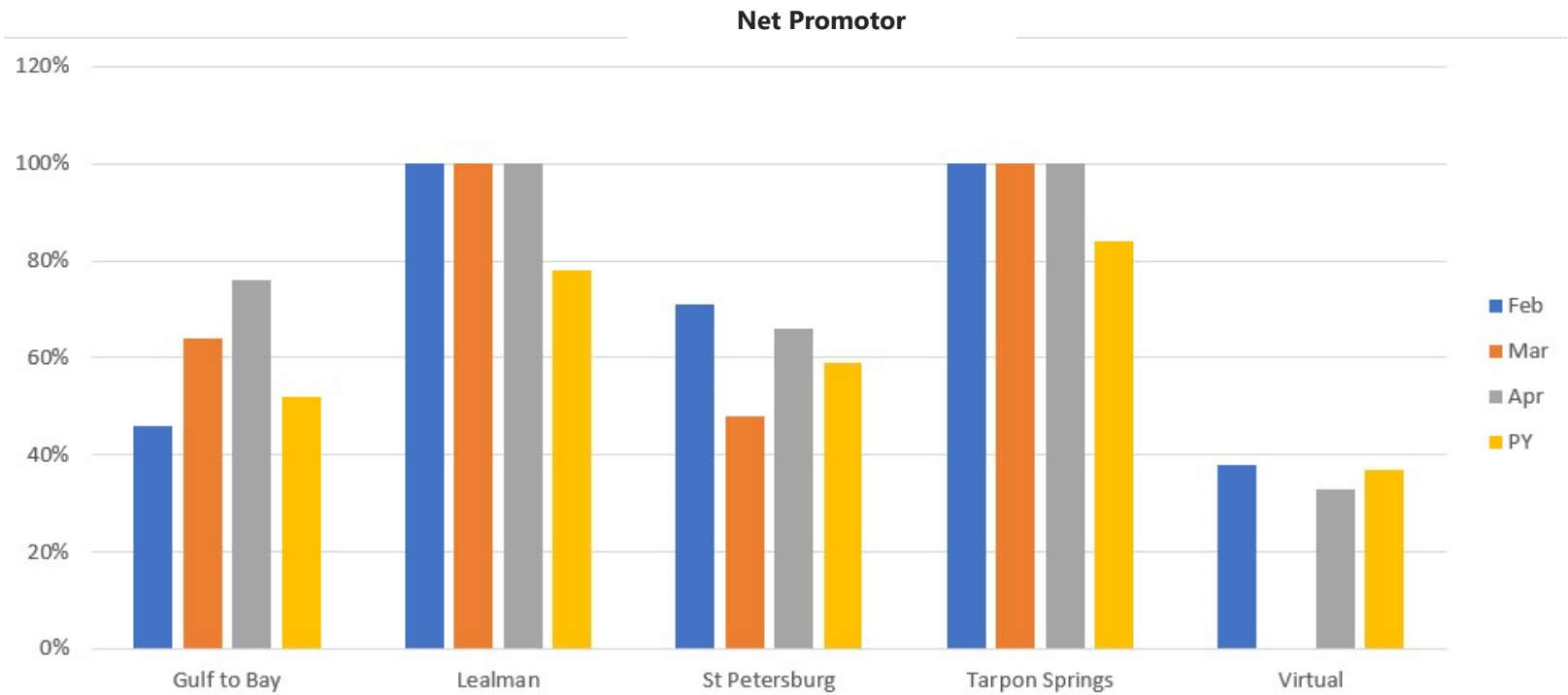
- **Objective 1:** Present a positive message of the organization to include all that is currently being done and what will be done based on the strategic plan.
- **Objective 2:** Update talking points for use by board members and staff as part of the awareness campaign.
- **Objective 3:** Continue to improve and enhance the technology infrastructure both internally for staff to be more efficient and for communication among the system's partners and to increase user friendly access for customers.
- **Objective 4:** Ensure compliance and work with/train on the new ways of doing business that are in compliance while reducing the burden on customers through streamlined compliant processes.
- **Objective 5:** Develop methods to regularly listen to customers to test new processes before implementing them permanently.

## Strategy

By continuing strategic leadership expansion, CareerSource Pinellas has begun to grow the organization, to include multiple director level roles, expand during pre-COVID operations.

## Awareness

Our internal marketing team and Tucker Hall, Public Relations Firm, are actively working to assist with strategic communications and to amplify our voice in the Tampa Bay area.



Services Accessed by Month											
Service	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
Appointment with Staff	25.00%	17.39%	19.61%	22.73%	12.50%	33.82%	30.00%	42.59%	30.88%	37.18%	27.17%
Live or Recorded Online Workshops	25.00%	21.74%	35.29%	25.76%	34.38%	33.82%	28.57%	33.33%	44.12%	48.72%	33.07%
Recruitment Event	0.00%	4.35%	5.88%	16.67%	7.81%	1.47%	10.00%	11.11%	7.35%	7.69%	7.23%
Reemployment Assistance	58.33%	50.00%	56.86%	66.67%	60.94%	61.76%	75.71%	64.81%	58.82%	66.67%	62.06%
Use of Computer Lab	8.33%	23.91%	11.76%	12.12%	15.63%	8.82%	17.14%	16.67%	19.12%	10.26%	14.38%
Workforce Program Services (Job Search/WIOA/WTP/SNAP)	33.33%	43.48%	25.49%	24.24%	18.75%	38.24%	44.29%	33.33%	39.71%	23.08%	32.39%
Other	2.78%	17.39%	9.80%	6.06%	7.81%	5.88%	10.00%	0.00%	8.82%	7.69%	7.62%





## INFORMATION ITEM 5

### Q3 WIOA Primary Indicators

LWDB 14

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 Performance Goals
<b>Adults:</b>										
Employed 2nd Qtr After Exit	82.60	91.78	90.00	81.80	88.91	75.80	82.39	80.10	87.07	92.00
Median Wage 2nd Quarter After Exit	\$11,068	153.72	\$7,200	\$10,506.00	97.82	\$10,619.00	98.87	\$10,506	97.82	\$10,740
Employed 4th Qtr After Exit	92.90	108.65	85.50	90.60	100.44	75.40	83.59	82.80	91.80	90.20
Credential Attainment Rate	86.90	120.69	72.00	80.40	92.41	67.10	77.13	67.20	77.24	87.00
Measurable Skill Gains	66.20	135.10	49.00	58.30	89.69	56.60	87.08	56.30	86.62	65.00
<b>Dislocated Workers:</b>										
Employed 2nd Qtr After Exit	80.30	89.22	90.00	78.60	89.32	71.80	8159.09%	73.20	83.18	88.00
Median Wage 2nd Quarter After Exit	\$12,112	170.59	\$7,100	\$11,409.00	121.77	\$11,667.00	124.53	\$11,667	124.53	\$9,369
Employed 4th Qtr After Exit	87.50	102.70	85.20	90.40	107.36	77.20	91.69	79.30	94.18	84.20
Credential Attainment Rate	93.30	133.29	70.00	93.50	108.09	86.90	100.46	87.30	100.92	86.50
Measurable Skill Gains	57.50	117.35	49.00	45.00	69.23	39.20	60.31	39.80	61.23	65.00
<b>Youth:</b>										
Employed 2nd Qtr After Exit	83.50	98.82	84.50	82.30	98.56	81.00	97.01	82.20	98.44	83.50
Median Wage 2nd Quarter After Exit	\$4,726	147.69	\$3,200	\$4,866.00	103.58	\$4,965	105.68	\$5,282	112.42	\$4,698
Employed 4th Qtr After Exit	86.00	110.26	78.00	86.40	106.67	77.00	95.06	82.00	101.23	81.00
Credential Attainment Rate	82.90	96.06	86.30	79.80	94.89	80.30	95.48	81.50	96.91	84.10
Measurable Skill Gains	69.20	141.22	49.00	55.70	85.69	50.70	78.00	52.60	80.92	65.00
<b>Wagner Peyser:</b>										
Employed 2nd Qtr After Exit	59.60	91.69	65.00	60.90	96.36	60.20	95.25	65.60	103.80	63.20
Median Wage 2nd Quarter After Exit	\$6,686	133.72	\$5,000	\$6,839.00	104.97	\$6,808.00	104.50	\$7,421	113.91	\$6,515
Employed 4th Qtr After Exit	60.40	94.08	64.20	63.60	100.63	61.40	97.15	66.40	105.06	63.20

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

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 5/31/2023  
(In Whole Numbers)

		<u>Actual 2022-2023</u>	<u>Actual 2021-2022</u>	<u>Variance</u>
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	<u>8,121,045</u>	<u>6,794,587</u>	<u>1,326,458</u>
Total Grant Revenue		<u>8,121,045</u>	<u>6,794,587</u>	<u>1,326,458</u>
Contributions				
Corporate Revenue	3100	<u>2,593</u>	<u>2,663</u>	<u>(70)</u>
Sponsorship Revenue	3101	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>
Donations	3102	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>
Total Contributions		<u>2,593</u>	<u>4,663</u>	<u>(2,070)</u>
Program Revenue				
Ticket to Work Revenue	3103	<u>100,564</u>	<u>72,533</u>	<u>28,031</u>
Total Program Revenue		<u>100,564</u>	<u>72,533</u>	<u>28,031</u>
Investment Income				
Interest/Dividends	3200	<u>29,739</u>	<u>7,202</u>	<u>22,537</u>
Total Investment Income		<u>29,739</u>	<u>7,202</u>	<u>22,537</u>
Other Income				
Other Revenues	3300	<u>431</u>	<u>209</u>	<u>222</u>
Total Other Income		<u>431</u>	<u>209</u>	<u>222</u>
Total Operating Revenue		<u>8,254,372</u>	<u>6,879,194</u>	<u>1,375,178</u>
Total Revenue		<u>8,254,372</u>	<u>6,879,194</u>	<u>1,375,178</u>
Expenditures				
Personnel Expenses				
Salary Expense	5000	<u>2,931,146</u>	<u>2,310,015</u>	<u>(621,131)</u>
Salary Expense - Benefit Stipend	5005	<u>605,416</u>	<u>455,607</u>	<u>(149,809)</u>
Payroll Taxes	5050	<u>259,745</u>	<u>218,461</u>	<u>(41,284)</u>
Fringe Benefits (ER Paid)	5060	<u>31,761</u>	<u>25,391</u>	<u>(6,370)</u>
Retirement	5090	<u>135,737</u>	<u>124,470</u>	<u>(11,267)</u>
Total Personnel Expenses		<u>3,963,804</u>	<u>3,133,944</u>	<u>(829,861)</u>
Program Expenses				
Operating Supplies	5303	<u>118</u>	<u>0</u>	<u>(118)</u>
Food and Beverages	5310	<u>2,734</u>	<u>1,806</u>	<u>(927)</u>
Communications	5500	<u>89,643</u>	<u>85,224</u>	<u>(4,418)</u>
Outreach/Marketing	5520	<u>28,999</u>	<u>40,546</u>	<u>11,547</u>
Service Provider Contract	8000	<u>296,662</u>	<u>366,975</u>	<u>70,313</u>
One-Stop Operator	8100	<u>44,181</u>	<u>33,348</u>	<u>(10,833)</u>
Internal Monitoring	8200	<u>67,928</u>	<u>47,270</u>	<u>(20,658)</u>
OJT	8300	<u>472,895</u>	<u>127,945</u>	<u>(344,950)</u>
Paid Work Experience	8320	<u>78,135</u>	<u>4,740</u>	<u>(73,395)</u>
DWG Work Experience	8325	<u>0</u>	<u>215,680</u>	<u>215,680</u>
Workforce Services	8335	<u>58,900</u>	<u>51,200</u>	<u>(7,700)</u>
Youth Stipends	8340	<u>10,388</u>	<u>8,926</u>	<u>(1,462)</u>
Other Customer Support Services	8341	<u>20,075</u>	<u>26,546</u>	<u>6,471</u>
Customer Training	8342	<u>1,561,496</u>	<u>1,137,150</u>	<u>(424,346)</u>
Customer Supportive Services	8343	<u>1,301</u>	<u>118</u>	<u>(1,183)</u>
Licensures	8344	<u>110</u>	<u>0</u>	<u>(110)</u>
Training Related Material	8345	<u>57,156</u>	<u>51,825</u>	<u>(5,331)</u>
Fees/exams/certifications	8346	<u>19,554</u>	<u>24,069</u>	<u>4,514</u>
Total Program Expenses		<u>2,810,275</u>	<u>2,223,369</u>	<u>(586,906)</u>
Professional Fees				
Accounting/Audit Fees	5100	<u>22,407</u>	<u>40,943</u>	<u>18,536</u>
Legal Fees	5101	<u>51,268</u>	<u>142,585</u>	<u>91,316</u>

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 5/31/2023  
(In Whole Numbers)

		Actual 2022-2023	Actual 2021-2022	Variance
Professional Service	5104	123,319	56,669	(66,650)
Legal (Lobbying)	5105	25,792	35,245	9,454
Contract Labor	5170	108,093	200,067	91,974
Contract IT Services	5171	222,696	312,743	90,047
Cybersecurity - IT	5172	<u>44,010</u>	<u>37,389</u>	<u>(6,621)</u>
Total Professional Fees		597,585	825,641	228,055
Supplies				
Office Supplies	5302	21,901	14,232	(7,669)
Postage/Shipping	5307	3,338	2,282	(1,056)
Document Shredding	5308	<u>1,938</u>	<u>985</u>	<u>(953)</u>
Total Supplies		27,176	17,499	(9,678)
Insurance				
Insurance - Commercial Property	5400	6,167	6,464	297
Insurance - General Liability	5401	71,763	77,026	5,263
Insurance - Workers Comp	5403	15,758	33,384	17,626
Insurance - Auto	5404	<u>5,376</u>	<u>6,973</u>	<u>1,597</u>
Total Insurance		99,063	123,848	24,784
Occupancy				
Office Rent/Lease	5200	255,747	234,539	(21,207)
Other Leases	5201	0	2,840	2,840
Utilities	5202	30,432	29,105	(1,327)
Repairs & Maintenan	5203	8,414	18,545	10,131
Security	5204	371	17,539	17,169
Janitorial Expense	5205	35,477	37,661	2,185
Pest Control	5206	<u>2,433</u>	<u>2,194</u>	<u>(239)</u>
Total Occupancy		332,873	342,423	9,551
Office Equipment				
Equipment Rent/Lease	5300	25,299	31,224	5,925
Copy Machine Usage/Maintenance	5301	9,517	8,020	(1,496)
Comp	5304	178,805	98,321	(80,483)
Software/License/Maintenance				
Equipment < \$5,000	5305	<u>24,780</u>	<u>3,919</u>	<u>(20,862)</u>
Total Office Equipment		238,401	141,485	(96,916)
Travel and Meetings				
Travel - Mileage	5540	11,397	5,864	(5,533)
Travel - Out of Town	5541	34,694	13,235	(21,460)
Meetings/Conferences	5560	<u>12,658</u>	<u>7,680</u>	<u>(4,978)</u>
Total Travel and Meetings		58,749	26,779	(31,970)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	16,124	26,846	10,723
Recruitment	5095	4,488	8,337	3,850
Payroll Processing Fees	5103	8,730	7,372	(1,358)
License/Dues & Other Fees	5581	34,173	29,329	(4,844)
HSA/FSA Administrative Expenses	5582	108	0	(108)
401k Administrative Fees	5583	13,450	2,250	(11,200)
HRIS Administrative Fees	5584	<u>8,163</u>	<u>4,780</u>	<u>(3,383)</u>
Total Licenses, Dues and Other Fees		85,235	78,914	(6,321)
Amortization and Depreciation				
Depreciation Expense	5901	<u>629</u>	<u>4,615</u>	<u>3,986</u>
Total Amortization and Depreciation		629	4,615	3,986
Miscellaneous				
Bank Fees	5102	45	786	741
Other Expense	5700	13,209	0	(13,209)

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 5/31/2023  
(In Whole Numbers)

		<u>Actual 2022-2023</u>	<u>Actual 2021-2022</u>	<u>Variance</u>
Vehicle Expenses	5701	230	230	0
Penalties\Disallowed Expenses	5710	<u>2,215</u>	<u>1,862,990</u>	<u>1,860,775</u>
Total Miscellaneous		15,699	1,864,006	1,848,307
Allocations				
MIS Cost Pool Allocation	9801	0	0	(0)
Outreach Cost Pool Allocation	9802	0	0	(0)
One-Stop Cost Pool Allocation	9804	<u>(0)</u>	<u>0</u>	<u>0</u>
Total Allocations		<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures		<u>8,229,491</u>	<u>8,782,522</u>	<u>553,032</u>
Net Revenue over (under) Expenditures		<u>24,882</u>	<u>(1,903,328)</u>	<u>1,928,209</u>

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 5/31/2023  
(In Whole Numbers)

		<u>Actual YTD</u>	<u>YTD Budget Mod II</u>	<u>YTD Budget Variance</u>	<u>Total Budget Mod II</u>	<u>Budget Remaining</u>
Revenue						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	<u>8,121,045</u>	<u>8,262,903</u>	<u>(141,858)</u>	<u>9,106,182</u>	<u>(985,137)</u>
Total Grant Revenue		<u>8,121,045</u>	<u>8,262,903</u>	<u>(141,858)</u>	<u>9,106,182</u>	<u>(985,137)</u>
Contributions						
Corporate Revenue	3100	<u>2,593</u>	<u>1,950</u>	<u>643</u>	<u>2,500</u>	<u>93</u>
Sponsorship Revenue	3101	<u>0</u>	<u>2,625</u>	<u>(2,625)</u>	<u>3,000</u>	<u>(3,000)</u>
Total Contributions		<u>2,593</u>	<u>4,575</u>	<u>(1,983)</u>	<u>5,500</u>	<u>(2,908)</u>
Program Revenue						
Ticket to Work Revenue	3103	<u>100,564</u>	<u>91,592</u>	<u>8,972</u>	<u>100,000</u>	<u>564</u>
Total Program Revenue		<u>100,564</u>	<u>91,592</u>	<u>8,972</u>	<u>100,000</u>	<u>564</u>
Investment Income						
Interest/Dividends	3200	<u>29,739</u>	<u>29,546</u>	<u>193</u>	<u>33,000</u>	<u>(3,261)</u>
Total Investment Income		<u>29,739</u>	<u>29,546</u>	<u>193</u>	<u>33,000</u>	<u>(3,261)</u>
Other Income						
Other Revenues	3300	<u>431</u>	<u>0</u>	<u>431</u>	<u>0</u>	<u>431</u>
Total Other Income		<u>431</u>	<u>0</u>	<u>431</u>	<u>0</u>	<u>431</u>
Total Operating Revenue		<u>8,254,372</u>	<u>8,388,616</u>	<u>(134,244)</u>	<u>9,244,682</u>	<u>(990,310)</u>
Total Revenue		<u>8,254,372</u>	<u>8,388,616</u>	<u>(134,244)</u>	<u>9,244,682</u>	<u>(990,310)</u>
Expenditures						
Personnel Expenses						
Salary Expense	5000	<u>2,931,146</u>	<u>2,763,759</u>	<u>(167,387)</u>	<u>3,018,523</u>	<u>87,377</u>
Salary Expense - Benefit Stipend	5005	<u>605,416</u>	<u>582,449</u>	<u>(22,967)</u>	<u>637,500</u>	<u>32,084</u>
Payroll Taxes	5050	<u>259,745</u>	<u>268,672</u>	<u>8,927</u>	<u>295,230</u>	<u>35,485</u>
Fringe Benefits (ER Paid)	5060	<u>31,761</u>	<u>33,927</u>	<u>2,166</u>	<u>37,200</u>	<u>5,439</u>
Retirement	5090	<u>135,737</u>	<u>164,186</u>	<u>28,449</u>	<u>181,871</u>	<u>46,134</u>
Total Personnel Expenses		<u>3,963,804</u>	<u>3,812,993</u>	<u>(150,811)</u>	<u>4,170,324</u>	<u>206,520</u>
Program Expenses						
Operating Supplies	5303	<u>118</u>	<u>1,050</u>	<u>932</u>	<u>1,200</u>	<u>1,082</u>
Food and Beverages	5310	<u>2,734</u>	<u>2,210</u>	<u>(524)</u>	<u>2,400</u>	<u>(334)</u>
Communications	5500	<u>89,643</u>	<u>87,645</u>	<u>(1,998)</u>	<u>95,856</u>	<u>6,213</u>
Outreach/Marketing	5520	<u>28,999</u>	<u>32,363</u>	<u>3,364</u>	<u>36,400</u>	<u>7,401</u>
Service Provider Contract	8000	<u>296,662</u>	<u>378,567</u>	<u>81,905</u>	<u>425,000</u>	<u>128,338</u>
One-Stop Operator	8100	<u>44,181</u>	<u>41,612</u>	<u>(2,569)</u>	<u>45,000</u>	<u>819</u>
Internal Monitoring	8200	<u>67,928</u>	<u>65,000</u>	<u>(2,928)</u>	<u>65,000</u>	<u>(2,928)</u>
OJT	8300	<u>472,895</u>	<u>454,500</u>	<u>(18,395)</u>	<u>485,000</u>	<u>12,105</u>

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 5/31/2023  
(In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Paid Work Experience	8320	78,135	126,494	48,359	144,000	65,865
Apprenticeships	8330	0	78,750	78,750	90,000	90,000
Workforce Services	8335	58,900	65,000	6,100	72,000	13,100
Youth Stipends	8340	10,388	10,175	(213)	20,000	9,612
Other Customer Support Services	8341	20,075	30,396	10,321	33,600	13,525
Customer Training	8342	1,561,496	1,563,931	2,435	1,750,950	189,454
Customer Supportive Services	8343	1,301	22,500	21,199	30,000	28,699
Licensures	8344	110	0	(110)	0	(110)
Training Related Material	8345	57,156	65,385	8,229	72,600	15,444
Fees/exams/certifications	8346	19,554	29,997	10,443	33,000	13,446
Total Program Expenses		2,810,275	3,055,575	245,300	3,402,006	591,731
Professional Fees						
Accounting/Audit Fees	5100	22,407	18,391	(4,016)	35,000	12,593
Legal Fees	5101	51,268	83,086	31,818	90,000	38,732
Professional Service	5104	123,319	120,630	(2,689)	137,480	14,161
Legal (Lobbying)	5105	25,792	30,000	4,209	30,000	4,209
Contract Labor	5170	108,093	106,973	(1,120)	116,800	8,707
Contract IT Services	5171	222,696	212,450	(10,246)	230,628	7,932
Cybersecurity - IT	5172	44,010	40,028	(3,982)	43,200	(810)
Total Professional Fees		597,585	611,558	13,973	683,108	85,523
Supplies						
Office Supplies	5302	21,901	16,536	(5,365)	17,940	(3,961)
Postage/Shipping	5307	3,338	4,032	694	4,500	1,162
Document Shredding	5308	1,938	910	(1,028)	950	(988)
Total Supplies		27,176	21,478	(5,698)	23,390	(3,786)
Insurance						
Insurance - Commercial Property	5400	6,167	21,193	15,026	23,900	17,733
Insurance - General Liability	5401	71,763	55,555	(16,208)	59,784	(11,979)
Insurance - Workers Comp	5403	15,758	29,233	13,475	37,043	21,285
Insurance - Auto	5404	5,376	4,900	(476)	4,900	(476)
Total Insurance		99,063	110,881	11,818	125,627	26,564
Occupancy						
Office Rent/Lease	5200	255,747	233,957	(21,790)	253,679	(2,068)
Utilities	5202	30,432	31,530	1,098	34,300	3,868
Repairs & Maintenance	5203	8,414	9,471	1,057	9,980	1,566
Security	5204	371	429	58	468	97
Janitorial Expense	5205	35,477	40,112	4,635	44,130	8,653
Pest Control	5206	2,433	2,166	(267)	2,352	(81)

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2022 Through 5/31/2023  
(In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Total Occupancy		332,873	317,665	(15,208)	344,909	12,037
Office Equipment						
Equipment Rent/Lease	5300	25,299	29,044	3,745	31,636	6,337
Copy Machine Usage/Maintenance	5301	9,517	8,452	(1,065)	9,120	(397)
Comp Software/License/Maintenance	5304	178,805	140,751	(38,054)	139,573	(39,232)
Equipment < \$5,000	5305	24,780	28,374	3,594	32,500	7,720
Total Office Equipment		238,401	206,621	(31,780)	212,829	(25,572)
Travel and Meetings						
Travel - Mileage	5540	11,397	8,185	(3,212)	9,000	(2,397)
Travel - Out of Town	5541	34,694	31,825	(2,869)	32,700	(1,994)
Meetings/Conferences	5560	12,658	15,348	2,690	16,750	4,092
Total Travel and Meetings		58,749	55,358	(3,391)	58,450	(299)
Licenses, Dues and Other Fees						
Staff Training/Education	5052	16,124	22,330	6,207	24,950	8,827
Recruitment	5095	4,488	18,600	14,112	18,700	14,212
Payroll Processing Fees	5103	8,730	8,383	(347)	8,950	220
License/Dues & Other Fees	5581	34,173	37,663	3,490	40,384	6,211
HSA\FSA Administrative Expenses	5582	108	525	417	600	492
401k Administrative Fees	5583	13,450	11,207	(2,243)	12,000	(1,450)
HRIS Administrative Fees	5584	8,163	8,321	158	8,400	237
Total Licenses, Dues and Other Fees		85,235	107,029	21,794	113,984	28,749
Amortization and Depreciation						
Depreciation Expense	5901	629	0	(629)	8,900	8,271
Total Amortization and Depreciation		629	0	(629)	8,900	8,271
Miscellaneous						
Bank Fees	5102	45	0	(45)	0	(45)
Other Expense	5700	13,209	16,933	3,724	18,175	4,966
Vehicle Expenses	5701	230	255	25	255	25
Penalties\Disallowed Expenses	5710	2,215	0	(2,215)	0	(2,215)
Total Miscellaneous		15,699	17,188	1,489	18,430	2,731
Allocations						
MIS Cost Pool Allocation	9801	0	0	(0)	0	(0)
Outreach Cost Pool Allocation	9802	0	0	(0)	0	(0)
One-Stop Cost Pool Allocation	9804	(0)	0	0	0	0
Total Allocations		0	0	0	0	0
Total Expenditures		8,229,491	8,316,346	86,855	9,161,957	932,466
Net Revenue over (under) Expenditures		24,882	72,270	(47,388)	82,725	(57,843)





**CareerSource Pinellas**  
**Cost Allocation/Expenditure Report**  
**For the Eleven Months Ended May 31, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Approved 2022-2023 Planning Budget	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764
Approved Budget Modification #1	55,958	62,500			(66,000)	5,000	57,458
Approved Budget Modification #2	-		-	-	-	13,735	13,735
Approved 2022-2023 Planning Budget	<b>5,085,812</b>	<b>1,408,370</b>	<b>2,237,000</b>	<b>345,000</b>	<b>30,000</b>	<b>55,775</b>	<b>9,161,957</b>
<b>Expenditures to Date:</b>							
<b>Pooled Costs</b>							-
Administrative	403,680	112,730	200,975	42,431	606	12,314	<b>772,736</b>
MIS\Technology	21,755	59,459	23,237	5,477	27	-	<b>109,954</b>
Outreach and Marketing	26,644	75,062	26,954	6,070	27	-	<b>134,757</b>
Staff Training and Development	1,514	5,521	2,122	-	-	-	<b>9,157</b>
One-Stop Cost Pool	73,526	198,733	78,139	20,327	190	-	<b>370,915</b>
Program Management	535,942	195,357	318,877	114,294	1	-	<b>1,164,472</b>
Business Services	636,693	57,835	211,479	26,316	-	-	<b>932,323</b>
Indirect Program	9,799	2,114	3,328	796	7	237	<b>16,281</b>
<b>Total Pooled Costs</b>	<b>1,709,553</b>	<b>706,811</b>	<b>865,111</b>	<b>215,711</b>	<b>858</b>	<b>12,551</b>	<b>3,510,595</b>
	35%	61%	50%	53%	9%	12%	43%
<b>Direct Costs</b>							
Personnel Expenses	780,226	216,416	440,685	165,938	30	5,557	1,608,852
Service Provider Contracts	292,787	-	3,875	-	-	-	296,662
Workbased Learning Initiatives	331,883	-	219,147	-	-	-	551,030
Training and Support Services	1,618,305	39,360	41,707	1,065	6,784	1,726	1,708,947
Other Direct Operating Costs	100,719	193,931	142,875	25,608	1,660	88,611	553,404
<b>Total Direct Costs</b>	<b>3,123,920</b>	<b>449,707</b>	<b>848,289</b>	<b>192,611</b>	<b>8,474</b>	<b>95,894</b>	<b>4,718,896</b>
	65%	39%	50%	47%	91%	88%	57%
<b>Total Costs</b>	<b>4,833,473</b>	<b>1,156,518</b>	<b>1,713,400</b>	<b>408,322</b>	<b>9,332</b>	<b>108,445</b>	<b>8,229,491</b>
<b>Unexpended Budget Balance</b>	<b>252,339</b>	<b>251,852</b>	<b>523,600</b>	<b>(63,322)</b>	<b>20,668</b>	<b>(52,670)</b>	<b>932,466</b>
<b>Percentage of Budget Expended</b>	<b>95.0%</b>	<b>82.1%</b>	<b>76.6%</b>	<b>118.4%</b>	<b>31.1%</b>	<b>194.4%</b>	<b>89.8%</b>



**CareerSource Pinellas**  
**Pooled Cost Expenditure Report**  
**For the Eleven Months Ended May 31, 2023**

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	426,703	-	-	-	-	717,392	616,523	10,908	<b>1,771,526</b>
Salary Expense - Benefit Stipend	53,308	-	-	-	-	151,913	129,083	1,033	<b>335,337</b>
Payroll Taxes	33,917	-	-	-	-	60,223	58,361	846	<b>153,347</b>
Fringe Benefits (ER Paid)	4,473	-	-	-	-	8,868	6,016	-	<b>19,357</b>
Retirement	18,098	-	-	-	-	31,533	25,178	576	<b>75,385</b>
<b>Total Salary and Benefits</b>	<b>536,499</b>	-	-	-	-	<b>969,929</b>	<b>835,161</b>	<b>13,363</b>	<b>2,354,952</b>
Office Rent/Lease	30,660	-	-	-	142,591	32,547	33,793	859	<b>240,450</b>
Professional Service	30,307	-	90,582	-	-	-	-	493	<b>121,382</b>
Comp Software/License/Maintenance	9,407	16,792	-	-	51,188	20,750	-	256	<b>98,393</b>
Contract Labor	570	67,650	-	-	-	-	-	15	<b>68,235</b>
Internal Monitoring	24,754	-	-	-	-	43,174	-	-	<b>67,928</b>
Insurance - General Liability	14,223	77	-	-	-	25,489	7,287	373	<b>47,449</b>
One-Stop Operator	-	-	-	-	44,181	-	-	-	<b>44,181</b>
Communications	5,742	424	-	-	18,957	9,158	9,520	155	<b>43,956</b>
Janitorial Expense	-	-	-	-	35,477	-	-	-	<b>35,477</b>
License/Dues & Other Fees	2,460	250	16,037	-	-	815	11,480	56	<b>31,098</b>
Utilities	-	-	-	-	30,400	-	-	-	<b>30,400</b>
Legal Fees	30,190	-	-	-	-	-	-	-	<b>30,190</b>
Outreach/Marketing	96	322	25,802	-	40	-	8	-	<b>26,268</b>
Contract IT Services	5,826	4,239	-	-	-	9,776	5,429	153	<b>25,423</b>
Equipment < \$5,000	-	17,126	-	-	280	6,525	850	-	<b>24,781</b>
Travel - Out of Town	13,268	-	-	-	-	3,501	5,965	-	<b>22,734</b>
Accounting/Audit Fees	22,407	-	-	-	-	-	-	-	<b>22,407</b>
Equipment Rent/Lease	1,370	-	-	-	17,229	1,120	1,199	40	<b>20,958</b>
Workforce Services	-	-	-	-	-	19,633	-	-	<b>19,633</b>
Office Supplies	2,124	-	1,180	-	7,877	2,131	3,671	54	<b>17,037</b>
Staff Training/Education	2,993	-	-	9,157	-	999	1,475	-	<b>14,624</b>
401k Administrative Fees	13,450	-	-	-	-	-	-	-	<b>13,450</b>
Insurance - Workers Comp	1,854	-	-	-	-	4,668	3,400	(38)	<b>9,884</b>
Meetings/Conferences	4,561	-	-	-	-	3,190	1,975	-	<b>9,726</b>
Copy Machine Usage/Maintenance	941	-	-	-	5,758	889	1,231	27	<b>8,846</b>
Payroll Processing Fees	8,497	-	-	-	-	-	-	233	<b>8,730</b>
Repairs & Maintenance	-	-	1,155	-	5,522	-	1,736	-	<b>8,413</b>
HRIS Administrative Fees	7,933	-	-	-	-	-	-	230	<b>8,163</b>
Cybersecurity - IT	823	3,076	-	-	-	1,851	720	-	<b>6,470</b>
Insurance - Commercial Property	421	-	-	-	4,748	432	432	11	<b>6,044</b>
Travel - Mileage	477	-	-	-	-	-	5,031	-	<b>5,508</b>
Insurance - Auto	-	-	-	-	-	5,376	-	-	<b>5,376</b>
Postage/Shipping	169	-	-	-	2,811	142	155	-	<b>3,277</b>
Recruitment	427	-	-	-	-	1,458	1,334	-	<b>3,219</b>
Pest Control	-	-	-	-	2,433	-	-	-	<b>2,433</b>
Document Shredding	253	-	-	-	1,053	215	370	-	<b>1,891</b>
Fees/exams/certifications	-	-	-	-	-	400	-	-	<b>400</b>
Security	-	-	-	-	371	-	-	-	<b>371</b>
Vehicle Expenses	-	-	-	-	-	230	-	-	<b>230</b>
Operating Supplies	-	-	-	-	-	-	118	-	<b>118</b>
HSA/FSA Administrative Expenses	32	-	-	-	-	73	3	-	<b>108</b>
Bank Fees	4	-	-	-	-	-	-	-	<b>4</b>
Other/Rounding	(2)	(2)	1	-	(1)	1	(20)	1	<b>(22)</b>
	<b>772,736</b>	<b>109,954</b>	<b>134,757</b>	<b>9,157</b>	<b>370,915</b>	<b>1,164,472</b>	<b>932,323</b>	<b>16,281</b>	<b>3,510,595</b>

[illegible]



## PY'2023 – 2024 Committee Assignments

---

### Executive Committee

---

- |   |  |
|---|--|
| 1. <b>Scott Thomas (Board Chair)</b>      | 5. Kenneth Williams (Secretary)                  |
| 2. Elizabeth Siplin (Chair-Elect)         | 6. Jack Geller (Compensation Chair)              |
| 3. Commissioner René Flowers (Vice-Chair) | 7. Dr. Rebecca Sarlo (Workforce Solutions Chair) |
| 4. Barclay Harless (Treasurer)            | 8. Mark Hunt (One-Stop Chair)                    |

---

### Finance Committee

1. **Barclay Harless (Chair)**
2. David Fetkenher
3. Jack Geller
4. Scott Thomas
5. Dr. Rebecca Sarlo
6. Esther Matthews

---

### Audit Committee

1. **Barclay Harless (Chair)**
2. Scott Thomas
3. Comm. René Flowers
4. David Fetkenher
5. County Appointee (TBD)
6. County Appointee (TBD)

---

### Compensation Committee

1. **Jack Geller (Chair)**
2. Barclay Harless
3. Scott Thomas
4. Candida Duff
5. Bart Diebold
- 6.
- 7.

---

### One-Stop Committee

---

- |                             |                                       |
|-----------------------------|---------------------------------------|
| 1. <b>Mark Hunt (Chair)</b> | 5. Pattye Sawyer                      |
| 2. Dr. Rebecca Sarlo        | 6. Tiffany Nozicka (non-board member) |
| 3. John Howell              | 7.                                    |
| 4. Candida Duff             | 8.                                    |

---

### Workforce Solutions Committee

---

- |                                     |   |
|-------------------------------------|---|
| 1. <b>Dr. Rebecca Sarlo (Chair)</b> | 8. Glenn Willocks                       |
| 2. Belinthia Berry                  | 9. Esther Matthews                      |
| 3. Michael Jalazo                   | 10. Elizabeth Siplin                    |
| 4. Mark Hunt                        | 11. Shawn McDonnell                     |
| 5. Ivonne Alvarez                   | 12. Denise Sanderson (non-board member) |
| 6. Kevin Knutson                    | 13. Jenee Skipper (non-board member)    |
| 7. Candida Duff                     | 14. Anthony Chan (non-board member)     |
| 8. Bart Diebold                     | 15. Eric McClendon (non-board member)   |

---

### Ad Hoc CEO/Counsel Selection Committee

---

- |                              |                  |
|------------------------------|------------------|
| 1. Barclay Harless           | 3. Kevin Knutson |
| 2. Commissioner René Flowers | 4. Scott Thomas  |
|                              | 5. Dawn Peters   |

---

### Ad Hoc Nominating Committee

---

1. Scott Thomas
2. Commissioner René Flowers
3. Elizabeth Siplin
4. Kevin Knutson
5. TBD

---

### Quorums: 40% plus 1

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



## **INFORMATION ITEM 8**

### **2023 Executive Compensation**

Per Florida Statutes 445.007 (13) and Executive Order 20 – 44:

Each local workforce development board shall annually, within 30 days after the end of the fiscal year, disclose to the department, in a manner determined by the department, the amount and nature of compensation paid to all executives, officers, directors, trustees, key employees, and the highest compensated employees, as defined for purposes of the Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, including salary, bonuses, present value of vested benefits including but not limited to retirement, accrued leave and paid time off, cashed-in leave, cash equivalents, severance pay, pension plan accruals and contributions, deferred compensation, real property gifts, and any other liability owed to such persons. The disclosure must be accompanied by a written declaration, as provided for under s. 92.525(2), from the chief financial officer, or his or her designee, that he or she has read the foregoing document and the facts stated in it are true. Such information must also be published on the local board's website, or the department's website if the local board does not maintain a website, for a period of 3 years after it is first published.

The form for 2022 – 2023 was completed, certified, submitted to DEO and posted to the organization's website (the due date is July 30, 2023). The certified form is attached for the Committee's reference.

**EXHIBIT E**  
**TOTAL COMPENSATION OF EXECUTIVE LEADERSHIP AND OTHER SPECIFIED EMPLOYEES**  
**(Subsection 445.007(13), Florida Statutes, and Executive Order 20-44)**

**Entity Name:** WorkNet Pinellas, Inc. dba CareerSource Pinellas

<b>Employee Name</b>	Steven Meier	Jay Burkey	Jason Druding	Lysandra Montijo	Mary jo Schmick	David Zirilli
<b>Title</b>	CEO	HR Director	Director, Business Services	Program Director	Director of Policy and Compliance	Finance Director
<b>Salary</b>	\$160,541.66	\$97,846.26	\$64,260.00	\$81,651.47	\$92,974.00	\$76,923.00
<b>Bonuses</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cashed-In Leave</b>	0.00	0.00	0.00	4,086.55	0.00	0.00
<b>Cash Equivalents</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cash Equivalents Description</b>						
<b>Severance Pay</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Retirement Benefits (Pension Plan Accruals and Contributions)</b>	8,656.11	4,678.02	1,244.52	4,915.94	3,895.43	1,940.47
<b>Employer-Paid Insurance Benefits</b>	1,630.89	1,180.86	601.92	870.84	1,123.44	751.56
<b>Deferred Compensation</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Real Property Gifts</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Real Property Gifts Description</b>						
<b>Other Payouts</b>	12,580.08	12,580.08	7,338.38	12,580.08	12,580.08	8,386.72
<b>Other Payouts Description</b>	Benefit Stipends	Benefit Stipends	Benefit Stipends	Benefit Stipends	Benefit Stipends	Benefit Stipends
<b>Total Compensation</b>	<b>\$183,408.74</b>	<b>\$116,285.22</b>	<b>\$73,444.82</b>	<b>\$104,104.88</b>	<b>\$110,572.95</b>	<b>\$88,001.75</b>
<b>Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off</b>	\$40,361.38	\$3,739.26	\$3,467.05	\$8,772.87	\$5,032.41	\$5,053.54
<b>Percentage of Total Compensation from Federal or State Funds</b>	100%	100%	100%	100%	100%	100%

**TOTAL COMPENSATION OF EXECUTIVE LEADERSHIP AND OTHER SPECIFIED EMPLOYEES**  
**(Subsection 445.007(13), Florida Statutes, and Executive Order 20-44)**

**Entity Name:** WorkNet Pinellas, Inc. dba CareerSource Pinellas

<b>Employee Name</b>	Lisa Galish	Kristopher Lucas	Michelle Moeller			
<b>Title</b>	Finance Director (former)	COO (former)	Director of Policy and Compliance			
<b>Salary</b>	\$10,961.55	\$18,173.11	\$0.00			
<b>Bonuses</b>	0.00	0.00	0.00			
<b>Cashed-In Leave</b>	2,620.72	4,687.36	0.00			
<b>Cash Equivalents</b>	0.00	0.00	0.00			
<b>Cash Equivalents Description</b>						
<b>Severance Pay</b>	0.00	0.00	0.00			
<b>Retirement Benefits (Pension Plan Accruals and Contributions)</b>	0.00	1,247.87	0.00			
<b>Employer-Paid Insurance Benefits</b>	107.84	248.92	0.00			
<b>Deferred Compensation</b>	0.00	0.00	0.00			
<b>Real Property Gifts</b>	0.00	0.00	0.00			
<b>Real Property Gifts Description</b>						
<b>Other Payouts</b>	1,048.34	2,096.68	0.00			
<b>Other Payouts Description</b>	Benefit Stipends	Benefit Stipends				
<b>Total Compensation</b>	<b>\$14,738.45</b>	<b>\$26,453.94</b>	<b>\$0.00</b>			
<b>Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off</b>	0.00	0.00	\$119.48			
<b>Percentage of Total Compensation from Federal or State Funds</b>	100%	100%	100%			

Under penalties of perjury, I declare that I have read the foregoing schedule of Total Compensation of Executive Leadership and Other Specified Employees and that the facts stated in it are true.



Signature

Steven Meier

Printed Name

Chief Executive Officer

Title

**Definitions:**

**Executive Leadership:** Chief executive officer/executive director of the board and those reporting directly to that position.

**Cash Equivalents:** Gift cards, vouchers, tickets, or other items of monetary value.

**Other payouts:** Cell phone allowances, tuition, gym memberships, car allowances, etc.

**Employer-Paid Insurance Benefits:** Amount of insurance paid by the employer for health, vision, life, dental, disability, etc. (does not include taxes such as FICA, reemployment, etc.)

**Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off:** Current discounted value of any vested benefit available to the employee at fiscal year end.