

**CareerSource Pinellas  
Workforce Solutions Committee Minutes**

**Date:** April 20, 2023, at 2:30pm  
**Location:** Hybrid – 13805 58<sup>th</sup> St. N. Room 1-455, Clearwater, FL 33760/Zoom

**Call to Order**

Committee Chair Mark Hunt called the meeting to order at 2:30pm.

**Members in Attendance**

Mark Hunt (In person), Candida Duff (Zoom), Elizabeth Siplin (In person), Jenee Skipper (In person), Kevin Knutson (In person), Esther Matthews (Zoom), Shawn McDonnell (Zoom)

**Members not in Attendance**

Angel Barton, Dr. Rebecca Sarlo, Belinthia Berry, Denise Sanderson, Glenn Willocks, Ivonne Alvarez, Michael Jalazo, Bart Diebold

**Staff**

Steven Meier (In person), Jay Burkey (Jay Burkey), Mary jo Schmick (In person), Caroline Kenney (Zoom), Leah Geis (In person), Jason Druding (In person), David Zirilli (In person)

**Guests**

Sean Kennedy, PERC – sitting in for Michael Jalazo

**ACTION ITEM 1 – Approval of Minutes**

The minutes from the November 29, 2022, Workforce Solutions Committee meeting were presented for approval.

**RECOMMENDATION**

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

Motion:	Keving Knutson
Second:	Jenee Skipper

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

**ACTION ITEM 2 – Approval of 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.

\*The Statement of Intent/Contract Extension Request was included in the packet.

**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:	Jenee Skipper
Second:	Candi Duff

*The Workforce Solutions Committee motioned 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 3 – Approval of Training Provider CodeBoxx**

CodeBoxx Technology School is seeking initial provider approval.

**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

**RECOMMENDATION**

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

**Discussion:** Committee requested that placement rates be added to the action item when presented to the full board at the next board of directors meeting.

Motion:	Kevin Knutson
Second:	Esther Matthews

*The Workforce Solutions Committee motioned for approval to add the CodeBoxx Technology School to the Eligible Training Provider List. The motion carried unanimously.*

**ACTION ITEM 4 – Approval of 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

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Kevin Knutson
Second:	Jenee Skipper

*The Workforce Solutions Committee motioned for approval to add the Jersey College-Largo Campus to the Eligible Training Provider List. The motion carried unanimously.*

**ACTION ITEM 5 – Approval of Training Provider Rophem**

Rophem School of Nursing is seeking initial provider approval.

**Courses/Certificate/Diploma Programs:** Type of Degree or Certificate – Professional Nursing RN, Tuition - \$11,650, Books & Fees – \$585 Books – varies/external, Total Cost - \$12,235, Duration of Training – 640 hours

- Years in operation: 2 years
- Total enrollments: 19 (2022) 6 (2023)
- Completion Rate: 47%
- Average Wage at Placement: \$20-42 per hour

\*\*The financial documents submitted show income from the Professional Nursing program **and** NCLEX tutoring. Because the school has been open for less than three years, they are not yet an eligible recipient of federal financial aid, and all students are currently self-paid. The school has relatively little cash and few assets at this stage, and while it is currently supporting itself, its long-term financial viability is unknown.

**RECOMMENDATION**

Discussion and potential approval to add the Rophem School of Nursing to the Eligible Training Provider List.

**Discussion:** One of the committee members questioned the pass rate. Also, there was discussion about how new this program is.

Motion:	Shawn McDonnell
Second:	Kevin Knutson

*The Workforce Solutions Committee motioned for approval to add the Rophem School of Nursing to the Eligible Training Provider List. **After discussion the motion was amended to defer consideration for one calendar year from the date of the meeting. The amended motion carried unanimously.***

**ACTION ITEM 6 – Approval of Training Provider Renewals**

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. Training providers are also annually 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).
- Provide current Liability Insurance with CareerSource Pinellas listed.
- Provide a copy of completed W-9 form.
- Remain in compliance with performance, financial and other mandated requirements.

Staff 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.

Champion Truck Driving School – CIE #9018; Galen School of Nursing – Sarasota Campus School – CIE #3150; Academy for Dental Assistants – CIE #7538

**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:	Shawn McDonnell
Second:	Kevin Knutson

*The Workforce Solutions Committee motioned 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 7 – Approval of CSPIN Related Party Contracts – PY’23-24**

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:

- a) Approve the contract by a two-thirds (2/3<sup>rd</sup>) vote of the Board when a quorum has been established.
- b) 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.
- c) 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
- d) Such contracts must be submitted to the Florida Department of Economic Opportunity and CareerSource Florida for review.

CareerSource Pinellas offers several programs to assist in training and maintaining a highly skilled workforce. These programs include:

- **On the Job Training program (OJT)** assists companies find, interview, and hire the right person for their job vacancies. The OJT program provides a unique opportunity for employers to train the new employee to their processes and standards. The skills learned are directly relevant to the work the employee will perform. Employers who hire new, full-time workers under OJT receive reimbursement of 50% of the candidate’s hourly wage or salary for up to 6 months of employment if the individual meets certain eligibility criteria.
- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the workforce or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for up to 480 hours. CareerSource Pinellas also covers all unemployment taxes and workers comp during this “trial” period.
- **Grant Training** is defined as services not offered by CareerSource Pinellas that must be performed by educational institutions as outlined in the proposal and award.
- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITAs)** are provided to program-specific eligible individuals to receive funding for educational programs for the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions which provide occupational training in skill areas of sustained labor market demand or growth.
- **Contracts** with various institutions and organizations are necessary to cost effectively deliver services within the community.

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:** For the record, Board Members listed must verbally abstain 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

		Name	Company
	Motion	Jenee Skipper	Ultimate Medical Academy
17A	Second	Shawn McDonnell	
	Abstain	No abstention necessary	
	Motion	Shawn McDonnell	St. Petersburg College
17B	Second	Candi Duff	
	Abstain	No abstention necessary	
	Motion	Jenee Skipper	Pinellas County Schools
17C	Second	Kevin Knutson	
	Abstain	Mark Hunt	
	Motion	Kevin Knutson	H & T Global Circuits
17D	Second	Jenee Skipper	
	Abstain	Candi Duff	
	Motion	Jenee Skipper	Empact Solutions
17E	Second	Kevin Knutson	
	Abstain	Elizabeth Siplin	
	Motion	Kevin Knutson	Promedica
17F	Second	Jenee Skipper	
	Abstain	No abstention necessary	

*The Workforce Solutions Committee motioned 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 – Training Providers Performance & Spending Report**

Reports were included in the packet.

**INFORMATION ITEM 2 – Work Based Learning Providers Through 2.28.2023**

Reports were included in the packet.

**INFORMATION ITEM 3 – WIOA Primary Indicators**

A report was included in the packet.

**INFORMATION ITEM 4 – Letter Grades**

A report was included in the packet.

**INFORMATION ITEM 5 – Business Services Update**

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

**INFORMATION ITEM 6 – Workforce Solutions Goals Update**

A report was included in the packet.

**INFORMATION ITEM 7 – Center Traffic Flow**

A report was included in the packet.

**INFORMATION ITEM 8 – Demographic Drought**

The full article was included in the packet.

**Industry Insights** – Some committee members gave updates about their respective sectors.

**Other Administrative Matters** - None

**Open Discussion** - None

**Adjournment** – Committee Chair, Mark Hunt, asked if there was a motion to adjourn the meeting. Kevin Knutson made the motion. Mark Hunt adjourned the meeting at 3:29pm.

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>Hunt-William-Mark</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Pinellas Workforce Development Board</b>
MAILING ADDRESS <b>301 Fourth St. SW</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY    COUNTY <b>Largo    Pinellas</b>	NAME OF POLITICAL SUBDIVISION: <b>Pinellas County</b>
DATE ON WHICH VOTE OCCURRED <b>April 20, 2023</b>	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 April 20, 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.

4/27/2023  
Date Filed

DocuSigned by:  
William Mark Hunt  
Signature 2649368DE026444...

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 April 20, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

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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

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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.

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- 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 April 20, 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.

4/27/2023

Date Filed

DocuSigned by:

*Candida Duff*

34C3BDC27F3C44F...  
Signature

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# 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 April 20, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

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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:

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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 April 20, 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.

4/27/2023

Date Filed

DocuSigned by:

*Elizabeth Siplin*

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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.