

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, September 13, 2023, at 11:45 am.

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

Call to Order

Chair, Scott Thomas, called the meeting to order at 11:45 a.m. There was a quorum present with the following board members in attendance.

Board Members in Attendance

Scott Thomas (In person), Barclay Harless (In person), Belinthia Berry (Zoom), Bart Diebold (In person), Jack Geller (Zoom), Patricia Sawyer (Zoom), Kevin Knutson (In person), Dr. Rebecca Sarlo (In person), Elizabeth Siplin (Zoom), John Howell (Zoom), Mark Hunt (In person), Glenn Willocks (Zoom), Dawn Peters (In person), Zachary White (Zoom), Michael Jalazo (In person), Larry Morgan (In person), Candida Duff (Zoom), Celeste Fernandez (Zoom), Ivonne Alvarez (In person), Senator Nick DiCeglie (In person), Nikisha Lezama (In person), Benjamin Friedman (In person), Russell Williams (In person)

Board Members Not in Attendance

Esther Matthews, Zac Holland, Kenneth Williams, David Fetkenher, Commissioner René Flowers, Shawn McDonnell

Board Counsel

Stephanie Marchman (In person)

Staff in Attendance (all attended in person)

Steven Meier, Jay Burkey, Michelle Moeller, Leah Geis, David Zirilli, Jason Druding, Lysandra Montijo, Raymond Westergard, Juan Toribio

Guests in Attendance

Danielle Weitlauf – Tucker Hall (In person)

Austin T. (Zoom)

Lorelle Chapman – Thomas.Howell.Ferguson P.A. CPAs (Zoom)

Diamante Sadlowski – Pinellas County Schools (In person)

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 a General Counsel update. She touched on the coverage litigation involving the DOL findings and where we are at currently in that process. Their legal memo was included in the packet for review.

ACTION Item 1 – Approval of the Minutes

The minutes of the May 17, 2023, Board of Directors meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Mark Hunt
Second:	Ivonne Alvarez

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

ACTION Item 2 – Annual 401(k) Audit

Lorelle Chapman with Thomas, Howell, Ferguson, P.A. CPA's presented the 20'22 401(k) Financial Statements.

**The WorkNet Pinellas, Inc. 401(k) Plan Financial Statements and Supplemental Schedule for the years ended December 31, 2022, and 2021 were included in the meeting packet for review.*

RECOMMENDATION

Approval of the WorkNet Pinellas, Inc. 401(k) Plan Financial Statements and Supplemental Schedule for the years ended December 31, 2022, and 2021.

Discussion: None

Motion:	Jack Geller
Second:	Mark Hunt

The Board of Directors made a motion to approve of the enclosed WorkNet Pinellas, Inc. 401(k) Plan Financial Statements and Supplemental Schedule for the years ended December 31, 2022, and 2021. The motion carried unanimously.

ACTION Item 3 – Employee Handbook Addition

The Employee Handbook has been modified to add requirements that went into effect July 1, 2023, to modify hours for Lealman and Tarpon Springs offices and add Juneteenth as a holiday.

Specifically:

- Updated the Disability Accommodations Section to more broadly include accommodations under the Pregnant Workers Fairness Act that went into effect July 1.
- Added Civil Air Patrol leave requirements under Military Leave section that went into effect July 1.
- Updated hours for Lealman and Tarpon Springs offices; closed between 12 noon and 1 pm for lunch.
- Added Juneteenth as an office holiday.

RECOMMENDATION

Approval to revise the Employee Handbook with the aforementioned changes.

Discussion: None

Motion:	Barclay Harless
Second:	Michael Jalazo

The Board of Directors made a motion for approval to revise the Employee Handbook with the aforementioned changes. The motion carried unanimously.

ACTION Item 4 – ITA Cap Decrease

CareerSource Pinellas WIOA Training, Supportive Services and Needs-Related Payments policy update.

- Tuition caps decrease from \$7,500/year, \$15,000/lifetime to \$5,000/year, \$10,000/lifetime.
- This will allow CSPIN to continue supporting training needs effectively while being able to serve an additional number of eligible candidates.

**The CareerSource Pinellas WIOA Training, Supportive Services and Needs-Related Payments policy was included in the meeting packet.*

RECOMMENDATION

Approval of the updated WIOA 23-01 Training, Supportive Services and Needs-Related Payments Policy.

Discussion: None

Motion:	Mark Hunt
Second:	Dawn Peters

The Board of Directors made a motion for approval of the updated WIOA 23-01 Training, Supportive Services and Needs-Related Payments Policy. The motion carried unanimously.

ACTION Item 5 – One-Stop Committee Duties, Responsibilities & Goals for PY'2023 - 2024

Based upon the Committee's Duties and Responsibilities, the Committee developed Goals for 2023-2024.

1. One-stop Delivery system:
 - a. Increase traffic by 20% in career centers, while continuing to offer quality virtual services.
 - b. Increase participation in workshops by 20%.
 - c. Increase the number of EF participants by 10%
2. Youth:
 - a. Meet required WIOA metrics of 20% paid work experience and 50% of Out-of-School Youth.
 - b. Meet or exceed 90% of negotiated performance goals for Credential Attainment Rate (84.1%) and Measurable Skill Gains (65%).
3. Provision of Services to individuals with Disabilities:
 - a. Increase services to individuals with disabilities by 20%.
4. Training of Individuals under the Workforce Innovative Opportunity Act:
 - a. Meet required WIOA metrics of 35% for Individual Training Account (ITA) expenditures for both WIOA Adult and WIOA Dislocated Workers.
 - b. Meet or exceed 90% of negotiated performance goals for Credential Attainment Rate (87%) and Measurable Skill Gains (65%) for WIOA Adults.
 - c. Meet or exceed 90% of negotiated performance goals for Credential Attainment Rate (86.5%) and Measurable Skill Gains (65%) for WIOA Dislocated Workers.
 - d. Increase the number of job placements for WIOA participants by 10%.
5. Welfare Transition Customers:
 - a. Ensure at least 5% of Welfare Transition customers successfully complete at least one Florida Ready to Work credential.
 - b. Co-enroll 5% of Welfare Transition customers into WIOA Title II and Title IV programs.
6. Services and Programs delivered to recognized target groups:
 - a. Increase the number of Second Chance employers by 10%.
 - b. Increase the number of job assisted job services to veterans by 15%.
 - c. Increase the number of veterans participating in workshops by 10%.
 - d. Increase the number of employer outreach for veterans by 10%

RECOMMENDATION

Approval of the above goals for the One-Stop Committee for PY'23 – 24.

Discussion: None

Motion:	Jack Geller
Second:	Michael Jalazo

The Board of Directors made a motion for approval of the above goals for the One-Stop Committee for PY'23 – 24. The motion carried unanimously.

Action Item 6 – Training Provider Renewal - FleetForce

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

FleetForce submitted all required documents for the two-year renewal. FleetForce offers CDL Class A and CDL Class B training to eligible individuals.

RECOMMENDATION

Approval of a two-year renewal for FleetForce (9/1/23-8/30/25). This training provider has completed the initial one-year term and is in eligible status for the two year renewal.

Discussion: None

Motion:	Michael Jalazo
Second:	Barclay Harless

The Board of Directors made a motion for approval of a two-year renewal for FleetForce (9/1/23-8/30/25). This training provider has completed the initial one-year term and is in eligible status for the two year renewal. The motion carried unanimously.

Action Item 7 – New Training Provider – ATA Career Education College

ATA Career Education College is seeking initial training provider approval. They are licensed by Commission for Independent Education by means of accreditation.

- Years in operation: 11 years
- Total enrollments current year: 403
- 181 still in the programs
- Current approval from CareerSource Pasco/Hernando, CareerSource Polk, and CareerSource Citrus, Levy, Marion

RECOMMENDATION

Approval to add ATA Career Education College programs to the Eligible Training Provider List (ETPL).

Discussion: None

Motion:	Jack Geller
Second:	Benjamin Friedman

The Board of Directors made a motion for approval to add ATA Career Education College programs to the Eligible Training Provider List (ETPL). The motion carried unanimously.

Action Item 8 – Workforce Solutions Committee Duties, Responsibilities & Goals for PY'2023 - 2024

Based upon the Committee's Duties and Responsibilities, the Committee developed Goals for 2023-2024.

1. Services to Employers:

- a. Increase business engagement by 25% compared to program year 2022-2023
- b. Increase referral of qualified job seekers to open job orders by 15%

- c. Increase the number of Direct Placements and Obtained Employments entered in EF by 15%

2. Approval of Training Providers:

- a. Approve at least 4 new training providers during 2023-2024 to expand training options and customer choice.

3. Targeted Industries:

- a. Host Industry Roundtables, one per quarter minimum, for in-demand industries (e.g., Information Technology, Healthcare, Hospitality and Manufacturing) in compliance with REACH Act Industry Consortium requirements.
 - i. Awaiting guidance from CareerSource Florida; guidance expected to be approved at their September board meeting.

4. Regional Targeted Occupation List:

- a. New occupations will be reviewed and approved as need arises.

5. Economic Development Organizations and Business Associations:

- a. CareerSource Pinellas will present at least 4 times per quarter to various associations and Economic Development agencies.

RECOMMENDATION

Approval of the above goals for the Workforce Solutions Committee for PY'23 – 24.

Discussion: None

Motion:	Jack Geller
Second:	Ivonne Alvarez

The Board of Directors made a motion for approval of the above goals for the Workforce Solutions Committee for PY'23 – 24. The motion carried unanimously.

Action Item 9 – Fiscal Year 2023 – 2024: Budget Modification No. 1

REVENUE

Total budgeted revenues estimated to decrease from \$10,331,022 to \$9,496,655 for an overall decrease of \$834,367; or 8.1%. Details were included in the meeting packet.

EXPENSES

Total budgeted expenses estimated to decrease from \$10,260,572 to \$9,426,205 for an overall decrease of \$834,367. Details were included in the meeting packet.

RECOMMENDATION

Approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

Discussion: None

Motion:	Mark Hunt
Second:	Ben Friedman

The Board of Directors made a motion for approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously.

Action Item 10 – Contract Renewal with Gray|Robinson (Government Relations)

It is critical that CareerSource Pinellas continues to have a voice during the State's Workforce System Transformation Plan. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that has played an instrumental role which helped navigate through the channels, read through each bill to highlight areas of concern, and met with key legislators and staff to represent

CareerSource Pinellas. By continuing to work with Mr. Carmody, we will have a voice in the discussions; one that is both focused on CareerSource Pinellas and the region while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose. \$30,000 was approved for Government Relations (Lobbying) in the 2023-2024 planning budget.

RECOMMENDATION

Approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$30,000 plus incidental expenses through June 30, 2024.

Discussion: None

Motion:	Michael Jalazo
Second:	Benjamin Friedman

The Board of Directors made a motion for approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$30,000 plus incidental expenses through June 30, 2024. The motion carried unanimously.

Action Item 11 – WIOA Dislocated Worker Fund Transfer Request

Background

The Workforce Innovation and Opportunity Act (WIOA) provides the authority for Local Workforce Development Boards (LWDB), with the approval of the Governor, to transfer 100% of the funds allocated to the LWDB for adult activities for expenditure on dislocated worker activities, and dislocated worker funds for expenditure on adult activities. Funds may not be transferred to or from the WIOA Youth program.

Prior approval from Florida Department of Commerce is required for each transfer. In addition, when the request exceeds 25% of the annual allocation, the full board must vote to approve the request.

The majority of participants that are requesting training services under Occupational Skills Training or On-the-Job Training are eligible under the Adult Program rather than the Dislocated Worker program or funding. It is anticipated that our Adult funds would be exhausted if the request is not granted and we would be required to close Adult enrollment.

With approval of this transfer, CareerSource Pinellas still has sufficient funds to serve dislocated workers for the remainder of the program year. As a reference, we were approved to reallocate \$700,000 of Dislocated Funds for Adult for July 1, 2022 – June 30, 2023. For the fiscal year ended June 30, 2023, we spent \$660,421.82 of the approved funds.

Grant Program Year	Total Award Amount	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult	Status
2022-2024	\$1,452,166	\$1,000,000	69%	To be Requested

RECOMMENDATION

Approval to transfer up to \$1,000,000 from Dislocated Worker to Adult for July 1, 2023 – June 30, 2024, as shown above and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.

Discussion: None

Motion:	Michael Jalazo
Second:	Mark Hunt

The Board of Directors made a motion for approval to transfer up to \$1,000,000 from Dislocated Worker to Adult for July 1, 2023 – June 30, 2024, as shown in the DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs that was included in the meeting packet. The motion carried unanimously.

INFORMATION ITEM 1 – Consolidation Update

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

INFORMATION ITEM 2 – Organizational Chart

The most up-to-date organizational chart was included in the meeting packet for review.

INFORMATION ITEM 3 – Staffing Report

For program year 2022-2023, there were 31 employees hired and the organization had 14 terminations. As of June 30 2023, the organization had 64 FTEs, 1 part-time employee and 1 marketing intern for the summer. As of June 30, 2022, the organization had 48 FTEs. With increased staffing, the organization was able to provide better services to job seekers and employers.

The organization continues to evaluate the needs of the organization and will hire based upon servicing the needs of the job seekers and employers of Pinellas County taking into account budgetary considerations.

INFORMATION ITEM 4 – Employee Engagement Survey Results

Preliminary Observations

- Participation rate increased from 86% to 95%.
- Total favorability score decreased from 73% to 72%.
- Lowest Scoring items in 2022:
 - Compensation is competitive improved from 33% to 43%
 - CareerSource Pinellas communicates well with employees increased from 39% to 63%
 - Satisfied with the benefits increased from 48% to 58%
 - Work Effectively across departments and functions decreased from 49% to 47%
 - I received the training I need to do my job increased from 50%; it is not in the top 10 lowest scores this year and is higher than 63%
- Highest scoring items in 2022:
 - I enjoy working with people on my team decreased from 96% to 85%
 - I can see how the work I do makes a difference decreased from 96% to 89%
 - The people I work with treat me with respect decreased from 94% to 85%
 - My co-workers and I openly talk about what needs to be done to be more effective decreased from 92% to 86%
 - The Vision and goals of CareerSource Pinellas are important decreased from 92% and it is not in the top 10 and lower than 81%

We will work with Decision Wise to analyze the results and present final survey findings at the September board meeting. In addition, we will take the results of the survey and develop training to address the areas of need.

INFORMATION ITEM 5 – Crafting Local Talent

A summary of the Crafting Local Talent report from Lightcast, as well as the report itself, was included in the packet for review.

INFORMATION ITEM 6 – Description of Funding Streams for 2023 – 2024

A description of our funding streams was included in the packet for review.

INFORMATION ITEM 7 – WIOA Youth Factsheet

A report was included in the packet for review.

INFORMATION ITEM 8 – CSPIN Program Reporting

The report was included in the packet for review.

INFORMATION ITEM 9 – Marketing Report PY'2022 - 2023

The report was included in the packet for review.

INFORMATION ITEM 10 – Work-Based Learning & OJT Provider Spending through 6.30.2023

A Work-based learning and OJT training spending report for July 1, 2022 – June 30, 2023 was included in the packet for review.

INFORMATION ITEM 11 – Training Provider Spending through 6.30.2023

A training provider spending report for July 1, 2022 – June 30, 2023 was included in the packet for review.

INFORMATION ITEM 12 – Pinellas County Economic Dashboard

The report was included in the packet for review.

INFORMATION ITEM 13 – Workforce Solutions Goals

The Workforce Solutions goals were included in the packet for review.

INFORMATION ITEM 14 – June 30, 2023 Financial Statements

Financial statements were included in the packet for review.

INFORMATION ITEM 15 – Insurance Update

The July 1, 2023, renewal information and Loss Run Reports were included in the board packet.

INFORMATION ITEM 16 – June 30, 2022 Unrestricted Cash

As of June 30, 2023, CareerSource Pinellas had almost \$856,000 of unrestricted funds available which was included in the packet for review.

INFORMATION ITEM 17 – Subrecipient Monitoring or Period July 1, 2022 – June 30, 2023

The Internal Control Questionnaire from DEO that each Local Workforce Develop Board (LWDB) is required to complete on an annual basis specifically asks whether LWDB monitors all subrecipients and communicates the monitoring results to the LWDB's board of directors. The sub-recipient monitoring report for Pinellas Education Foundation was included in the Board packet for review.

INFORMATION ITEM 18 – Committee Assignments

A list of members of all CSPIN committees was included in the meeting packet.

INFORMATION ITEM 19 – Updated By-Laws

The CareerSource Pinellas Board of Directors approved changes to the organization's bylaws on March 16, 2022, subject to approval by the Pinellas County Board of County Commissioners (BOCC). The BOCC approved the bylaws with a couple of modifications at its April 26, 2022, meeting. The bylaws with the modifications highlighted and the minutes of the April 26, 2022, BOCC meeting were attached for review.

Other Administrative Matters – There were no other administrative matters.

Adjournment – Chair Scott Thomas asked for a motion to adjourn. Barclay Harless made a motion. Scott Thomas adjourned the meeting at 1:04pm.