

**January 17, 2024 - 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

<b>I. Welcome and Introductions</b>	..... Scott Thomas, Chair
<b>II. Public Comment</b>	
<i>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.</i>	
<b>III. Roll Call</b>	
<b>IV. Chair's Report</b>	..... Page 1
<b>V. CEO Report</b>	..... Page 3
<b>VI. General Counsel Update – Gray Robinson</b>	..... Page 22
<b>VII. Action/Discussion Items</b>	
1. Approval of minutes - November 15, 2023 Board of Directors Meeting	..... Page 23
2. Approval of Merger Letter of Intent	..... Page 35
<a href="#">Finance Committee</a>	
3. Approval of Budget Modification II	..... Page 40
4. Approval of Related Party Contracts – PERC & Evara Health	..... Page 45
<a href="#">Workforce Solutions Committee</a>	
5. Approval of Employed Worker Training for Apprenticeships	..... Page 55
<b>VIII. Information Items</b>	
1. REACH Act Update	..... Page 60
2. Link Tech Computer Services Renewal	..... Page 62
3. The Cost of Open Jobs	..... Page 63
4. 2023 Talent Attraction Scorecard	..... Page 66

### Finance Committee

5. October 31, 2023 Financial Statements .....	Page 69
a. Statement of Activities: Current Year vs. Prior Year.....	Page 70
b. Statement of Activities: Current Year vs. Budget .....	Page 72
c. Cost Allocation/Expenditure Report for PE 10/31/2023 .....	Page 75
d. Pooled Cost Report 10/31/2023 .....	Page 76
e. Grant Status Report 10/31/2023 .....	Page 77

### Board Administration

6. Board Member Orientation .....	Page 78
7. Financial Disclosures .....	Page 80

## IX. Open Discussion

## X. Adjournment

**Audit Committee – February 21, 2024 (11:00 am – 12:00 pm)**  
**Compensation Committee – February 1, 2024 (11:00 am – 12:00 pm)**  
**Finance Committee – February 21, 2024 (10:00 am - 11:00 am)**  
**Workforce Solutions Committee – February 15, 2024 (2:30 pm - 3:30 pm)**  
**One-Stop Committee – February 8, 2024 (9:00 am - 10:00 am)**  
**Next Board of Directors Meeting – March 20, 2024 (11:45am – 1pm)**

*\*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.*

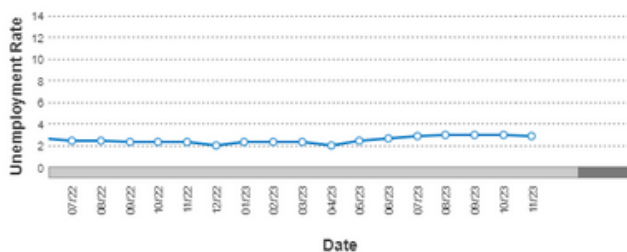
## Updates for the Board of CareerSource Pinellas



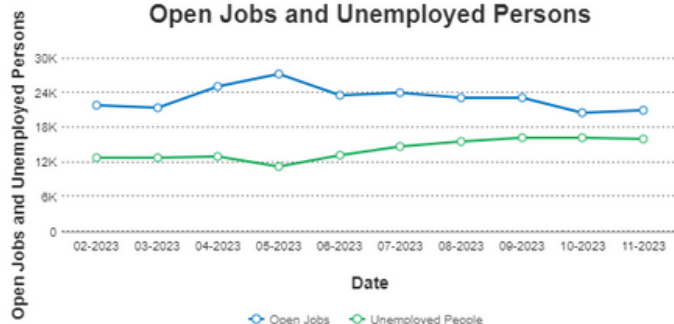
## Florida Unemployment: At A Glance

The Pinellas County unemployment rate is 2.9%, which is the same as the state unemployment rate and 0.8% lower than the national unemployment rate of 3.7%. In November, there were 15,243 unemployed residents of Pinellas County. There are 73 unemployed people per 100 jobs.

**Unemployment Rate**  
Pinellas County



**Open Jobs and Unemployed Persons**



## Hiring Events By the Numbers

Career Fairs	6
Recruiting Events	11
Employers Served	874
Job Seekers	4302



## Employee of the Year Sabine Ramsey



CareerSource Pinellas' 2023 Employee of the Year is Sabine Ramsey.

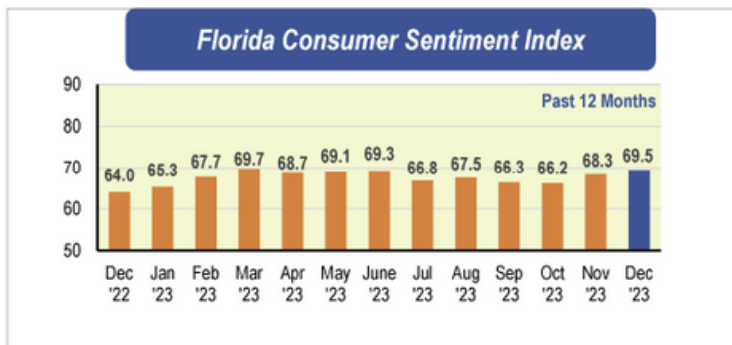
Sabine is a seasoned Career Counselor with an illustrious career spanning 24 years, dedicated to empowering individuals to navigate academic pursuits, surmount personal challenges, and transition from public assistance to self-sufficiency. With a passion for guiding others towards success, Sabine has been instrumental in transforming the lives of countless individuals, leveraging expertise honed through years of dedicated service.

Her impact in the field of Workforce Services serves as a testament to her dedication, expertise, and enduring passion for helping individuals realize their full potential.

Congratulations Sabine!

## Florida Consumer Sentiment Index

Consumer sentiment in Florida increased to 69.5, gaining 1.2 points from November while national consumer sentiment surged by 8.4 points. Among the five components that make up the index, three increased and two decreased, with Floridians reporting mixed opinions about both current and future economic conditions. "Looking ahead, given the economic outlook, we expect gradual improvements in consumer sentiment among Floridians in the months ahead," said Hector H. Sandoval, director of the Economic Analysis Program at UF's Bureau of Economic and Business Research.



## Professional Networking Groups Resume



Our Professional Networking Groups are returning in 2024. Orientations are held on the first Tuesday of the month, and participants must meet one of the following criteria:

- Have a bachelor's degree or be a current college student
- Be a veteran or current service member
- Be an active duty military spouse or family member
- Have earned at least \$45,000 annually in a past position.

These networking groups are intended for job seekers who are pursuing professional roles that may not be available via traditional job boards.

## Partner Highlight: Sunstar Paramedics



The Business Services Paid Work Experience (PWE)/On The Job Training (OJT) team has referred 30+ candidates for consideration to Sunstar Paramedics. We have successfully enrolled three candidates into the program who are in various stages of training and employment. Two individuals completed their training last week and the third began their program last week.

As part of the PWE/OJT program, CareerSource Pinellas reimburses employers 50% of the candidate's wages during the training period for up to six months. For example, if a company pays \$20/hr, CareerSource Pinellas will reimburse \$10/hr back to the company for hours worked during the training period. The goal is to alleviate the costs of training and developing a new hire who may have little to no work

experience, or otherwise have significant barriers to employment. Paramedics are among the top 10 fastest growing occupations in Pinellas County, with demand for this profession expected to grow by 19% by 2031 according to FloridaCommerce.





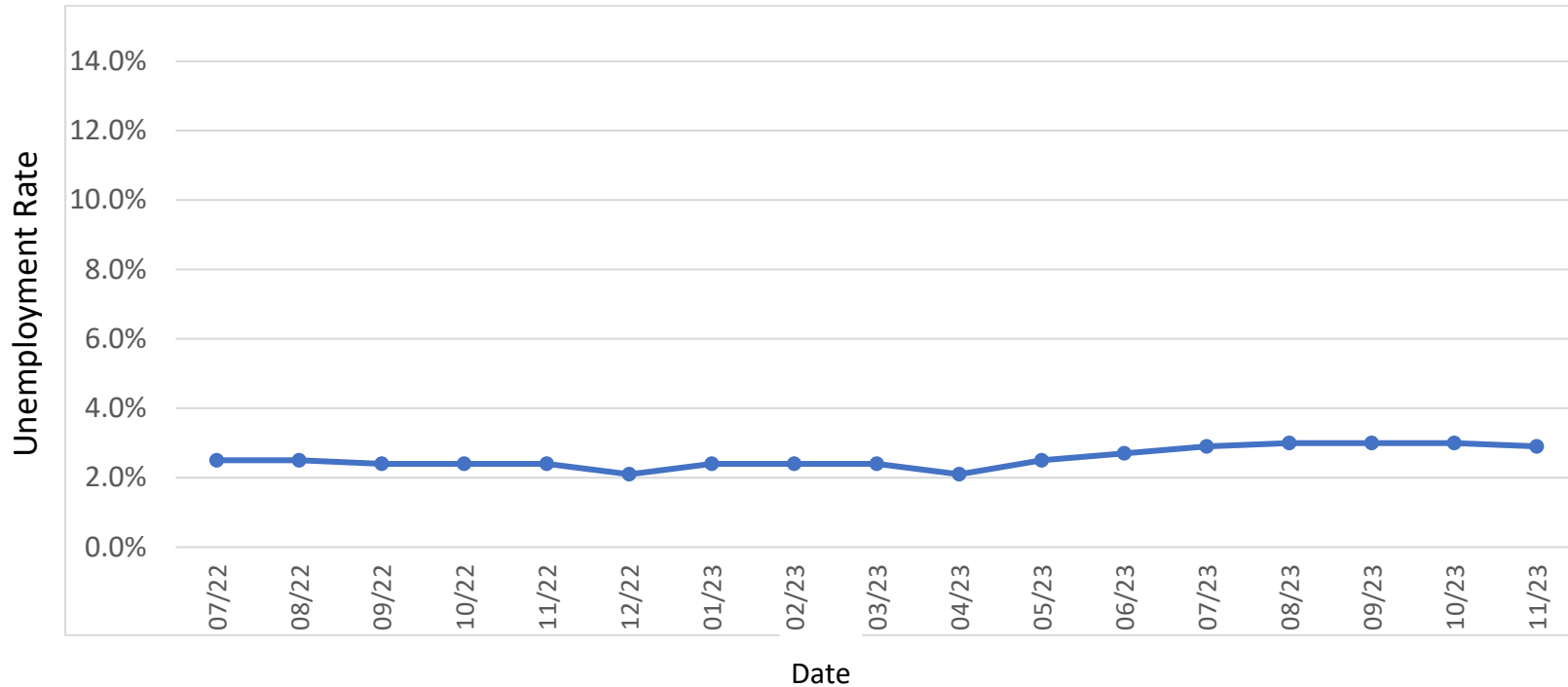
# CEO Report

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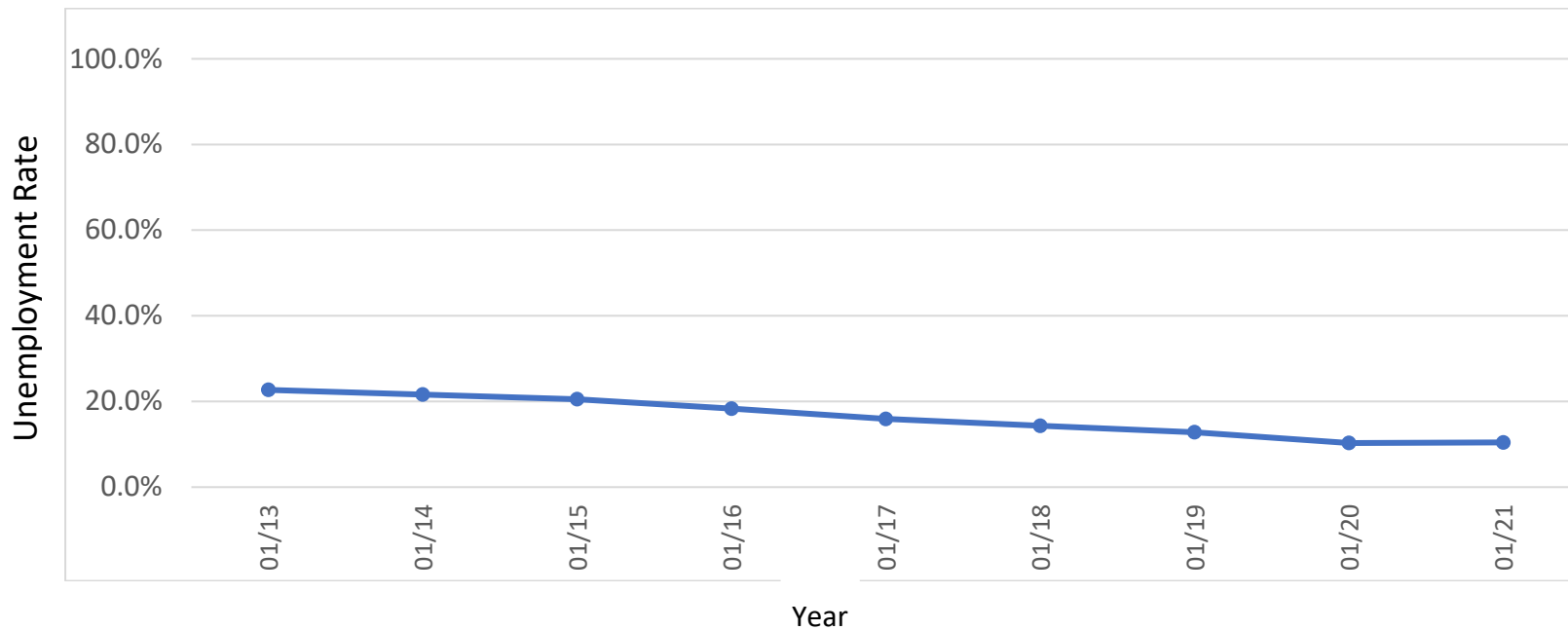
## Unemployment Rate

### November 2023





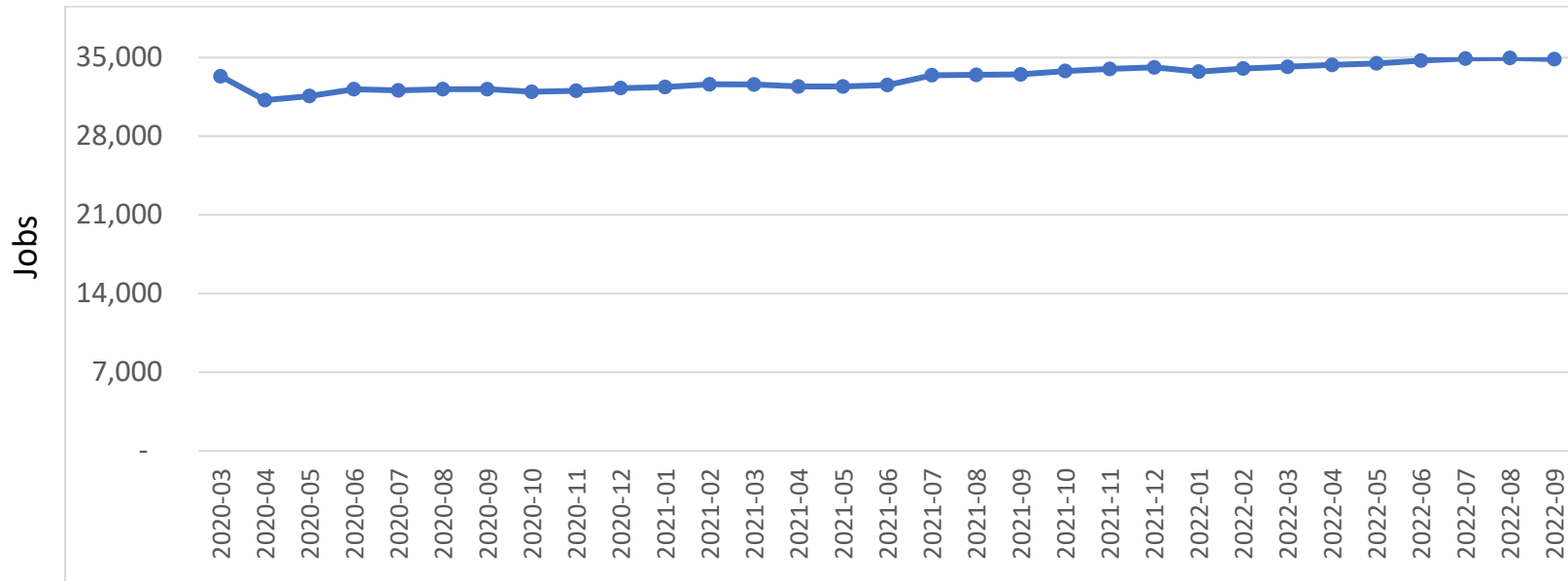
## Unemployment Rate for Persons with Disabilities



- **10.4%**
- **26,006 people with disabilities working**



## Manufacturing Jobs in Pinellas County

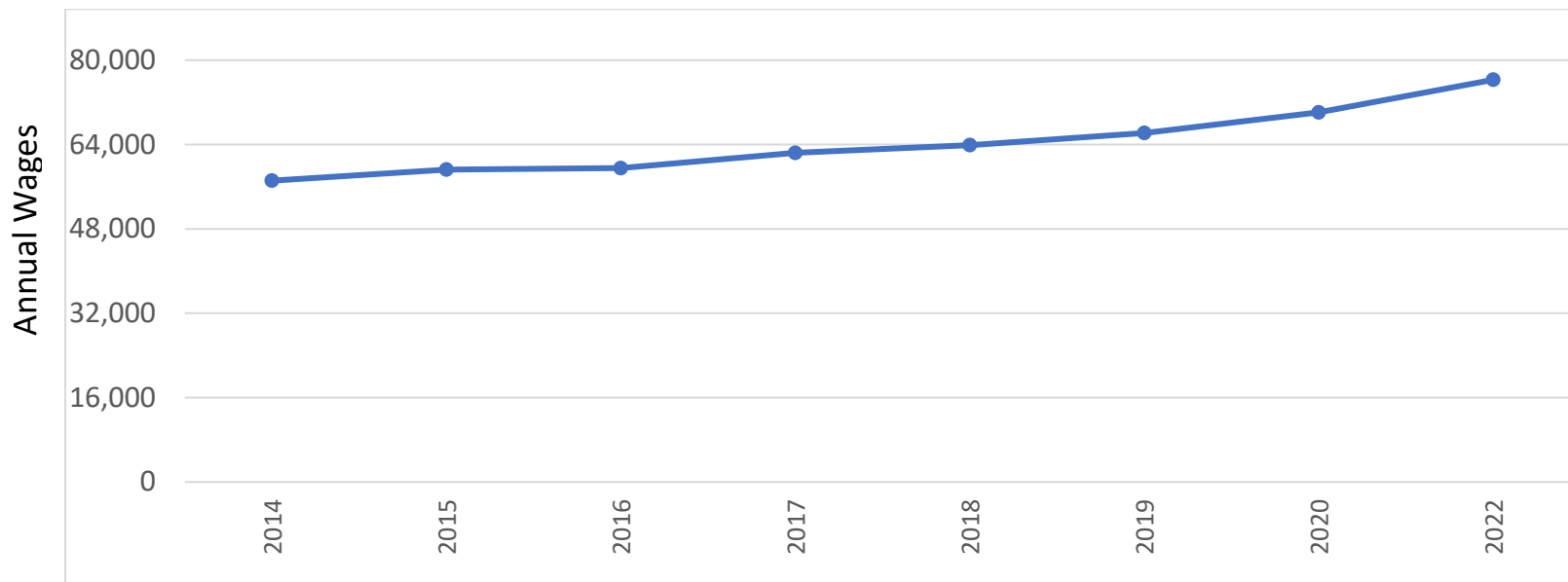


- **34,847 jobs**
- **8.5% of all jobs**
- **3<sup>rd</sup> most manufacturing jobs in the state**





## Manufacturing Annual Wages in Pinellas County



- **\$76,280 and represent 11.0% of private wages**
- **3,535 manufacturers in Tampa Bay Region that employ 68,061 individuals**
- **Contributes \$14.7 Billion in Gross Domestic Product to the State of Florida**



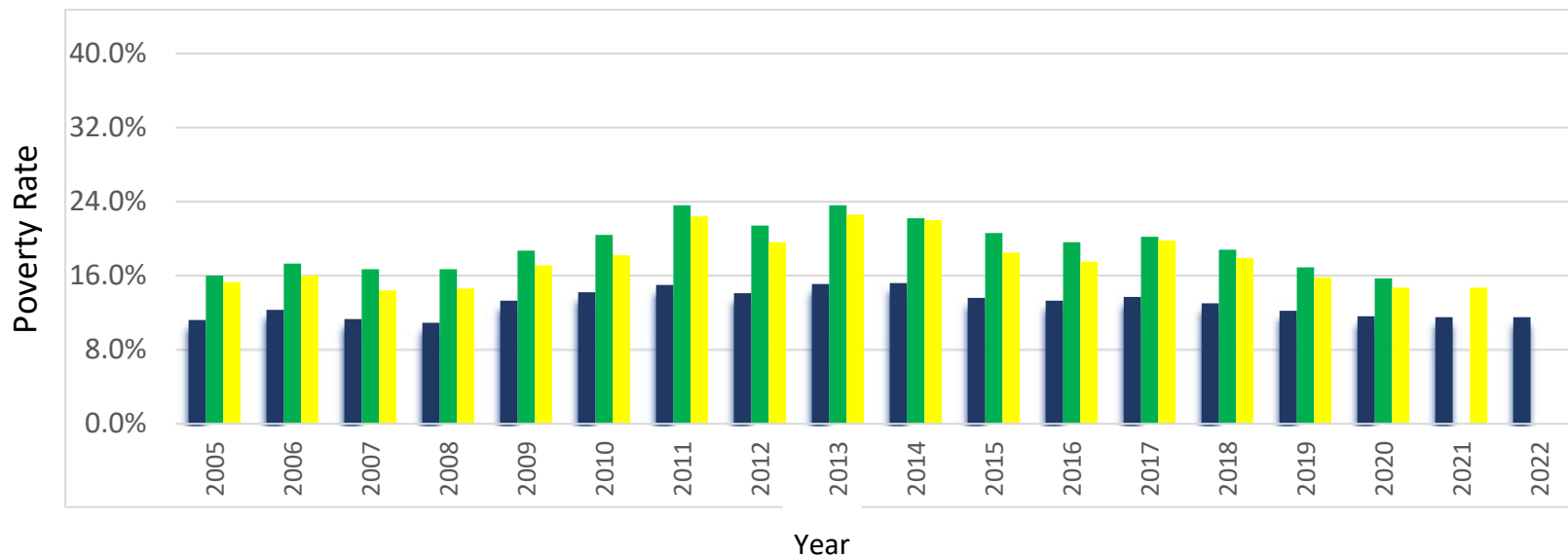
## Tampa Bay Florida Top Sectors 2022

SECTORS	Establishments	Employment
Medical Equipment and Supplies Manufacturing	216	5,105
Electronic Instrument Manufacturing	105	3,924
Semiconductor and Electronic Components	58	3,920
Pharmaceutical & Medicine Manufacturing	104	3,637
Architectural and Structural Metals	168	3,084

*Source: Quarterly Census of Employment and Wages, Bureau of Labor Statistics*



## Poverty Rates in Pinellas County



- **Poverty rate is 11.5%**
- **Children in poverty is 14.6%**



## Comparison of Federal Poverty Level and ALICE

	<b>Federal Poverty Level</b> <u>Census income thresholds</u> that vary by household size but not geography to determine who is in poverty	<b>ALICE Household Survival Budget</b> The cost of the essentials needed to live and work in the modern economy, by household type and location
<b>Family of Four</b>		
Monthly Total	\$2,208	\$5,527
Annual Total	\$26,500	\$66,324
Percent Change, 2019–2021	3%	7%
<b>Single Adult</b>		
Monthly Total	\$1,073	\$2,362
Annual Total	\$12,880	\$28,344
Percent Change, 2019–2021	3%	12%

- **ALICE stands for Asset Limited Constrained, Employed.**





## Florida Average ALICE Household Survival Budget

ALICE Household Survival Budget, Florida Average, 2021			
	Single Adult	Single Senior	2 Adults, 1 Infant, 1 Preschooler
<b>Monthly Costs</b>			
Housing – Rent	\$645	\$645	\$767
Housing – Utilities	\$154	\$154	\$292
Child Care	-	-	\$1,256
Food	\$444	\$410	\$1,211
Transportation	\$359	\$312	\$836
Health Care	\$224	\$531	\$854
Technology	\$75	\$75	\$110
Miscellaneous	\$190	\$213	\$533
Tax Before Credits	\$271	\$319	\$870
<b>Monthly Total</b>	<b>\$2,362</b>	<b>\$2,659</b>	<b>\$6,729</b>
<b>ANNUAL TOTAL Before Credits</b>	<b>\$28,344</b>	<b>\$31,908</b>	<b>\$80,748</b>
Tax Credits (CTC and CDCTC)	-	-	(\$14,424)
<b>ANNUAL TOTAL with Credits</b>	<b>\$28,344</b>	<b>\$31,908</b>	<b>\$66,324</b>
<b>Full-Time Hourly Wage</b>	<b>\$14.17</b>	<b>\$15.95</b>	<b>\$33.16</b>



## ALICE in Pinellas County



### 2021 Point-in-Time-Data

**Population:** 956,615    **Number of Households:** 419,798 (6% change from 2019)

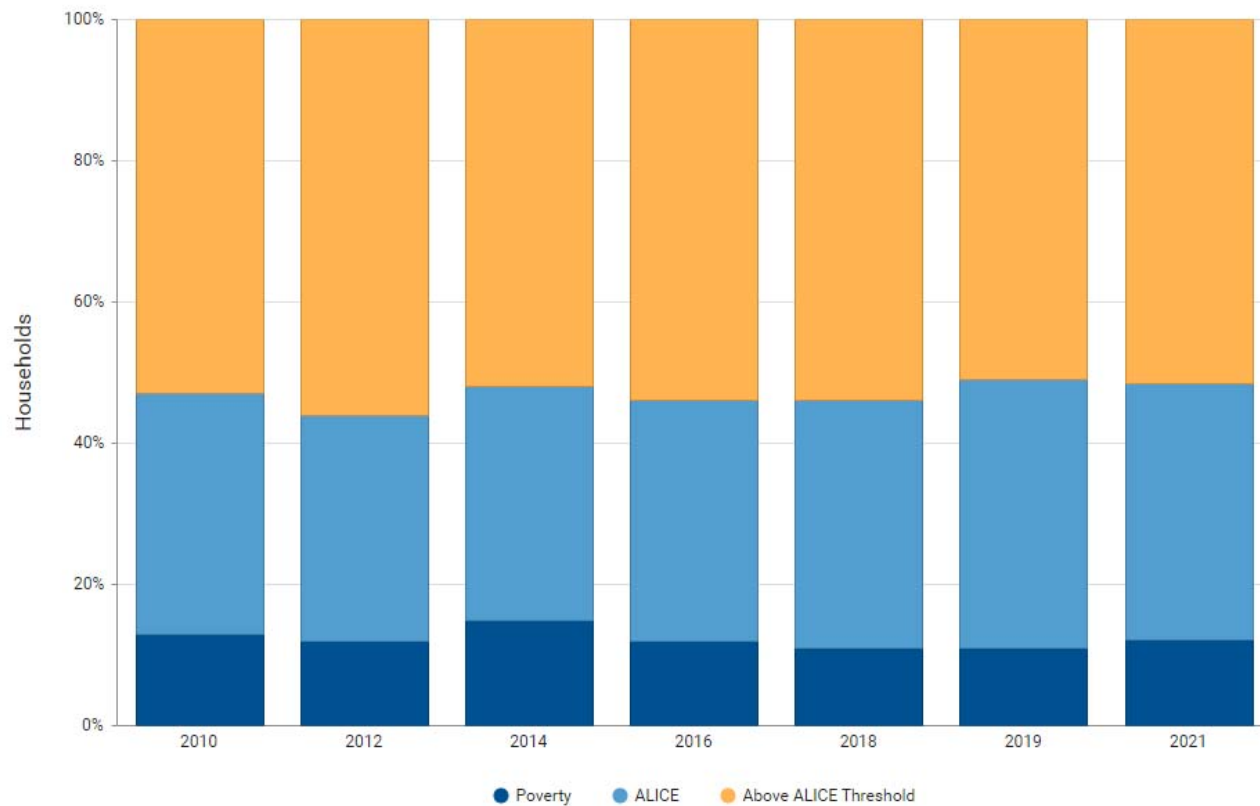
**Median Household Income:** \$61,947 (state average: \$63,062)

**Labor Force Participation Rate:** 58% (state average: 59%)

**ALICE Households:** 36% (state average 33%)    **Households in Poverty:** 12% (state average 12%)



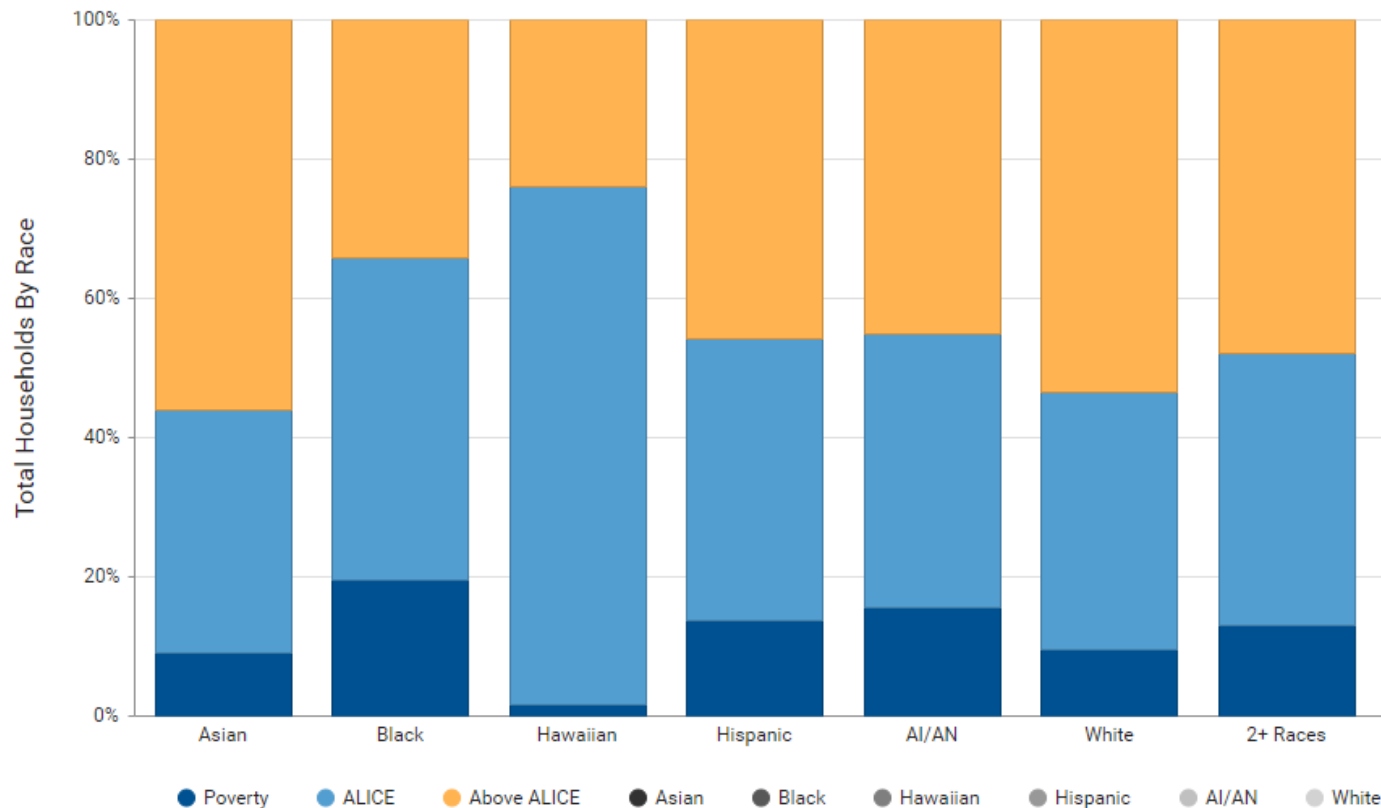
## Percentage of Households



- **49% of households at or below ALICE threshold**



## Households by Race/Ethnicity, Pinellas County







## Households by Type and Age

Group	% Below ALICE Threshold
Single or Cohabiting (no children)	41%
Married (with children)	20%
Single-Female-Headed (with children)	80%
Single-Male-Headed (with children)	55%

Group	% Below ALICE Threshold
Under 25	74%
25 to 44 Years	41%
45 to 64 Years	39%
Seniors (65+)	62%



Monthly Costs and Credits	Single Adult	One Adult, One Child	One Adult, One In Child Care	Two Adults	Two Adults Two Children	Two Adults, Two In Child Care	Single Senior	Two Seniors
Housing - Rent	\$966	\$939	\$939	\$939	\$1,148	\$1,148	\$966	\$939
Housing - Utilities	\$154	\$239	\$239	\$239	\$292	\$292	\$154	\$239
Child Care	\$0	\$313	\$833	\$0	\$625	\$1,875	\$0	\$0
Food	\$484	\$820	\$736	\$887	\$1,446	\$1,318	\$446	\$818
Transportation	\$359	\$457	\$457	\$536	\$836	\$836	\$312	\$442
Health Care	\$224	\$539	\$539	\$539	\$854	\$854	\$570	\$1,141
Technology	\$75	\$75	\$75	\$110	\$110	\$110	\$75	\$110
Miscellaneous	\$226	\$338	\$382	\$325	\$531	\$643	\$252	\$369
Tax Payments	\$348	\$521	\$615	\$424	\$867	\$1,110	\$405	\$657
Tax Credits	\$0	(\$406)	(\$633)	\$0	(\$813)	(\$1,267)	\$0	\$0
Monthly Total	\$2,836	\$3,835	\$4,182	\$3,999	\$5,896	\$6,919	\$3,180	\$4,715
ANNUAL TOTAL	\$34,032	\$46,020	\$50,184	\$47,988	\$70,752	\$83,028	\$38,160	\$56,580
Hourly Wage	\$17.02	\$23.01	\$25.09	\$23.99	\$35.38	\$41.51	\$19.08	\$28.29



## Employees of the Month 2023

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**Frank Molloy**

January



**Marely Loera**

February



**Sean Thornton**

March



## Employees of the Month 2023

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**Shawna Peer**

April



**Mabel Livaudais**

May



**Leah Geis**

June





## Employees of the Month 2023

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**Angela Brown**

July



**Melissa Redding**

August



**Jeovanni Astacio**

September



## Employees of the Month 2023

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**Gary McAbee**

October



**Cyndi Perez**

November



**Enkeleda Zelka**

December



# Employee of the Year

## 2023

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**Sabine Ramsey**  
Career Counselor

## MEMORANDUM

**TO:** CareerSource Pinellas Board of Directors  
**FROM:** Stephanie Marchman, CareerSource Pinellas General Counsel  
**DATE:** January 9, 2024  
**SUBJECT:** Legal Services Summary and Litigation Report

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The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors at its meeting on November 15, 2023:

- Attended Board of Directors meeting.
- Reviewed Goodwill Interagency Agreement and Link Tech Contract for form and legality and provided edits thereto.
- Reviewed Board of Directors and Finance & Audit Committee Meeting Agenda Packets as to form and legality.
- Attended Consortium and staff consolidation meetings to provide legal advice regarding merger of CareerSource Pinellas and CareerSource Tampa Bay; prepared road map for merger and Letter of Intent; began conducting due diligence for purposes of merger, including insurance policies, intellectual property, and past audit reports; conducted legal research regarding the Warn Act and its potential application due to the merger.
- Provided legal counsel for closed attorney-client meeting regarding ongoing pending litigation as described below.
- Reviewed old and new interlocal agreements and determined need to execute updated interlocal agreement with CareerSource Pinellas.
- Provided legal counsel to Jay Burke on handling of new Pinellas County Office of Human Rights charge of discrimination and addressing customer conduct and request for information.

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 November 15, 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, November 15, 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 11:45 a.m. There was a quorum present with the following board members in attendance.

**Board Members in Attendance**

Scott Thomas (Zoom), Belinthia Berry (Zoom), Esther Matthews (In person), Jack Geller (In person), Patricia Sawyer (Zoom), Kevin Knutson (In person), Dr. Rebecca Sarlo (In person), Elizabeth Siplin (Zoom), John Howell (Zoom), Zac Holland (In person), Mark Hunt (Zoom), Glenn Willocks (Zoom), Kenneth Williams (Zoom), Dawn Peters (Zoom), Michael Jalazo (In person), Larry Morgan (In person), Candida Duff (Zoom), Benjamin Friedman (In person), Shawn McDonnell (Zoom), Jeremy Robinson (Zoom)

**Board Members Not in Attendance**

Barclay Harless, Bart Diebold, David Fetkenher, Zachary White, Commissioner René Flowers, Celeste Fernandez, Ivonne Alvarez, Senator Nick DiCeglie, Nikisha Lezama, Russell Williams

**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, Raymond Westergard

**Guests in Attendance**

Danielle Weitlauf – Tucker Hall (In person)  
Lauren Steif – Tucker Hall (Zoom)  
Allison Harrell – Thomas, Howell, Ferguson (Zoom)  
Austin T. (Zoom)  
Lorelle Chapman – Thomas.Howell.Ferguson P.A. CPAs (Zoom)  
Diamante Sadlowski – Pinellas County Schools (Zoom)

**Public Comments**

There were no public comments.

**CEO Report**

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

**Marketing Report**

Representatives from Tucker Hall gave a marketing update to the Board.

**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 September 13, 2023, Board of Directors meeting were presented for approval.

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

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

#### **ACTION Item 2 – Consolidation/REACH Act Update**

##### **Appointment of Ad Hoc Members to Transition Committee**

Staff from Pinellas County and Hillsborough County have been meeting regularly to finalize the new Consortium/Interlocal Agreement for the new entity resulting from the consolidation of CareerSource Pinellas and CareerSource Tampa Bay. The Consortium/Interlocal Agreement was approved by the Pinellas County Board of County Commissioners on November 14, 2023, and the Hillsborough County Board of County Commissioners on November 15, 2023. Once the agreement is finalized by both counties, many decisions still need to be agreed to.

County representatives from both counties have determined that it is practical to form an Ad Hoc Transition Committee comprised of two Board members from each of the existing CareerSource Boards to assist the Assistant County Administrators and Chief Executive Officers in establishing the new entity and developing processes. It was discussed and agreed to that the two board members from each Local Workforce Development Board should be the respective Board Chair and Treasurer. If the Board Chair and/or the Treasurer are unable to attend any of the meetings, the Board Chair will appoint a designee to represent CareerSource Pinellas in their absence. If any other board member has any suggestions or feedback to provide to this committee, they are encouraged to provide their feedback to the CEO who will share it with the Ad Hoc Committee.

*\*A consolidation update, information on the required education and industry consortiums and info and requirements for the regional planning area strategic policy were also included in the packet.*

##### **RECOMMENDATION**

Approval to appoint the Board Chair and Treasurer to the Ad Hoc Transition Committee for CareerSource Pinellas and CareerSource Tampa Bay.

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

*The Board of Directors made a motion for approval to appoint the Board Chair and Treasurer to the Ad Hoc Transition Committee for CareerSource Pinellas and CareerSource Tampa Bay. The motion carried unanimously.*

#### **ACTION Item 3 – Annual Financial Audit – Year Ended June 30, 2023**

The Audit Committee approved Thomas Howell Ferguson P.A to perform the financial statement audit of the June 30, 2023, financial statements at its February 22, 2023, meeting and the Board followed up with their approval at the March 15, 2023, meeting.

The audit firm of Thomas Howell Ferguson P.A. has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2023. Allison Harrell, shareholder with Thomas Howell Ferguson P.A., presented the financial statements. A copy of the Financial Statements and the *Auditor's Communications with Those Charged with Governance* was included in the packet.

##### **RECOMMENDATION**

Approval of the Annual Financial Audit for the fiscal year ended June 30, 2023.

**Discussion:** None

Motion:	Mark Hunt
Second:	Jack Geller

*The Board of Directors made a motion for approval of the Annual Financial Audit for the fiscal year ended June 30, 2023. The motion carried unanimously.*

#### **ACTION Item 4 – Employee Handbook Addition**

It was requested by legal counsel, that a section be added to our PTO policy in the personnel handbook. The following will be added under the “Guidelines for Use of Paid Time Off (“PTO”) section of the handbook.

- j) Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.

#### **RECOMMENDATION**

Approval to add “Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.” to CareerSource Pinellas’ current PTO policy in the Employee Handbook.

**Discussion:** None

Motion:	Jack Geller
Second:	Mark Hunt

*The Board of Directors made a motion for approval to add “Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.” to CareerSource Pinellas’ current PTO policy in the Employee Handbook. The motion carried unanimously.*

#### **ACTION Item 5 – Executive Compensation**

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

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

The purpose of this requirement is full and open disclosure that the Board is specifically aware of the compensation for executive staff. David Zirilli was hired as the Finance Director on September 12, 2022 with a starting salary of \$100,000. With the promotion to Chief Financial Officer (CFO) his salary was increased to \$128,000 effective 11/6/2023. The minimum for this position is \$127,598, mid salary is \$165,877, and max salary for this position is \$204,157. Previous work experience, education, and current level of work and responsibility were taken into consideration.

#### **RECOMMENDATION**

Approval of the Chief Financial Officer’s salary of \$128,000, effective November 6, 2023, to comply with the requirements of DEO’s Grantee-Subgrantee agreement.

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

*The Board of Directors made a motion for approval of the Chief Financial Officer’s salary of \$128,000, effective November 6, 2023, to comply with the requirements of DEO’s Grantee-Subgrantee agreement. The motion carried unanimously.*



## Action Item 6 – WIOA 23-04 Eligible Training Provider List Policy

The Eligible Training Provider List (ETPL) policy is to provide training providers guidance on how training programs are approved for inclusion on the ETPL.

WIOA and the ETPL emphasis informed customer choice, job-drive training, provider performance and continuous improvement. In administering the eligible training provider process CareerSource Pinellas works to ensure that qualified providers offer a wide variety of training programs.

The CareerSource Pinellas ETPL policy has been updated in order to remain in line and consistent with the CareerSource Florida ETPL policy.

### Highlighted Changes:

- The ETPL will include performance information.
- For a program to be approved for the ETPL there must be verification that the program leads to a credential on the Master Credential List (MCL).
- For a program to be approved for the ETPL proof the curriculum was approved by the Florida Department of Education (DOE) must be submitted.
- Defines approval process for out of state providers.

*\*A copy of the policy was included in the packet.*

## RECOMMENDATION

Approval of the WIOA 23-04 Eligible Training Program List Policy.

**Discussion:** None

Motion:	Jack Geller
Second:	Esther Matthews

*The Board of Directors made a motion for approval of the WIOA 23-04 Eligible Training Program List Policy. The motion carried unanimously.*

## Action Item 7 – Florida Commerce Internal Control Questionnaire 2023 - 2024

The Internal Control Questionnaire and Assessment (ICQ) was developed by Florida Commerce, formerly the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

The self-assessment ratings and responses reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee-Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to Florida Commerce by September 30. However, Florida Commerce extended the deadline to October 25, 2023, due to delay in sending it out. CareerSource Pinellas requested, and was approved for, an extension until November 22, 2023, to allow the CareerSource Pinellas Finance Committee and Board of Directors the chance to review and approve the ICQ at their October and November meetings, respectively.

*\*The 2023 - 2024 Internal Control Questionnaire and Assessment were included in the packet.*

## RECOMMENDATION

Approval of the 2023 - 2024 Internal Control Questionnaire and Assessment.

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

*The Board of Directors made a motion for approval of the 2023 - 2024 Internal Control Questionnaire and Assessment. The motion carried unanimously.*

#### **Action Item 8 – General Counsel Letter of Engagement Renewal**

On November 20, 2019, the Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. The Board renewed Gray Robinson, P.A. as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas on November 17, 2021, for a two-year period expiring on November 30, 2023.

Gray Robinson has been instrumental in providing sound legal counsel over the last two years and is key in providing sound guidance as the organization consolidates with CareerSource Tampa Bay.

#### **RECOMMENDATION**

Approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000.

**Discussion:** None

Motion:	Michael Jalazo
Second:	Jack Geller

*The Board of Directors made a motion for approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000. The motion carried unanimously.*

#### **Action Item 9 – CareerSource Pinellas Related Party Contract**

FL Statute Section 445.007 mandates that all Local Workforce Development Boards (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 Commerce and CareerSource Florida for review.

Owner of All Business Solutions dba All Enterprise Solutions facilitated a full, all staff in service day for CareerSource Pinellas. The information and training topics were informative, relevant, and well received by the audience. CareerSource Pinellas anticipates utilizing the services of All Business Solutions dba All Enterprise Solutions again within the 2023 - 2024 program year. Estimated spending is projected to not exceed \$4,500.

#### **RECOMMENDATION**

Approval of the related party contract included in the board packet, by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$4,500.

**Discussion:** None

Motion:	Jack Geller
Second:	Dr. Rebecca Sarlo
Abstentions:	Esther Matthews & Michael Jalazo

*The Board of Directors made a motion for approval of the related party contract that was included in the board packet, by a two-thirds (2/3<sup>d</sup>) vote with a spending cap of \$4,500. The motion carried unanimously.*

**INFORMATION ITEM 1 – Organizational Report**

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

**INFORMATION ITEM 2 – Staffing Report**

For the PY'2023-2024, the organization currently has 78 Full Time Employees and one Part-Time Employee. 16 of the FTE's are Department of Commerce Employees. CareerSource Pinellas has 63 direct employees. The organization has had six Terminations since July 1, 2023. Three were voluntary resignations and one was the end of an internship. Two terminations were involuntary due to performance and attendance. The organization has had one new hire since July 1, 2023.

**INFORMATION ITEM 3 – Understanding the Workforce of Today**

A presentation for a session titled "Generations in the Workplace/How to Attract Top Talent and Market to your clients" at the 2023 Workforce Professional Development Summit was included in the packet.

**INFORMATION ITEM 4 – PY'2023 – 2024 One-Stop Committee Goals**

The One-Stop Committee goals were included in the packet for review.

**INFORMATION ITEM 5 – Able Trust Update**

A summary of The Able Trust's, Industry Analysis & Pathways to Career Success for Persons with Disabilities, as well as the report itself, were included in the packet for review.

**INFORMATION ITEM 6 – Nonprofit Workforce Survey Results**

A summary of the Nonprofit Workforce Survey Results were included in the packet for review.

**INFORMATION ITEM 7 – Summer PAYS Summary**

An overview of the Summer PAYS program was included in the packet for review.

**INFORMATION ITEM 8 – 2023 CareerSource Impact Report**

The report was included in the packet for review.

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

The report was included in the packet for review.

**INFORMATION ITEM 10 – Key Performance Results Report**

The report was included in the packet for review.

**INFORMATION ITEM 11 – Marketing Report**

The report was included in the packet for review.

**INFORMATION ITEM 12 – Lealman Agreement**

An update on the Lealman Exchange agreement was included in the packet for review.

**INFORMATION ITEM 13 – PY'2023 – 2024 Workforce Solutions Committee Goals**

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

**INFORMATION ITEM 14 – Performance Indicators**

The report was included in the packet for review.

**INFORMATION ITEM 15 – Letter Grades**

The REACH Act letter grades for the year ended June 30, 2023 were included in the packet for review.

**INFORMATION ITEM 16 – Work-Based Learning Provider Spending through 8.31.2023**

The report was included in the packet for review.

**INFORMATION ITEM 17 – Training Provider Spending through 8.31.2023**

The report was included in the packet for review.

**INFORMATION ITEM 18 – Key Performance Report**

The report was included in the meeting packet.

**INFORMATION ITEM 19 – Training Provider Performance 3 Year Q1**

The report was included in the meeting packet.

**INFORMATION ITEM 20 – August 31, 2023 Financial Statements**

Financial statements were included in the packet for review.

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

**Adjournment** – Chair Scott Thomas asked for a motion to adjourn. Jack Geller made a motion. Michael Jalazo seconded that motion. Scott Thomas adjourned the meeting at 1:08pm.

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

LAST NAME—FIRST NAME—MIDDLE NAME Esther Matthews		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 1601 16th Street South		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 November 15, 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, Esther Matthews, hereby disclose that on November 15, 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 \_\_\_\_\_, 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:

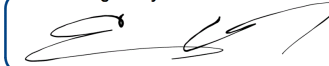
Training Facilitator

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.

10/17/2023

Date Filed

DocuSigned by:

  
00A5E4F08A6C47E...  
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 Jalazo, Michael		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 110 Ricardo Way N.E. Unit 6		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 November 15, 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, Michael Jalazo, hereby disclose that on November 15, 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 All Business Solutions d/b/a All Enterprise 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.

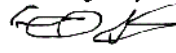
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for PWE/OJT Agreements with All Business Solutions d/b/a All Enterprise 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.

1/11/2024

Date Filed

DocuSigned by:  
  
 7C39232997C043D...  
 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**

### **Merger Letter of Intent**

In 2021, the Florida Legislature passed, and the Governor signed into law, the Reimagining Education and Career Help Act (Reach Act). CareerSource Florida thereafter implemented the Florida Workforce System Transformation, which, among other initiatives, directed that CareerSource Tampa Bay and CareerSource Pinellas be combined into a single entity.

Effective November 2023, the Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioner, acting in their capacities as Chief Elected Official for their respective counties, entered into an Interlocal Agreement to create a new Consortium to oversee the combined entity, provide for governance and oversight of such entity, and act as Local Grant Recipient for WIOA funds. CareerSource Tampa Bay and CareerSource Pinellas propose to enter into a non-binding LOI to outline the process for accomplishing the merger and identify the responsibilities of each party in furtherance of that goal. The Consortium has requested Gray, Robinson, P.A., legal counsel for CareerSource Pinellas, to perform due diligence services and develop a mutually agreeable Plan of Merger and Articles of Merger for the new entity.

The Letter of Intent for the abovementioned services is attached for your review.

### **RECOMMENDATION**

Approval of Gray Robinson, P.A. Letter of Intent to perform Due Diligence and develop a mutually agreeable Plan of Merger and Articles of Merger for the new consolidated entity.

**LETTER OF INTENT BETWEEN  
TAMPA BAY WORKFORCE ALLIANCE, INC. d/b/a CAREERSOURCE TAMPA BAY  
AND  
WORKNET PINELLAS, INC. d/b/a/ CAREERSOURCE PINELLAS**

**This Letter of Intent** (LOI) is effective as of the date of the last signature hereon and is by and between **Tampa Bay Workforce Alliance, Inc d/b/a CareerSource Tampa Bay** (CSTB), a Florida not for profit corporation organized and operated under Section 501(c)(3) of the Internal Revenue Code of 1986, and **Worknet Pinellas, Inc. d/b/a CareerSource Pinellas** (CSP), a Florida not for profit corporation that is organized and operated under Section 501(c)(3) of the Internal Revenue Code of 1986 (collectively referred to as “the Parties”).

**WHEREAS**, the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA") authorizes expenditures of federal funds for workforce development programs in areas of the state designated by the Governor as a Local Workforce Development Area ("Local Area"); and

**WHEREAS**, the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, ("Florida WIOA"), further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas; and

**WHEREAS**, CSTB serves as the Local Workforce Development Board (LWDB) for Hillsborough County under the WIOA and Florida WIOA and CSP serves as the LWDB for Pinellas County under the WIO and Florida WIOA; and

**WHEREAS**, in 2021 the Florida Legislature passed, and the Governor signed into law, the Reimagining Education and Career Help Act (Reach Act); and

**WHEREAS**, CareerSource Florida thereafter implemented the Florida Workforce System Transformation, which, among other initiatives, directed that CSTB and CSP be combined into a single entity; and

**WHEREAS**, effective December 1, 2023, the Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, acting in their capacities as Chief Local Elected Official for their respective counties, entered into an Interlocal Agreement, establishing the Hillsborough/Pinellas Workforce Development Consortium (Consortium) to oversee the soon-to-be created combined single entity, to provide for governance and oversight of such entity, and to act as Local Grant Recipient for WIOA and Florida WIOA funds; and

**WHEREAS**, the Consortium has directed that CSP and CSTB statutorily merge into a single entity, with CSTB to act as the “Surviving Entity” following the merger; and

WHEREAS, CSP and CSTB are entering into this non-binding LOI to outline the process for accomplishing the merger and identify the responsibilities of the Parties in furtherance of that goal.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

### **Terms**

- 1.1. **Merger.** The Merger will be implemented in accordance with the Florida Not For Profit Corporation Act and shall become effective upon filing of Articles of Merger with the Florida Secretary of State. At that time, the separate existence of CSP shall cease and CSTB will be the surviving entity and continue its corporate existence under the laws of the State of Florida.
- 1.2. **Timeline.** The intent of the Parties is that the Articles of Merger will be filed no later than June 30, 2024.
- 1.3. **Process**
  - 1.3.1. **Due Diligence.** The Parties will conduct a thorough due diligence process through outside counsel GrayRobinson PA and will timely provide documents and information to outside counsel in accordance with the timeline outlined above. The Parties agree that the merger will not be implemented until the due diligence results have been reviewed and approved by both Parties.
  - 1.3.2. **Board of Directors Approvals.** Subject to acceptable due diligence results, the CSTB and CSP Board of Directors will each review and consider approval of a mutually agreeable Plan of Merger and Articles of Merger no later than February 15, 2024.
- 1.4. **Operations Pending Merger.** Until the Articles of Merger are filed with the Florida Secretary of State, CSTB and CSP will continue to operate in the ordinary course of business and in accordance with applicable law, including the WIOA and Florida WIOA. Neither party shall undertake any action outside the ordinary course of business that could materially and negatively impact the proposed merger such as, but not limited to, incurring material new liabilities, selling or leasing corporate assets, or terminating existing insurance coverages.
- 1.5. **Fees and Expenses.** Unless otherwise agreed, each party shall be responsible for their own fees and expenses incurred as part of transactions contemplated under this LOI. However, CSP will be responsible for payment of GrayRobinson's fees and expenses using funding received for such purposes from the State of Florida.

- 1.6. Non-binding. This LOI is a statement of mutual intention; it is not intended to be legally binding and does not constitute a binding contractual commitment with respect to the transaction.
- 1.7. Termination. This LOI may be terminated by either party at any time prior to the filing of the Articles of Merger. In that event, CSTB and CSP will immediately notify the Consortium of the termination and seek guidance for next steps. In the event of termination, this LOI shall become void and of no effect, and there shall be no liability on the part of either CSP or CSTB or their respective Boards of Directors hereunder.
- 1.8. Amendment. This LOI may be amended in writing at any time prior to execution of the Plan of Merger with the mutual consent of CSP and CSTB.
- 1.9. Governing Law. This LOI shall be governed by and construed in accordance with the internal laws of the State of Florida without giving effect to any choice or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction).
- 1.10. Counterparts. This LOI may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same LOI. A signed copy of this LOI delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this LOI.

*[Remainder of Page Intentionally Left Blank; Signatures Follow]*

IN WITNESS WHEREOF, each of the parties hereto has caused this LOI to be executed on its behalf and attested by its officers hereunto duly authorized, as of the day and year first above written.

**Tampa Bay Workforce Alliance, Inc d/b/a CareerSource Tampa Bay**

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

Its: \_\_\_\_\_

**Worknet Pinellas, Inc. d/b/a CareerSource Pinellas**

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

Its: \_\_\_\_\_



## **ACTION ITEM 3**

### **Fiscal Year 2023 – 2024: Budget Modification No. 2**

#### **REVENUE**

Total budgeted revenues estimated to decrease from \$9,496,655 to \$9,302,102 for an overall decrease of \$194,553; or 2%.

#### **Workforce Innovation and Opportunity Act (WIOA) Programs**

- HOPE Initiative grant - <\$65,000>
  - Two-year grant awarded from Department of Commerce for a collaboration between the CareerSource Florida network and the Florida Department of Children and Families to help Floridians achieve self-sufficiency through employment, training and support services.
  - We have decreased the amount allocated for the current fiscal year by \$65,000.
- Hurricane Idalia Emergency Dislocated Worker Grant - \$25,000
  - In the aftermath of Hurricane Idalia, several Local Workforce Development Boards, including CareerSource Pinellas, were awarded emergency funding to assist dislocated workers in the affected areas.
  - We were awarded \$500,000 but have offered to deobligate the majority of these funds in order to free them for other Boards with greater needs.
- Board Consolidation and Realignment <\$109,553>
  - Adjustment to reflect anticipated funding and costs associated with the upcoming consolidation with CareerSource Tampa Bay.

#### **Employment Services**

- HOPE Navigator - <\$45,000>
  - Two-year grant awarded from Department of Commerce to fund dedicated headcount to facilitate the HOPE Initiative grant.
  - We have decreased the amount allocated for the current fiscal year by \$45,000.

#### **EXPENSES**

Total budgeted expenses estimated to decrease from \$9,426,205 to \$9,231,652 for an overall decrease of \$194,553.

#### **Personnel Expenses**

- Personnel Expenses expected to decrease approximately \$<70,000> to reflect anticipated staffing levels through the remainder of the fiscal year.



## **ACTION ITEM 3 (cont.)**

### **Fiscal Year 2023 – 2024: Budget Modification No. 2**

#### **Program Expenses**

- Service Provider Contracts - <\$50,000>
  - Reflects lower anticipated spending by Pinellas Education Foundation for the remainder of their no-cost contract extension through 12/31/23.
- Customer Supportive Services - <\$10,000>
- Adult OJT - <\$60,000>
  - Reflecting lower adult OJT enrollments due to temporary freeze of WIOA Adult spending in the summer and fall.

#### **Other Expenses**

- Out of town travel <\$5,000>
  - Fewer attendees to annual NAWB conference this year

#### **RECOMMENDATION**

Staff recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

		Approved 2023-2024 Planning Budget	Proposed Changes	Approved 2023-2024 Budget Modification I	Proposed Changes	Proposed 2023-2024 Budget Modification II
<b>Revenue</b>						
<b>Operating Revenue</b>						
<b>Grant Revenue</b>						
Grant Revenue - Federal	3000	9,877,069	(834,367)	9,042,702	(85,000)	8,957,702
Grant Revenue - State	3001	309,553	-	309,553	(109,553)	200,000
Grant Revenue - Local	3002	-	-	-	-	-
<b>Total Grant Revenue</b>		<b>10,186,622</b>	<b>(834,367)</b>	<b>9,352,255</b>	<b>(194,553)</b>	<b>9,157,702</b>
<b>Contributions</b>						
Corporate Revenue	3100	2,400	-	2,400	-	2,400
Sponsorship Revenue	3101	-	-	-	-	-
Donations	3102	-	-	-	-	-
<b>Total Contributions</b>		<b>2,400</b>	<b>-</b>	<b>2,400</b>	<b>-</b>	<b>2,400</b>
<b>Program Revenue</b>						
Ticket to Work Revenue	3103	100,000	-	100,000	(40,000)	60,000
<b>Total Program Revenue</b>		<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>(40,000)</b>	<b>60,000</b>
<b>Investment Income</b>						
Interest/Dividends	3200	42,000	-	42,000	40,000	82,000
<b>Total Investment Income</b>		<b>42,000</b>	<b>-</b>	<b>42,000</b>	<b>40,000</b>	<b>82,000</b>
<b>Other Income</b>						
Other Revenues	3300	-	-	-	-	-
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>		<b>10,331,022</b>	<b>(834,367)</b>	<b>9,496,655</b>	<b>(194,553)</b>	<b>9,302,102</b>
<b>Expenditures</b>						
<b>Personnel Expenses</b>						
Salary Expense	5000	3,783,672	(267,558)	3,516,114	(50,360)	3,465,754
Salary Expense - Benefit Stipend	5005	830,280	(70,238)	760,042	(10,886)	749,156
Payroll Taxes	5050	358,860	(27,238)	331,622	(4,750)	326,872
Fringe Benefits (ER Paid)	5060	40,860	-	40,860	(585)	40,275
Retirement	5090	226,071	(18,583)	207,488	(2,972)	204,516
<b>Total Personnel Expenses</b>		<b>5,239,743</b>	<b>(383,617)</b>	<b>4,856,126</b>	<b>(69,553)</b>	<b>4,786,573</b>
<b>Program Expenses</b>						
Operating Supplies	5303	-	-	-	-	-
Food and Beverages	5310	4,200	-	4,200	-	4,200
Communications	5500	95,520	-	95,520	-	95,520
Outreach/Marketing	5520	35,400	-	35,400	-	35,400
Service Provider Contract	8000	500,000	65,000	565,000	(50,000)	515,000
One-Stop Operator	8100	48,000	-	48,000	-	48,000
Internal Monitoring	8200	68,000	-	68,000	-	68,000
OJT	8300	945,000	(115,000)	830,000	(60,000)	770,000
Paid-Work Experience	8320	-	-	-	-	-
Apprenticeships	8330	-	-	-	-	-
Contracted Workforce Services	8335	24,000	-	24,000	-	24,000
Youth Stipends	8340	16,500	-	16,500	-	16,500
Other Customer Support Services	8341	25,200	-	25,200	-	25,200
Customer Training	8342	1,474,000	(336,000)	1,138,000	-	1,138,000
Customer Supportive Services	8343	18,000	-	18,000	(10,000)	8,000
Training Related Material	8345	48,600	-	48,600	-	48,600
Fees/exams/certifications	8346	25,200	-	25,200	-	25,200





**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

		Approved 2023-2024 Planning Budget	Proposed Changes	Approved 2023-2024 Budget Modification I	Proposed Changes	Proposed 2023-2024 Budget Modification II
<b>Total Program Expenses</b>	<b>G/L</b>	<b>3,447,620</b>	<b>(386,000)</b>	<b>3,061,620</b>	<b>(120,000)</b>	<b>2,941,620</b>
<b>Professional Fees</b>						
Accounting/Audit Fees	5100	56,250	-	56,250	-	56,250
Legal Fees	5101	96,000	-	96,000	-	96,000
Legal (Lobbying)	5105	25,000	-	25,000	-	25,000
Professional Service	5104	85,920	-	85,920	-	85,920
Contract Labor	5170	131,800	-	131,800	-	131,800
Contract IT Services	5171	245,340	-	245,340	-	245,340
Cybersecurity - IT	5172	47,160	-	47,160	-	47,160
<b>Total Professional Fees</b>		<b>687,470</b>	<b>-</b>	<b>687,470</b>	<b>-</b>	<b>687,470</b>
<b>Supplies</b>						
Office Supplies	5302	22,450	-	22,450	-	22,450
Postage/Shipping	5307	3,300	-	3,300	-	3,300
Document Shredding	5308	1,404	-	1,404	-	1,404
<b>Total Supplies</b>		<b>27,154</b>	<b>-</b>	<b>27,154</b>	<b>-</b>	<b>27,154</b>
<b>Insurance</b>						
Insurance - Commercial Property	5400	9,000	-	9,000	-	9,000
Insurance - General Liability	5401	77,000	-	77,000	-	77,000
Insurance - Workers Comp	5403	34,054	-	34,054	-	34,054
Insurance - Auto	5404	-	-	-	-	-
Insurance - Claims	5405	-	-	-	-	-
<b>Total Insurance</b>		<b>120,054</b>	<b>-</b>	<b>120,054</b>	<b>-</b>	<b>120,054</b>
<b>Occupancy</b>						
Office Rent/Lease	5200	256,415	-	256,415	-	256,415
Other Leases	5201	-	-	-	-	-
Utilities	5202	36,700	-	36,700	-	36,700
Repairs & Maintenananc	5203	4,680	-	4,680	-	4,680
Security	5204	468	-	468	-	468
Janitorial Expense	5205	39,780	-	39,780	-	39,780
Pest Control	5206	2,580	-	2,580	-	2,580
<b>Total Occupancy</b>		<b>340,623</b>	<b>-</b>	<b>340,623</b>	<b>-</b>	<b>340,623</b>
<b>Office Equipment</b>						
Equipment Rent/Lease	5300	24,012	-	24,012	-	24,012
Copy Machine Usage/Maintenance	5301	9,000	-	9,000	-	9,000
Comp Software/License/Maintenance	5304	166,577	(55,500)	111,077	-	111,077
Equipment < \$5,000	5305	18,000	-	18,000	-	18,000
Other	5207	-	-	-	-	-
<b>Total Office Equipment</b>		<b>217,589</b>	<b>(55,500)</b>	<b>162,089</b>	<b>-</b>	<b>162,089</b>
<b>Travel and Meetings</b>						
Travel - Mileage	5540	10,900	-	10,900	-	10,900
Travel - Out of Town	5541	37,750	-	37,750	(5,000)	32,750
Meetings/Conferences	5560	18,850	-	18,850	-	18,850
<b>Total Travel and Meetings</b>		<b>67,500</b>	<b>-</b>	<b>67,500</b>	<b>(5,000)</b>	<b>62,500</b>
<b>Licences, Dues and Other Fees</b>						
Staff Training/Education	5052	43,050	-	43,050	-	43,050
Other Employee expenses	5055	-	-	-	-	-
Recruitment	5095	4,800	-	4,800	-	4,800
Payroll Processing Fees	5103	6,500	-	6,500	-	6,500
License/Dues & Other Fees	5581	40,339	-	40,339	-	40,339
FSA Administrative Expenses	5582	1,080	-	1,080	-	1,080
401k Administrative Fees	5583	9,250	(9,250)	-	-	-



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

		Approved 2023-2024 Planning Budget	Proposed Changes	Approved 2023-2024 Budget Modification I	Proposed Changes	Proposed 2023-2024 Budget Modification II
HRIS Administrative Fees	5584	7,800	-	7,800	-	7,800
<b>Total Licences, Dues and Other</b>		<b>112,819</b>	<b>(9,250)</b>	<b>103,569</b>	-	<b>103,569</b>
<b>Amortizatton and Depreciation</b>						
Depreciation Expense	5901	-	-	-	-	-
<b>Total Amortizatton and</b>		-	-	-	-	-
<b>Miscellaneous</b>						
Bank Fees	5102	-	-	-	-	-
Other Expense	5700	-	-	-	-	-
Vehicle Expenses	5701	-	-	-	-	-
Penalties\Disallowed Expenses	5710	-	-	-	-	-
Interest Expense	5900	-	-	-	-	-
<b>Total Miscellaneous</b>		-	-	-	-	-
<b>Total Expenditures</b>		<b>10,260,572</b>	<b>(834,367)</b>	<b>9,426,205</b>	<b>(194,553)</b>	<b>9,231,652</b>
<b>Net Revenue over (under) Expenditures</b>		<b>70,450</b>	-	<b>70,450</b>	-	<b>70,450</b>



## **ACTION ITEM 4**

### **Related Party Contracts**

FL Statute Section 445.007 mandates that all Local Workforce Development Boards (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 Commerce and CareerSource Florida for review.

CareerSource Pinellas is entering into two paid work experience (PWE) agreements with board members employed by the training sites of Pinellas Ex-offender Reentry Coalition dba: People Empowering and Restoring Communities (PERC) and Evara Health.

PWE provides participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge, and gain work experience in an area that helps prepare them for self-sufficient employment.

**Note:** For the record, Board Members, if present must verbally abstain from the vote related to their respective organization.



## **ACTION ITEM 4 (cont.)**

### **Related Party Contracts**

Action Item	Company	Board Member	OJT/PWE (not to exceed)
A	PERC	Michael Jalazo	\$75K
B	Evava Health	Rebecca Sarlo	\$100K

### **RECOMMENDATION**

- A. Approval of a related party contract involving PERC. Must be approved by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$75,000 (approximately 15 enrollments).
- B. Approval of a related party contract involving Evava Health. Must be approved by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$75,000 (approximately 20 enrollments).

**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, Michael Jalazo, a board member / an employee of the board (circle one) hereby discloses that I, myself / my employer / my business / my organization/ OR "Other" (describe) \_\_\_\_\_ (Circle one or more) could benefit financially from the contract described below:  
Local Workforce Development Board: CareerSource Pinellas/LWDB 14  
Contractor Name & Address: Pinellas Ex Offender Reentry Coalition (PERC)/12810 US Hwy 19 # 1 Clearwater, Fl. 33764  
Contractor Contact Phone Number: 727-656-4989  
Description or Nature of Contract: Work Based Learning/Work Based Training Provider  
Description of Financial Benefit\*: WBL/WBT worker provided and reimbursement for PWE/OJT paid to Board member's company.

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

X have no relative who is a member of the board or an employee of the board, OR  
\_\_\_\_\_ have a relative who is a member of the board or an employee of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* is X is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

  
\_\_\_\_\_  
Signature of Board Member/Employee

Michael Jalazo  
\_\_\_\_\_  
Print Name

12/01/2023  
\_\_\_\_\_  
Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT-OF-INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME Jalazo - Michael	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board
MAILING ADDRESS 12810 US Hwy 19 N # 1	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 Clearwater	NAME OF POLITICAL SUBDIVISION: Pinellas
DATE ON WHICH VOTE OCCURRED January 17, 2024	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, Michael Jalazo, hereby disclose that on January 17, 2024,

20 \_\_\_\_ : (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, \_\_\_\_\_ ;

X inured to the special gain or loss of Pinellas Ex Offender Reentry Coalition (PERC), 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:

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.

12/01/2023

Date Filed

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.

**EXHIBIT C**  
**CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Scott Thomas, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Pinellas Board of Directors and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Pinellas and Pinellas Ex Offender Reentry Coalition (PERC)

Contractor Name & Address: Pinellas Ex Offender Reentry Coalition (PERC)/12810 US Hwy 19 #1 Clearwater, FL. 33764

Contractor Contact Phone Number: 727-656-4989

Contract Number or Other Identifying Information, if any: Paid Work Experience

Contract Term: 12/04/2023 - 06/30/2024

Value of the Contract with no extensions or renewals exercised: up to \$75,000

Value of the Contract with all extensions and renewals exercised: up to \$75,000

Description of goods and/or services to be procured: Paid Work Experience

Method of procurement for the goods and/or services to be procured: \_\_\_\_\_

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Michael Jalazo

The nature of the conflicting interest in the contract: Board memeber employed by Pinellas Ex Offender Reentry Coalition (PERC)

The board member or employee with the conflict of interest \_\_\_\_\_ did \_\_\_\_\_ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

**If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.**

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

  
\_\_\_\_\_  
Signature of Board Chair / Vice Chair\*

Scott Thomas  
\_\_\_\_\_  
Print Name

12/5/23  
\_\_\_\_\_  
Date

\* Must be certified and attested to by the board's Chair or Vice Chair.



**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, Rebecca Sarlo, a board member / an employee of the board (circle one) hereby discloses that I, myself / my employer / my business / my organization/ OR "Other" (describe) \_\_\_\_\_ (Circle one or more) could benefit financially from the contract described below:  
 Local Workforce Development Board: CareerSource Pinellas/LWDB 14  
 Contractor Name & Address: Evara Health/14100 58<sup>th</sup> Street N. Clearwater, Fl. 33760  
 Contractor Contact Phone Number: 727-824-8181  
 Description or Nature of Contract: Work Based Learning (WBL)/Work Based Training (WBT) Provider  
 Description of Financial Benefit\*: WBL/WBT enrollees provided and reimbursement for PWE/OJT paid to Board member's company.

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

X have no relative who is a member of the board or an employee of the board, OR  
 \_\_\_\_\_ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals\*\*/owners\*\*\* is X is not (check one) a member of the board. If applicable, the principal's business name is: \_\_\_\_\_

Dr. Rebecca Sarlo

Signature of Board Member/Employee

Rebecca Sarlo

Print Name

12/6/2023

Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT-OF-INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>Sarlo Rebecca</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Pinellas Workforce Development Board</b>
MAILING ADDRESS <b>14100 58<sup>th</sup> Street N.</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 <b>Clearwater</b> COUNTY: <b>Pinellas</b>	NAME OF POLITICAL SUBDIVISION: <b>Pinellas</b>
DATE ON WHICH VOTE OCCURRED <b>January 17, 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, Rebecca Sarlo, hereby disclose that on January 17, 2024,

20 \_\_\_\_ : (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, \_\_\_\_\_ ;

X inured to the special gain or loss of Evara Health, 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:

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.

12/6/2023

Date Filed

DocuSigned by:

*Dr. Rebecca Sarlo*

96D03D2B9800488...

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.

**EXHIBIT C**  
**CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Scott Thomas, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Pinellas Board of Directors and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Pinellas and Evara Health

Contractor Name & Address: Evara Health/14100 58th Street N Clearwater, FL. 33760

Contractor Contact Phone Number: 727-824-8181

Contract Number or Other Identifying Information, if any: Work Based Learning/Work Based Training

Contract Term: 12/04/2023 - 06/30/2024

Value of the Contract with no extensions or renewals exercised: up to \$100,000

Value of the Contract with all extensions and renewals exercised: up to \$100,000

Description of goods and/or services to be procured: Work Based Learning/Work Based Training

Method of procurement for the goods and/or services to be procured: Work Based Learning/Training agreement

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

The nature of the conflicting interest in the contract: Board memeber employed by Evara Health

The board member or employee with the conflict of interest        did        did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

**If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.**

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

  
Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

12/5/23

Date

\* Must be certified and attested to by the board's Chair or Vice Chair.



## **ACTION ITEM 5**

### **Employed Worker Training (EWT) for Apprenticeships**

To support the statewide Registered Apprenticeship initiative and to determine employed workers WIOA eligibility CareerSource Pinellas must utilize the local self-sufficient wage, as defined in the Local Workforce Plan two-year modification effective through December 31, 2024.

The policy is strictly for enrollment into Registered Apprenticeships.

#### **Local Self-Sufficient Definition:**

Self-sufficiency for adults is defined as a wage that is at or above 250% of the Lower Living Standard Income Level (LLSIL). The self-sufficiency wage is based on full-time employment, which is an individual working 40 hours per week, 52 weeks/year and/or the equivalent annualized salary or earnings. If the self-sufficiency wage level is above 250% of the LLSIL and above the average wage in this region (\$29.63 per hour), CareerSource Pinellas will include justification in the individual's file that demonstrates the requirement to provide for the individual and his/her household.

Self-sufficiency for Dislocated Workers is defined as having employment, to include 1099 consulting, self-employed, and employed individuals, with a wage or annualized salary or earnings that is at least 80 percent of the Dislocated Worker's pre-layoff wage or annualized salary or earnings but in no event less than the employed adult self-sufficiency wage. This definition of self-sufficiency does not apply when serving an individual who will lose their job without training that is considered integral to job retention and the employer's talent pool.

*Reference:* CareerSource Pinellas Local Workforce Plan two-year modification, January 1, 2023 – December 31, 2024.




## ACTION ITEM 5 (cont.)

### Employed Worker Training (EWT) for Apprenticeships

2023 Lower Living Standard Income Level					
Family Unit Size	100% LLSIL Metro	200% of LLSIL Metro	200% hourly Wage	250% of LLSIL Metro	250% hourly Wage
1	\$15,588	\$31,176	\$15	\$38,970	\$18.74
2	\$25,541	\$51,082	\$25	\$63,853	\$30.70
3	\$35,056	\$70,112	\$34	\$87,640	\$42.13
4	\$43,280	\$86,560	\$42	\$108,200	\$52.02
5	\$51,081	\$102,162	\$49	\$127,703	\$61.40
6	\$59,742	\$119,484	\$57	\$149,355	\$71.81
7	\$68,403	\$136,806	\$66	\$171,008	\$82.22
8	\$77,065	\$154,130	\$74	\$192,663	\$92.63

#### RECOMMENDATION

Approval of the Employed Worker Training for Apprenticeships Policy.

 <p style="text-align: center;"><b>Policy</b></p>		<p style="text-align: center;"><b>Policy Number</b> WIOA 24-01</p>
<b>Title:</b>	Employed Worker Training (EWT) for Apprenticeships	
<b>Program:</b>	Workforce Innovation and Opportunity Act	
<b>Effective:</b>	January 2024	

## I. PURPOSE AND SCOPE

The purpose of this policy is to provide CareerSource Pinellas (CSP) staff with information and requirements for determining eligibility for employed worker training specifically for Apprenticeships enrollments.

## II. BACKGROUND

Apprenticeships are a proven training method benefitting both job seekers and businesses. Apprentice Florida, an initiative to expand apprenticeship opportunities throughout the state, is led by a state leadership team that consists of CareerSource Florida, the Florida Department of Education, and FloridaCommerce. They encourage and assist businesses in establishing apprenticeships and educate individuals about pursuing careers through apprenticeships.

Registered Apprenticeship is an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.). Registered apprenticeships are available to youth age 16 and over, adults and dislocated workers, veterans in receipt of the GI Bill, unemployed workers, underemployed workers, and incumbent workers. Registered apprenticeship is an employer-driven, “learn while you earn” model that combines On-the-Job (OJT) with job-related instruction in curricula tied to the attainment of industry-recognized skills standards. The OJT must be under the supervision of a skilled worker. CareerSource Pinellas partners with registered apprenticeship programs and uses registered apprenticeship opportunities as part of a career pathway for job seekers and as part of a job-driven strategy for employers and industries.

## III. AUTHORITY

Public Law 113-128, Workforce Innovation and Opportunity Act, [Sections 134\(c\)\(3\)\(A\); 134 \(a\)\(A\)\(xii\); 134\(d\)\(1\)\(A\)\(x\)](#)  
[National Apprenticeship Act \(NAA\) Stat. 664](#)  
[Apprentice Florida; FloridaCommerce](#)



## IV. POLICY

In support of the State Registered Apprenticeship initiative local self-sufficient definition is to be utilized for WIOA eligibility when individuals are enrolling into an approved Registered Apprenticeship. The policy is used primarily for Adult but can also be used for Dislocated Workers. Youth cannot be served under this policy.

### Local Self-Sufficient Definition:

Self-sufficiency for adults is defined as a wage that is at or above 250% of the Lower Living Standard Income Level (LLSIL). The self-sufficiency wage is based on full-time employment, which is an individual working 40 hours per week, 52 weeks/year and/or the equivalent annualized salary or earnings. If the self-sufficiency wage level is above 250% of the LLSIL and above the average wage in this region, CareerSource Pinellas will include justification in the individual's file that demonstrates the requirement to provide for the individual and his/her household.

Self-sufficiency for Dislocated Workers is defined as having employment, to include 1099 consulting, self-employed, and employed individuals, with a wage or annualized salary or earnings that is at least 80 percent of the Dislocated Worker's pre-layoff wage or annualized salary or earnings but in no event less than the employed adult self-sufficiency wage. This definition of self-sufficiency does not apply when serving an individual who will lose their job without training that is considered integral to job retention and the employer's talent pool.

*Reference:* CareerSource Pinellas Local Workforce Plan two-year modification, January 1, 2023 – December 31, 2024.

## V. Eligibility and Documentation

To be eligible for enrollment in an apprenticeship through this policy, an individual must meet the following criteria:

- Employed: Currently working in Florida.
- Wage: Earning a salary exceeding 200% of the LLSIL for their household size.
- Wage Gap: Earning below the state's average wage of \$29.63 per hour\* or earning above the state's average wage of \$29.63 with justification in the individual's file that demonstrates the requirement to provide for the individual and his/her household.  
*Justification must be approved by a Director.*

Validation of current wage rate is of utmost importance when utilizing this policy. A copy of a recent paycheck stub with the customer's name and hourly wage is required. In the absence of a recent paycheck stub, validation from the employer would be required. An acceptable document would be written notification on the employer's letterhead stating the customer's name, SSN, their present employment status, and hourly wage. A means of last resort would be that of an applicant statement itemizing the name of the employer, address, phone

number, contact person and their present employment status along with their hourly wage rate. WIOA staff shall also telephonically validate the required detail when basing eligibility via an applicant statement. Preference is still that of a valid recent paycheck stub. A W-2 form is not an acceptable document to confirm hourly wage as it does not breakdown the period nor the hours worked.

As with all intake packets requesting services under the WIOA program, all required forms will be necessary, including right to work in the United States and validation of Selective Services When intake is based on the Employed Worker Policy, a copy of the present policy/allowable wage rate for the given program year will be in the customer's file. Hourly earnings on behalf of the customer are not to exceed the allowable wage rate.

\*Source: FL Labor Market Statistics, Quarterly Census of Employment and Wages Program



## INFORMATION ITEM 1

### CareerSource Pinellas/Tampa Bay Consolidation Update



#### **December 5, 2023 Consortium Meeting**

- Consortium members – two Commissioners from each County
  - Pinellas County – Commissioners Flowers (Vice-Chair) and Latvala
  - Hillsborough County – Commissioners Myers (Chair) and Wostal
- Advisory Committee Members Appointed
  - CareerSource Pinellas – Scott Thomas (Chair) and Barclay Harless
  - CareerSource Tampa Bay – Sean Butler and Gary Hartfield
- Approved issuance of Request for Quote for CEO Search
- Approved GrayRobinson to perform legal services required for new entity
  - Conduct due diligence
  - Plan of Merger. This is the document that is required by statute to be approved by both CareerSource Boards. The Plan will identify an effective date of the merger and will direct both parties to file the Articles of Merger with the Secretary of State on that date. The form of the Articles of Merger will also be approved by the Boards at that time.
  - Articles of Merger – On the effective date of the Merger, the Articles of Merger, in the form approved by the Boards, will be signed by both CEOs and filed with the Secretary of State and from that point CSTB continues in existence as the combined entity.
  - Finalize By-laws

#### **Near-Term Action Items**

- Finalize and Approve By-Laws
- Select CEO Search Firm
- Operational Workgroups to meet to discuss similarities and differences between CareerSource Pinellas and Tampa Bay
- Appointment of New Board
- See attached Consolidation Calendar



## 2023 – 2024 Schedule of Consolidation Group Meetings

	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	June 2024
<b>Consortium Meetings</b> 10:30 a.m. – 12:00 p.m. Hybrid: In Person or Virtual						5 Meridian		6 Palm Room		2 Meridian		4 EpiCenter
<b>Advisory Committee</b> 3:00 p.m. – 4:30 p.m. Hybrid: In Person or Virtual							22	5 19	4 18			
<b>CSTB Board of Directors</b> 9:00 a.m. – 10:30 a.m. Hybrid: In Person or Virtual								15			16	
<b>CSPIN Board of Directors</b> 11:45 a.m. – 1:00 p.m. Hybrid: In Person or Virtual							17		20		22	
<b>CSTB Executive Committee</b> 9:00 a.m. – 10:30 a.m. Virtual							18			18		

All Consortium meetings are conducted in accordance with the *Florida Sunshine Law*.

<b>Meridian One</b> <b>4350 W Cypress Street, Ste. 875</b> <b>Tampa, FL 33607</b>	<b>Palm Room</b> <b>333 Chestnut Street</b> <b>Clearwater, FL 33756</b>	<b>EpiCenter</b> <b>13805 58<sup>th</sup> Street N.</b> <b>Clearwater, FL 33760</b>
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If you are a person with a disability who requires assistance in attending any of the meetings, please contact Tammy Stahlgren at 813-397-2070 or Leah Geis at 727-608-2551.

Public Comments: Refer to [Public Comments](#) for instructions regarding public comments to the Consortium meeting.

*If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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. Revised 11.29.23*



## **INFORMATION ITEM 2**

### **Link Tech Computer Services Renewal**

At the November 17, 2021, Board of Directors meeting, the Board approved the awarding of a contract for the provision of IT Services to Link Tech Computer Services, LLC, (Link Tech) for a one-year term commencing January 1, 2022, with up to three one-year renewals with 5% maximum annual cost-of-living adjustments. Link Tech has satisfactorily met the requirements of the contract and accordingly, the second renewal was signed for the period January 1, 2024, through December 31, 2024. The contract amount for 2024 is \$20,671.88 per month; or \$248,062.50 annually.

The contract contains a termination for default/convenience paragraph that allows for the agreement to be terminated as follows:

- a)** Either party may terminate this Agreement without cause upon 30 days prior written notice to the other party.
- b)** CareerSource Pinellas may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
- c)** CareerSource Pinellas may immediately and unilaterally terminate this modified agreement at any time that it is determined that:
  - i.** Vendor fails to provide any of the services it has contracted to provide; or
  - ii.** Vendor fails to comply with the provisions of this modified agreement; or
  - iii.** Such termination is in the best interest of CareerSource.

With the pending consolidation of CareerSource Pinellas with CareerSource Tampa Bay, it is prudent to ensure that all contracts entered into or renewed can be terminated for convenience without penalty if vendor's services are deemed to be no longer needed by the new entity.



## INFORMATION ITEM 3

### The Cost of Open Jobs

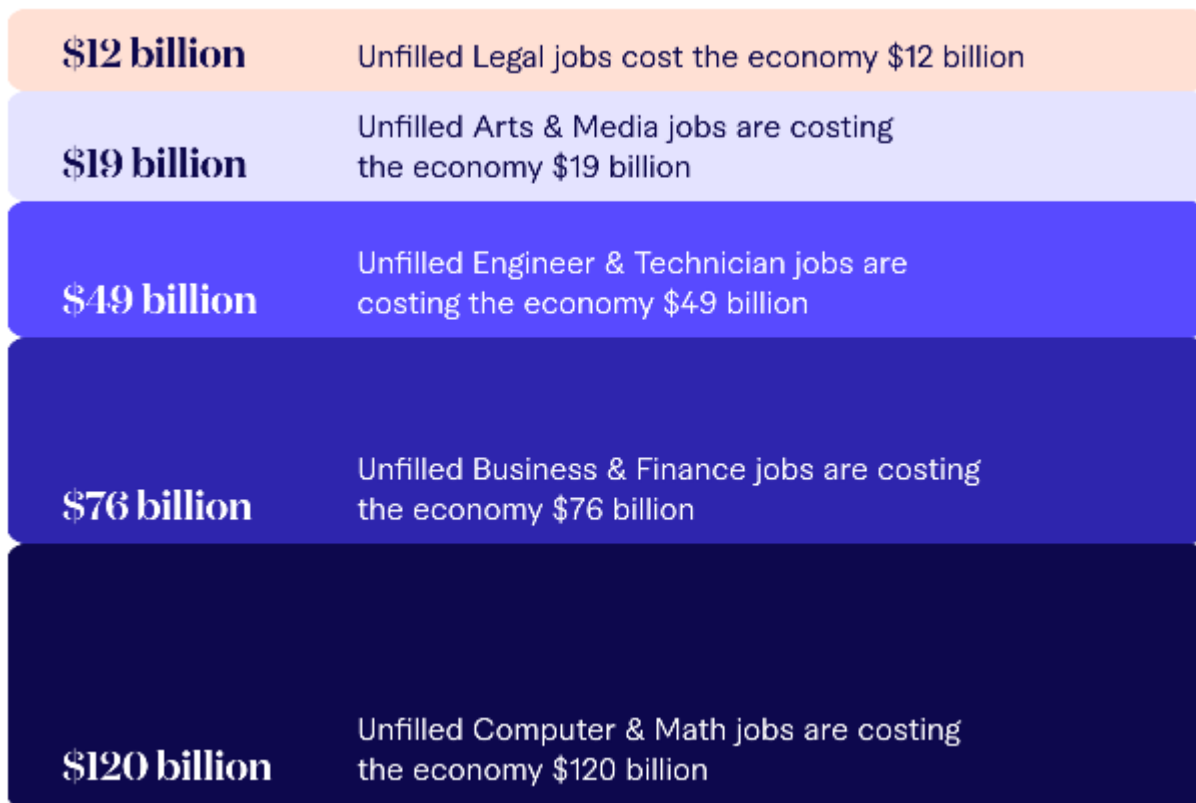
Fiverr Pro partnered with the economists at Lightcast to understand the impacts of unfilled positions on both the total domestic economy as well as productivity across various industries, including Legal, Computer & Math, Engineers & Technicians, Business & Finance, and Arts & Media. It uncovered the alarming economic consequences the millions of open roles have on these specific industries, as well as the economy at large, and how much value would be added to the U.S. economy if those roles were filled.

The data found:

**The U.S. economy is suffering due to *unfilled positions*.**

The cost to the economy is a staggering **\$1.08 trillion per month**.

In theory, if every single new open role was filled over the course of one month, nearly a trillion dollars would be added to the economy — **a potential of around 15% more dollars of economic growth**.





## INFORMATION ITEM 3 (cont.)

### The Cost of Open Jobs

*Individual businesses are also paying the price.*

- Just one open role across key occupation groups serviced by Fiverr Pro costs a business, on average, nearly \$25,000 a month in output.
- Open positions in the following highly skilled professions are costing businesses even more:

Legal	<b>\$48,902</b>	a month per open role
Computer & Math	<b>\$42,458</b>	a month per open role
Engineers & Technicians:	<b>\$37,173</b>	a month per open role
Business & Finance	<b>\$33,800</b>	a month per open role
Arts & Media	<b>\$30,038</b>	a month per open role



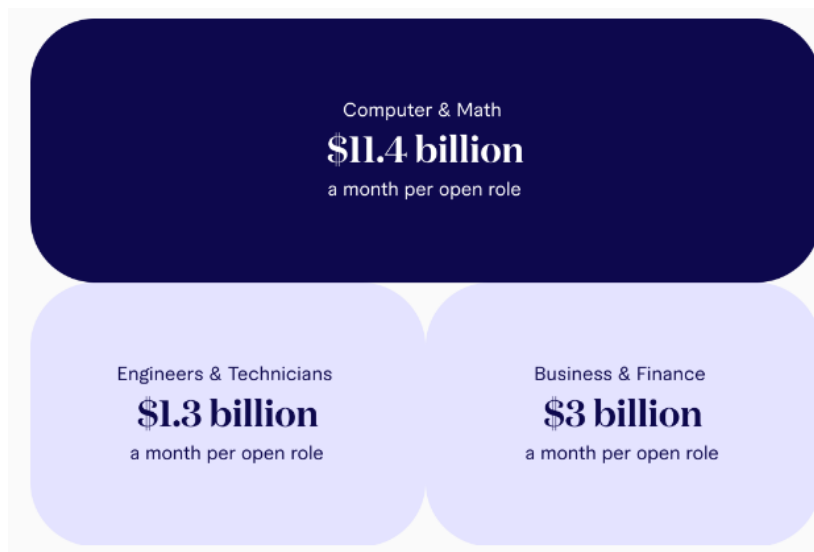


## INFORMATION ITEM 3 (cont.)

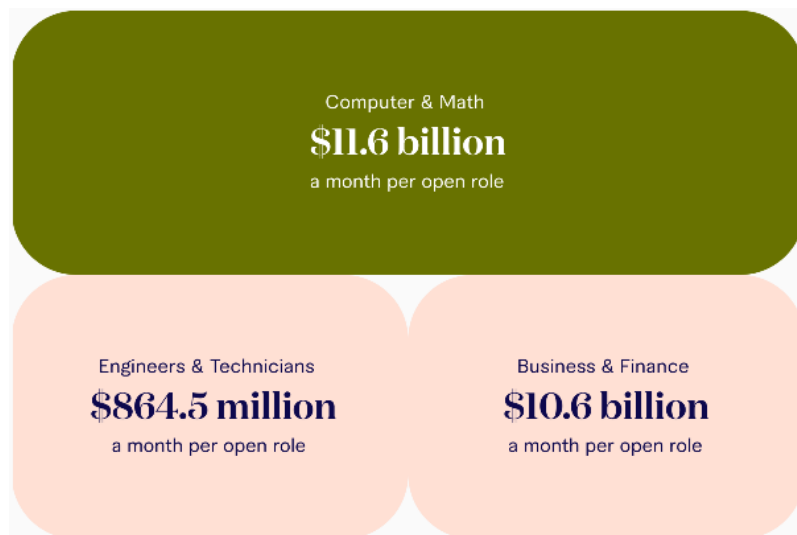
### The Cost of Open Jobs

#### Zooming in on the *economic cost of specific jobs within key industries*

- The following unfilled jobs in the IT industry are costing the economy as well as businesses across the country.



- Looking at the **Finance & Insurance industry**, the below demonstrates how much job categories within the sector **is costing the economy**.





## INFORMATION ITEM 4

### 2023 Talent Attraction Scorecard

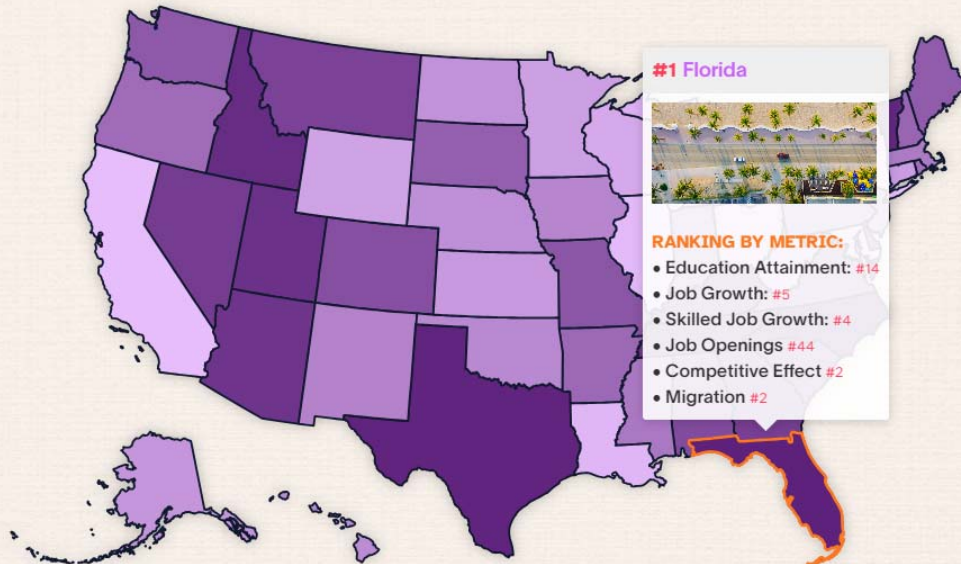
Each year, Lightcast takes a deep dive into our data and examines the talent attraction landscape across the US. To do this, they pull data from their data platform on job growth, education attainment, regional competitiveness, and more to build their Talent Attraction Scorecard. The result is a ranking of every state, every large county (population over 100,000), and every small county (population between 5,000 and 100,000) on the most vital economic development factors. Now in its eighth year, the Talent Attraction Scorecard allows communities and regions to reinforce positive activity while acknowledging where changes need to be made for greater growth.

#### 2023 State Rankings:

##### 2023 State Rankings

As a result of its No. 1 position in the migration category, Vermont vaults into the No. 3 spot overall, joining Georgia as one of two new states in the top 10. News stories abound about Vermont being a top relocation destination during COVID-19, and the data backs it up.

Rank: #1  #50

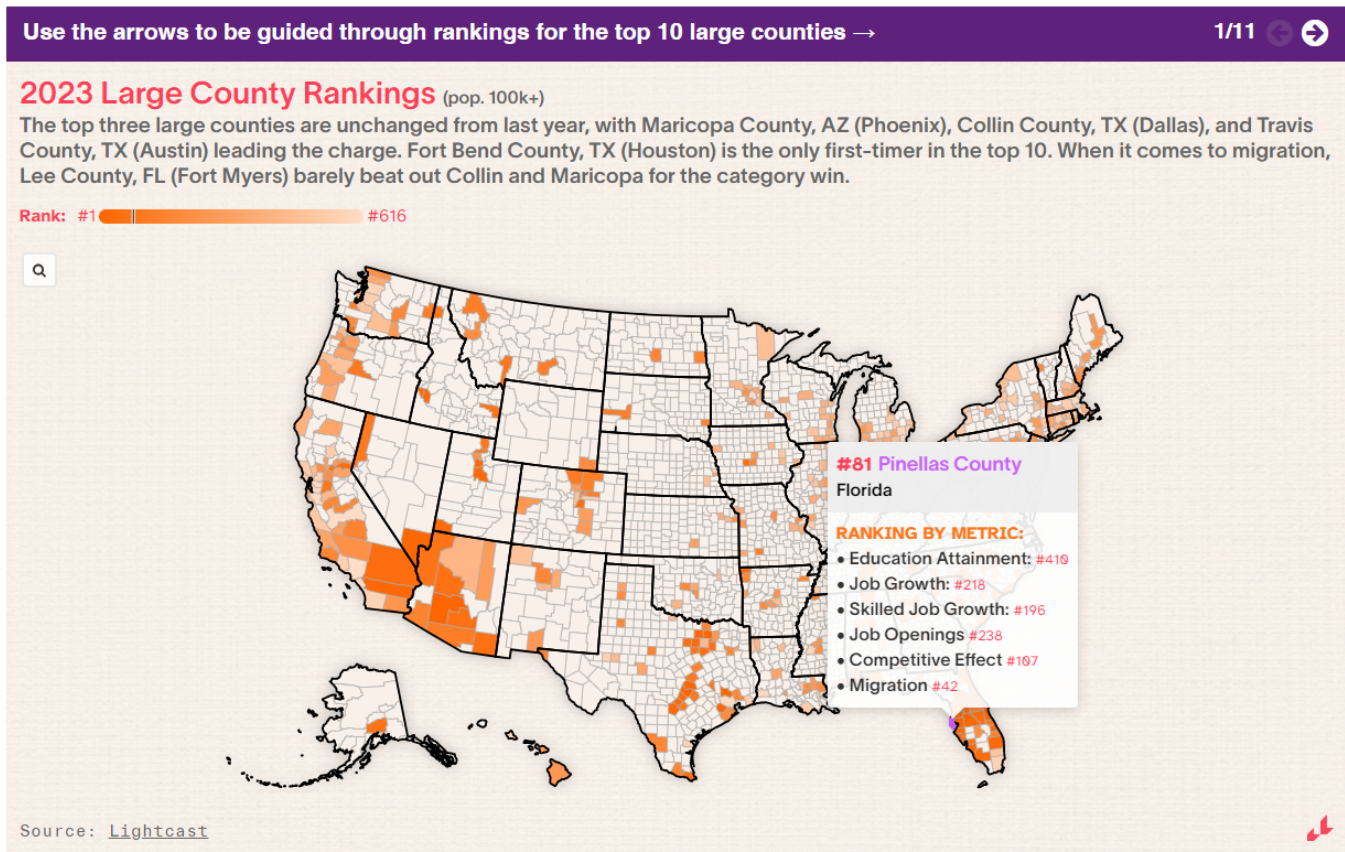


Source: [Lightcast](#)

## INFORMATION ITEM 4 (cont.)

### 2023 Talent Attraction Scorecard

#### 2023 Large County Rankings:



**#7 Hillsborough County**  
(Tampa) Florida



**RANKING BY METRIC:**

- Education Attainment: #321
- Job Growth: #74
- Skilled Job Growth: #34
- Job Openings #132
- Competitive Effect #4
- Migration #33

**#9 Polk County**  
(Lakeland) Florida



**RANKING BY METRIC:**

- Education Attainment: #72
- Job Growth: #21
- Skilled Job Growth: #50
- Job Openings #519
- Competitive Effect #35
- Migration #4

**#15 Pasco County**  
Florida

**RANKING BY METRIC:**

- Education Attainment: #83
- Job Growth: #36
- Skilled Job Growth: #63
- Job Openings #601
- Competitive Effect #61
- Migration #5

**#30 Manatee County**  
Florida

**RANKING BY METRIC:**

- Education Attainment: #95
- Job Growth: #105
- Skilled Job Growth: #95
- Job Openings #530
- Competitive Effect #86
- Migration #17



## **INFORMATION ITEM 4 (cont.)**

### **2023 Talent Attraction Scorecard**

#### **Remote Work**

Remote work's ascendance has had a global impact while also reshaping talent attraction in the US. Using American Community Survey data from Lightcast's data platform, they were able to examine the proportion of remote workers in each county, and found the average share was 7%. Pinellas County percentage of remote workers is 12.4%.

#### **Putting This Knowledge Into Practice**

by Dr. Christopher Laney, Lightcast Director of Government Affairs & Workforce Strategy

Attracting and retaining talent is essential to further economic growth within states and communities. Whether you are at the top or bottom of the rankings, there are opportunities and steps that can lead to further improvement. Multiple industries in all states are feeling the strain of talent shortages, and a cohesive strategy in workforce and economic development is required to help your region thrive.

Workforce and economic development is complex. It requires a cohesive approach across many stakeholders and businesses. A successful strategy often results from support across various entities in a community, rather than one-off studies or efforts focused only on specific sectors or initiatives. Securing a designation as a tech or semiconductor hub can be a big boost to a region, but there are other key industries that can help you grow as well. Locating additional pockets of talent in your state can also make a dramatic impact.

<https://lightcast.io/resources/research/talent-scorecard>



## **INFORMATION ITEM 5**

### **October 31, 2023 Financial Statements**

1. October 31, 2023 Financial Statements
  - a. Statement of Activities: Current Year vs. Prior Year ..... Page XX
  - b. Statement of Activities: Current Year vs. Budget ..... Page XX
  - c. Cost Allocation/Expenditure Report for PE 10/31/2023 ..... Page XX
  - d. Pooled Cost Report 10/31/2023 ..... Page XX
  - e. Grant Status Report 10/31/2023 ..... Page XX



**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2023 Through 10/31/2023  
(In Whole Numbers)

		Actual 2023-2024	Actual 2022-2023	Variance
<b>Revenue</b>				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	3,380,674	2,940,256	440,418
Total Grant Revenue		3,380,674	2,940,256	440,418
Contributions				
Corporate Revenue	3100	680	848	(168)
Total Contributions		680	848	(168)
Program Revenue				
Ticket to Work Revenue	3103	17,384	32,743	(15,359)
Total Program Revenue		17,384	32,743	(15,359)
Investment Income				
Interest/Dividends	3200	27,788	6,392	21,396
Total Investment Income		27,788	6,392	21,396
Other Income				
Other Revenues	3300	0	213	(213)
Total Other Income		0	213	(213)
Total Operating Revenue		3,426,526	2,980,452	446,074
Total Revenue		3,426,526	2,980,452	446,074
<b>Expenditures</b>				
Personnel Expenses				
Salary Expense	5000	1,174,355	980,416	(193,939)
Salary Expense - Benefit Stipend	5005	257,892	197,088	(60,804)
Payroll Taxes	5050	97,674	82,762	(14,913)
Fringe Benefits (ER Paid)	5060	12,105	11,010	(1,095)
Retirement	5090	63,513	40,386	(23,127)
Total Personnel Expenses		1,605,540	1,311,662	(293,878)
Program Expenses				
Food and Beverages	5310	1,470	874	(596)
Communications	5500	32,917	32,822	(95)
Outreach/Marketing	5520	10,813	4,097	(6,716)
Service Provider Contract	8000	183,868	117,233	(66,635)
One-Stop Operator	8100	15,556	17,903	2,347
Internal Monitoring	8200	23,983	34,005	10,023
OJT	8300	298,152	219,185	(78,967)
Paid Work Experience	8320	134,897	3,957	(130,940)
Workforce Services	8335	8,000	23,000	15,000
Youth Stipends	8340	16,555	10,175	(6,380)
Other Customer Support Services	8341	10,216	7,967	(2,249)
Customer Training	8342	529,969	530,364	396
Customer Supportive Services	8343	1,331	0	(1,331)
Licensures	8344	(93)	0	93
Training Related Material	8345	8,177	14,873	6,697
Fees/exams/certifications	8346	1,227	8,973	7,746
Total Program Expenses		1,277,037	1,025,429	(251,608)
Professional Fees				
Accounting/Audit Fees	5100	31,934	16,991	(14,943)
Legal Fees	5101	28,368	34,681	6,313
Professional Service	5104	38,240	72,579	34,339
Legal (Lobbying)	5105	0	5,000	5,000
Contract Labor	5170	56,314	53,344	(2,970)
Contract IT Services	5171	79,849	85,210	5,360

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2023 Through 10/31/2023  
(In Whole Numbers)

		Actual 2023-2024	Actual 2022-2023	Variance
Cybersecurity - IT	5172	18,759	17,830	(929)
Total Professional Fees		253,464	285,635	32,170
Supplies				
Office Supplies	5302	5,977	6,701	724
Postage/Shipping	5307	1,303	756	(547)
Document Shredding	5308	390	390	0
Total Supplies		7,670	7,848	177
Insurance				
Insurance - Commercial Property	5400	2,941	2,242	(699)
Insurance - General Liability	5401	25,325	25,947	621
Insurance - Workers Comp	5403	14,829	12,878	(1,951)
Insurance - Auto	5404	0	2,688	2,688
Total Insurance		43,096	43,755	659
Occupancy				
Office Rent/Lease	5200	96,434	95,910	(525)
Utilities	5202	16,535	12,147	(4,388)
Repairs & Maintenance	5203	1,233	6,960	5,727
Security	5204	265	156	(109)
Janitorial Expense	5205	13,308	9,714	(3,594)
Pest Control	5206	924	860	(64)
Total Occupancy		128,699	125,746	(2,952)
Office Equipment				
Equipment Rent/Lease	5300	8,156	10,902	2,747
Copy Machine Usage/Maintenance	5301	4,134	3,772	(362)
Comp	5304	17,333	87,979	70,646
Software/License/Maintenance				
Equipment < \$5,000	5305	2,514	4,727	2,213
Equipment >or= \$5,000	5306	0	8,350	8,350
Total Office Equipment		32,137	115,730	83,593
Travel and Meetings				
Travel - Mileage	5540	3,987	2,485	(1,502)
Travel - Out of Town	5541	24,340	11,408	(12,932)
Meetings/Conferences	5560	10,198	5,540	(4,658)
Total Travel and Meetings		38,526	19,434	(19,092)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	4,625	3,997	(628)
Recruitment	5095	0	1,604	1,604
Payroll Processing Fees	5103	3,558	4,419	861
License/Dues & Other Fees	5581	16,720	18,711	1,991
HSA\FSA Administrative Expenses	5582	184	0	(184)
401k Administrative Fees	5583	0	5,650	5,650
HRIS Administrative Fees	5584	3,003	5,400	2,397
Total Licenses, Dues and Other Fees		28,089	39,780	11,691
Miscellaneous				
Bank Fees	5102	0	4	4
Other Expense	5700	7,490	6,554	(936)
Total Miscellaneous		7,490	6,558	(932)
Total Expenditures		3,421,748	2,981,577	(440,171)
Net Revenue over (under) Expenditures		4,778	(1,125)	5,903



**CareerSource Pinellas**

Statement of Revenues and Expenditures - 2023-24 Actual vs Budget Mod 1

From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 1	YTD Variance	Total FY Budget Mod 1	Budget Remaining
<b>Revenue</b>						
<b>Operating Revenue</b>						
<b>Grant Revenue</b>						
Grant Revenue - Federal	3000	3,380,674	3,314,224	66,450	9,042,702	(5,662,028)
Grant Revenue - State	3001	0	103,184	(103,184)	309,553	(309,553)
Total Grant Revenue		3,380,674	3,417,408	(36,734)	9,352,255	(5,971,581)
<b>Contributions</b>						
Corporate Revenue	3100	680	600	80	2,400	(1,720)
Total Contributions		680	600	80	2,400	(1,720)
<b>Program Revenue</b>						
Ticket to Work Revenue	3103	17,384	33,333	(15,949)	100,000	(82,616)
Total Program Revenue		17,384	33,333	(15,949)	100,000	(82,616)
<b>Investment Income</b>						
Interest/Dividends	3200	27,788	14,000	13,788	42,000	(14,212)
Total Investment Income		27,788	14,000	13,788	42,000	(14,212)
Total Operating Revenue		3,426,526	3,465,341	(38,815)	9,496,655	(6,070,129)
Total Revenue		3,426,526	3,465,341	(38,815)	9,496,655	(6,070,129)
<b>Expenditures</b>						
<b>Personnel Expenses</b>						
Salary Expense	5000	1,174,355	1,179,474	5,119	3,516,114	2,341,759
Salary Expense - Benefit Stipend	5005	257,892	282,002	24,110	760,042	502,150
Payroll Taxes	5050	97,674	108,686	11,012	331,622	233,948
Fringe Benefits (ER Paid)	5060	12,105	13,040	935	40,860	28,755
Retirement	5090	63,513	67,423	3,910	207,488	143,975
Total Personnel Expenses		1,605,540	1,650,625	45,085	4,856,126	3,250,586
<b>Program Expenses</b>						
Food and Beverages	5310	1,470	1,900	430	4,200	2,730
Communications	5500	32,917	31,840	(1,077)	95,520	62,603
Outreach/Marketing	5520	10,813	19,200	8,387	35,400	24,587
Service Provider Contract	8000	183,868	225,000	41,132	565,000	381,132
One-Stop Operator	8100	15,556	16,000	444	48,000	32,444
Internal Monitoring	8200	23,983	34,000	10,018	68,000	44,018
OJT	8300	298,152	430,000	131,848	830,000	531,848
Paid Work Experience	8320	134,897	40,000	(94,897)	120,000	(14,897)
Workforce Services	8335	8,000	8,000	0	24,000	16,000
Youth Stipends	8340	16,555	14,000	(2,555)	16,500	(55)
Other Customer Support Services	8341	10,216	8,400	(1,816)	25,200	14,984

**CareerSource Pinellas**

Statement of Revenues and Expenditures - 2023-24 Actual vs Budget Mod 1

From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 1	YTD Variance	Total FY Budget Mod 1	Budget Remaining
Customer Training	8342	529,969	426,000	(103,969)	1,138,000	608,031
Customer Supportive Services	8343	1,331	6,000	4,669	18,000	16,669
Licensures	8344	(93)	0	93	0	93
Training Related Material	8345	8,177	16,200	8,023	48,600	40,423
Fees/exams/certifications	8346	1,227	8,400	7,173	25,200	23,973
Total Program Expenses		1,277,037	1,284,940	7,903	3,061,620	1,784,583
Professional Fees						
Accounting/Audit Fees	5100	31,934	20,500	(11,434)	56,250	24,316
Legal Fees	5101	28,368	32,000	3,632	96,000	67,632
Professional Service	5104	38,240	28,640	(9,600)	85,920	47,680
Legal (Lobbying)	5105	0	0	0	25,000	25,000
Contract Labor	5170	56,314	55,268	(1,046)	131,800	75,486
Contract IT Services	5171	79,849	79,812	(37)	245,340	165,491
Cybersecurity - IT	5172	18,759	15,720	(3,039)	47,160	28,401
Total Professional Fees		253,464	231,940	(21,524)	687,470	434,006
Supplies						
Office Supplies	5302	5,977	7,400	1,423	22,450	16,473
Postage/Shipping	5307	1,303	1,100	(203)	3,300	1,997
Document Shredding	5308	390	468	78	1,404	1,014
Total Supplies		7,670	8,968	1,298	27,154	19,484
Insurance						
Insurance - Commercial Property	5400	2,941	3,000	59	9,000	6,059
Insurance - General Liability	5401	25,325	25,666	341	77,000	51,675
Insurance - Workers Comp	5403	14,829	11,350	(3,479)	34,054	19,225
Total Insurance		43,096	40,016	(3,080)	120,054	76,958
Occupancy						
Office Rent/Lease	5200	96,434	88,180	(8,254)	256,415	159,981
Utilities	5202	16,535	14,000	(2,535)	36,700	20,165
Repairs & Maintenance	5203	1,233	1,540	307	4,680	3,447
Security	5204	265	156	(109)	468	203
Janitorial Expense	5205	13,308	13,260	(48)	39,780	26,472
Pest Control	5206	924	860	(64)	2,580	1,656
Total Occupancy		128,699	117,996	(10,703)	340,623	211,924
Office Equipment						
Equipment Rent/Lease	5300	8,156	8,004	(152)	24,012	15,856
Copy Machine Usage/Maintenance	5301	4,134	3,000	(1,134)	9,000	4,866
Comp Software/License/Maintenance	5304	17,333	26,804	9,471	111,077	93,744
Equipment < \$5,000	5305	2,514	6,000	3,486	18,000	15,486

**CareerSource Pinellas**

Statement of Revenues and Expenditures - 2023-24 Actual vs Budget Mod 1

From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 1	YTD Variance	Total FY Budget Mod 1	Budget Remaining
Total Office Equipment		<u>32,137</u>	<u>43,808</u>	<u>11,671</u>	<u>162,089</u>	<u>129,952</u>
Travel and Meetings						
Travel - Mileage	5540	3,987	3,633	(354)	10,900	6,913
Travel - Out of Town	5541	24,340	10,650	(13,690)	37,750	13,410
Meetings/Conferences	5560	<u>10,198</u>	<u>6,650</u>	<u>(3,548)</u>	<u>18,850</u>	<u>8,652</u>
Total Travel and Meetings		38,526	20,933	(17,593)	67,500	28,974
Licenses, Dues and Other Fees						
Staff Training/Education	5052	4,625	10,000	5,375	43,050	38,425
Recruitment	5095	0	1,600	1,600	4,800	4,800
Payroll Processing Fees	5103	3,558	2,250	(1,308)	6,500	2,942
License/Dues & Other Fees	5581	16,720	19,772	3,052	40,339	23,619
HSA\FSA Administrative Expenses	5582	184	360	176	1,080	896
HRIS Administrative Fees	5584	<u>3,003</u>	<u>2,600</u>	<u>(403)</u>	<u>7,800</u>	<u>4,797</u>
Total Licenses, Dues and Other Fees		28,089	36,582	8,493	103,569	75,480
Miscellaneous						
Other Expense	5700	<u>7,490</u>	<u>0</u>	<u>(7,490)</u>	<u>0</u>	<u>(7,490)</u>
Total Miscellaneous		<u>7,490</u>	<u>0</u>	<u>(7,490)</u>	<u>0</u>	<u>(7,490)</u>
Total Expenditures		<u>3,421,748</u>	<u>3,435,808</u>	<u>14,060</u>	<u>9,426,205</u>	<u>6,004,457</u>
Net Revenue over (under) Expenditures		<u>4,778</u>	<u>29,533</u>	<u>(24,755)</u>	<u>70,450</u>	<u>(65,672)</u>



**CareerSource Pinellas**  
**Cost Allocation/Expenditure Report**  
**For the Four Months Ended October 31, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Approved 2023-2024 Planning Budget	5,533,069	1,534,000	2,400,000	400,000	10,000	453,953	10,331,022
Approved Budget Modification #1	(724,054)	139,687	(250,000)	-	-	-	(834,367)
Approved Budget Modification #2	-	-	-	-	-	-	-
Approved 2022-2023 Planning Budget	<b>4,809,015</b>	<b>1,673,687</b>	<b>2,150,000</b>	<b>400,000</b>	<b>10,000</b>	<b>453,953</b>	<b>9,496,655</b>
<b>Expenditures to Date:</b>							
<b>Pooled Costs</b>							-
Administrative	196,060.00	44,224.00	43,070.00	13,695.00	550.00	2,733.00	<b>300,332</b>
MIS\Technology	202.00	29,351.00	0.00	3,669.00	0.00	0.00	<b>33,222</b>
Outreach and Marketing	251.00	45,976.00	0.00	6,161.00	0.00	0.00	<b>52,388</b>
Staff Training Cost Pool	21.00	1,854.00	0.00	0.00	0.00	0.00	<b>1,875</b>
One-Stop Cost Pool	648.00	116,678.00	0.00	10,674.00	0.00	0.00	<b>128,000</b>
Program Management	220,118.00	129,891.00	69,798.00	62,395.00	0.00	0.00	<b>482,202</b>
Business Services	281,565.00	50,322.00	97,476.00	0.00	0.00	0.00	<b>429,363</b>
Indirect Program	790.00	1,819.00	2,096.00	538.00	4.00	141.00	<b>5,388</b>
<b>Total Pooled Costs</b>	<b>699,655</b>	<b>420,115</b>	<b>212,440</b>	<b>97,132</b>	<b>554</b>	<b>2,874</b>	<b>1,432,770</b>
	37%	68%	31%	53%	7%	7%	42%
<b>Direct Costs</b>							
Personnel Expenses	297,827	119,692	92,864	75,188	-	-	585,571
Service Provider Contracts	183,362	-	506	-	-	-	183,868
Workbased Learning Initiatives	141,859	-	291,190	-	-	-	433,049
Training and Support Services	530,292	5,444	29,142	55	6,613	1,168	572,714
Other Direct Operating Costs	30,788	73,045	62,264	9,306	1,338	37,035	213,776
<b>Total Direct Costs</b>	<b>1,184,128</b>	<b>198,181</b>	<b>475,966</b>	<b>84,549</b>	<b>7,951</b>	<b>38,203</b>	<b>1,988,978</b>
	63%	32%	69%	47%	93%	93%	58%
<b>Total Costs</b>	<b>1,883,783</b>	<b>618,296</b>	<b>688,406</b>	<b>181,681</b>	<b>8,505</b>	<b>41,077</b>	<b>3,421,748</b>
<b>Unexpended Budget Balance</b>	<b>2,925,232</b>	<b>1,055,391</b>	<b>1,461,594</b>	<b>218,319</b>	<b>1,495</b>	<b>412,876</b>	<b>6,074,907</b>
<b>Percentage of Budget Expended</b>	<b>39.2%</b>	<b>36.9%</b>	<b>32.0%</b>	<b>45.4%</b>	<b>85.1%</b>	<b>9.0%</b>	<b>36.0%</b>



**CareerSource Pinellas**  
**Pooled Cost Expenditure Report**  
**For the Four Months Ended October 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	164,961	-	-	-	-	308,755	278,245	3,642	<b>755,603</b>
Salary Expense - Benefit Stipend	20,560	-	-	-	-	66,643	66,758	407	<b>154,368</b>
Payroll Taxes	12,588	-	-	-	-	25,018	23,696	282	<b>61,585</b>
Fringe Benefits (ER Paid)	1,623	-	-	-	-	3,543	3,050	-	<b>8,215</b>
Retirement	8,853	-	-	-	-	15,986	15,159	200	<b>40,198</b>
<b>Total Salary and Benefits</b>	<b>208,585</b>	-	-	-	-	<b>419,945</b>	<b>386,908</b>	<b>4,531</b>	<b>1,019,969</b>
Office Rent/Lease	12,341	-	-	-	56,089	11,121	13,509	275	<b>93,336</b>
Professional Service	-	-	36,350	-	-	-	-	-	<b>36,350</b>
Accounting/Audit Fees	31,934	-	-	-	-	-	-	-	<b>31,934</b>
Internal Monitoring	4,450	-	-	-	-	19,533	-	-	<b>23,983</b>
Contract Labor	-	23,800	-	-	-	-	-	-	<b>23,800</b>
Insurance - General Liability	5,413	18	-	-	-	9,740	2,773	121	<b>18,065</b>
Communications	2,074	153	-	-	7,361	3,205	3,995	46	<b>16,834</b>
Utilities	-	-	-	-	16,535	-	-	-	<b>16,535</b>
One-Stop Operator	-	-	-	-	15,556	-	-	-	<b>15,556</b>
License/Dues & Other Fees	3,404	250	5,300	-	-	544	4,120	102	<b>13,720</b>
Travel - Out of Town	4,388	-	-	-	-	3,600	5,711	-	<b>13,698</b>
Janitorial Expense	-	-	-	-	13,308	-	-	-	<b>13,308</b>
Outreach/Marketing	-	-	10,739	-	-	-	48	-	<b>10,787</b>
Insurance - Workers Comp	2,130	-	-	-	-	3,782	3,460	53	<b>9,425</b>
Contract IT Services	2,120	1,455	-	-	-	3,150	1,969	46	<b>8,739</b>
Legal Fees	8,169	-	-	-	-	-	-	-	<b>8,169</b>
Comp Software/License/Maintenance	2,638	3,960	-	-	-	741	-	58	<b>7,397</b>
Equipment Rent/Lease	469	-	-	-	5,408	402	577	10	<b>6,866</b>
Meetings/Conferences	1,750	-	-	-	-	1,050	2,948	-	<b>5,748</b>
Staff Training/Education	2,750	-	-	1,875	-	-	-	-	<b>4,625</b>
Cybersecurity - IT	311	3,312	-	-	-	718	272	-	<b>4,612</b>
Office Supplies	373	-	-	-	2,924	479	624	10	<b>4,410</b>
Copy Machine Usage/Maintenance	251	-	-	-	3,111	227	398	6	<b>3,993</b>
Payroll Processing Fees	3,491	-	-	-	-	-	-	67	<b>3,558</b>
HRIS Administrative Fees	2,947	-	-	-	-	-	-	56	<b>3,003</b>
Insurance - Commercial Property	201	-	-	-	2,265	213	206	5	<b>2,890</b>
Workforce Services	-	-	-	-	-	2,667	-	-	<b>2,667</b>
Equipment < \$5,000	-	-	-	-	1,679	835	-	-	<b>2,514</b>
Travel - Mileage	-	-	-	-	-	205	1,811	-	<b>2,015</b>
Postage/Shipping	-	-	-	-	1,303	-	-	-	<b>1,303</b>
Repairs & Maintenance	-	275	-	-	958	-	-	-	<b>1,233</b>
Pest Control	-	-	-	-	924	-	-	-	<b>924</b>
Document Shredding	78	-	-	-	312	-	-	-	<b>390</b>
Security	-	-	-	-	265	-	-	-	<b>265</b>
HSA\FSA Administrative Expenses	65	-	-	-	-	47	34	-	<b>149</b>
	<b>300,332</b>	<b>33,223</b>	<b>52,389</b>	<b>1,875</b>	<b>127,998</b>	<b>482,204</b>	<b>429,363</b>	<b>5,386</b>	<b>1,432,770</b>

CareerSource Pinellas																	
Grant Status Report																	
10/31/2023													2023-2024 Fiscal Year				
													33% through the Fiscal year as of 10/31/2023				
						11/20/2023											
	Program						Cash Drawn	Funds	LTD Expenditures	Unexpended			2023/2024	2023/2024	Unexpended	Percentage	
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	10/17/2023	Available	10/31/2023	Funds	% Funds Spent	Time % of Grant	Budget Mod I	Spending	Funds	Spent FY	
Workforce Innovation & Opportunity Act																	
0307/0407	2022	41376	WIOA Youth 2022	4/1/2022	6/30/2024	1,083,069	719,000	364,069	663,672	419,397	61%	70%	1,400,000	663,672	736,328	47%	
0308/0408	2023	42512	WIOA Youth 2023	4/1/2023	6/30/2025	918,857	-	918,857	-	918,857	0%	26%		-			
0107	2022	41522	WIOA - Adult - 2022-2024	7/1/2022	6/30/2024	1,363,109	1,363,109	-	1,306,008	57,101	96%	67%	1,150,000	420,606	729,394	37%	
0108	2023	42799	WIOA - Adult - 2023-2025	7/1/2023	6/30/2025	1,145,026	-	1,145,026	-	1,145,026	0%	17%		-			
0207	2022	41546	WIOA - Dislocated Worker - 2022-2024	7/1/2022	6/30/2024	1,452,166	662,750	789,416	610,962	841,204	42%	67%	1,750,000	485,135	1,264,865	28%	
0208	2023	42852	WIOA - Dislocated Worker - 2023-2025	7/1/2023	6/30/2025	1,208,487		1,208,487		1,208,487	0%	17%		-			
0551	2022	42828	Rapid Response - 2023	7/1/2023	6/30/2024	75,000	19,000	56,000	15,244	59,756	20%	33%	100,000	15,244	84,756	15%	
0556	2022	42490	Get There Faster Low Inc. Returning Adult Learners	7/1/2022	6/30/2024	344,500	344,500	-	344,500	-	100%	67%	280,890	280,890	0	100%	
0570	2023	43056	WIOA Hope Florida	7/1/2023	6/30/2025	128,127	-	128,127	-	128,127	0%	17%	128,125	-	128,125	0%	
0575	2022	43209	Board Consolidation and Realignment	10/1/2023	9/30/2024	50,000	9,000	41,000	9,522	40,478	19%	8%	309,553	9,522	300,031	3%	
0580	2023	43106	Hurricane Idalia Emergency DW Grant	8/28/2023	8/27/2025	500,000	7,750	492,250	8,716	491,284	2%	8%	-	8,716	(8,716)	#DIV/0!	
						8,268,341	3,125,109	5,143,232	2,958,625	5,309,716			5,118,568	1,883,785	3,234,783	37%	
Employment Services																	
1408	2022	42212	Local Veterans - 2022-2024	10/1/2022	12/31/2024	50,015	20,699	29,316	19,579	30,436	39%	48%	24,000	12,484	11,516	52%	
1409	2023	43269	Local Veterans - 2023-2025	10/1/2023	12/31/2025	5,516	-	5,516	-	5,516	0%	#DIV/0!		-	-	#DIV/0!	
1308	2022	42343	Disabled Veterans -2022-2024	10/1/2022	12/31/2024	175,381	66,889	108,492	59,069	116,312	34%	48%	120,000	38,519	81,481	32%	
1107	2022	41601	Wagner Peyser 2022-2023	7/1/2022	9/30/2023	898,712	898,712	-	862,212	36,500	96%	100%	850,000	250,317	599,683	29%	
1108	2023	42880	Wagner Peyser 2023-2024	7/1/2023	9/30/2024	776,626	30,000	746,626	-	776,626	0%	27%		-			
0531	2021	42388	Recovery Navigator Project 2021-2021	7/1/2022	12/31/2023	50,000	50,000	-	44,966	5,034	90%	89%	100,000	44,966	55,034	45%	
1150	2023	43032	Florida Hope Navigator	7/1/2023	6/30/2025	89,689	500	89,189	334	89,355	0%	17%	89,687	334	89,353	0%	
0527	2023	42911	Apprenticeship Navigator -2023	7/1/2023	6/30/2024	62,500	22,500	40,000	17,751	44,749	28%	33%	65,000	17,751	47,249	27%	
3108	2022	41943	RESEA 2022-2023	1/1/2022	9/30/2024	359,403	359,403	-	359,403	-	100%	67%	425,000	218,320	206,680	51%	
3109	2023	43081	RESEA 2023-2024	1/1/2023	9/30/2024	482,814	79,000	403,814	35,605	447,209	7%	48%	-	35,605	(35,605)	#DIV/0!	
						2,950,656	1,527,703	1,422,953	1,398,919	1,551,737			1,673,687	618,296	1,055,391	37%	
Supplemental Nutrition Assistance Program																	
1508	2022	41968	Supplemental Nutrition Assistance Program - 2022	10/1/2022	9/30/2023	461,628	461,628	-	461,628	-	100%	100%	400,000	143,135	256,865	36%	
1509	2023	43162	Supplemental Nutrition Assistance Program - 2023	10/1/2023	9/30/2024	46,951	46,951	-	38,547	8,404	82%	8%		38,547			
						508,579	508,579	-	500,175	8,404			400,000	181,682	256,865	45%	
Welfare Transition																	
2612	2022	41913	Welfare Transition Prog -Oct - Aug 2023	10/1/2022	8/31/2023	1,515,675	1,515,675	-	1,515,675	-	100%	100%	2,150,000	260,355			
2613	2023	42771	Welfare Transition Prog - July - Sept 2023	7/1/2023	11/30/2023	470,652	470,652	-	428,051	42,601	91%	80%		428,051			
2614	2023	43240	Welfare Transition Prog - Oct 2023 - June 2024	10/1/2023	6/30/2024	1,411,956	-	1,411,956	-	1,411,956	0%	11%		-			
						1,986,327	1,986,327	-	1,943,726	42,601			2,150,000	688,405	1,461,595	32%	
Trade Adjustment Assistance																	
2007	2022	42003	Trade Adj Assistance - Training 2022	10/1/2022	9/30/2023	8,394	8,394	-	8,394	-	100%	100%	6,000	3,686			
2008	2023	43190	Trade Adj Assistance - Training 2023	10/1/2023	9/30/2024	8,394	-	8,394	2,927	5,467	35%	8%		2,927			
2107	2022	41986	Trade Adj Assistance - Case Management 2022	10/1/2022	9/30/2023	3,738	3,738	-	3,738	-	100%	100%	4,000	1,758			
2108	2023	43201	Trade Adj Assistance - Case Management 2023	10/2/2023	9/30/2024	3,850	3,000	850	135	3,715	4%	8%		135			
						24,376	15,132	9,244	15,194	9,182			10,000	8,506	1,494	85%	
Direct Services																	
			Transition Costs											-			
8000			Corporate\Unrestricted				-		-				144,400	41,074	103,326	28%	
							-	-	-	-			144,400	41,074	103,326	28%	
						13,738,278	7,162,850	6,575,428	6,816,638	6,921,640			9,496,655	3,421,748	6,113,454	36%	
	Program						LTD Expend	LTD	LTD Expend		Category			3,421,748	Check total		
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	10/31/2023	Admin	Less Admin	Category	Amount	Percentage	Goal	-			
0307/0407	2022	41376	WIOA Youth 2022	4/1/2022	6/30/2024	\$ 1,083,069	\$ 663,672	\$ 77,931	\$ 585,740	PWE	233,377	39.8%	20%				
0308/0408	2023	42512	WIOA Youth 2023	4/1/2023	6/30/2025	\$ 918,857	\$ -	\$ -	\$ -	OSY	511,634	87.3%	50%				
						\$ 2,001,926	\$ 663,672	\$ 77,931	\$ 585,740								
0107	2022	41522	WIOA - Adult - PY22	7/1/2022	6/30/2024	\$ 1,363,109	\$ 1,306,008	\$ 131,182	\$ 1,174,826	ITA State	662,947	56.4%	35%				
0108	2023	42799	WIOA - Adult - PY23	7/1/2023	6/30/2025	\$ 1,145,026	\$ -	\$ -	\$ -	ITA State	-	#DIV/0!	35%				
						\$ 2,508,135	\$ 1,306,008	\$ 131,182	\$ 1,174,826								
0207	2022	41546	WIOA - Dislocated Worker - PY22	7/1/2022	6/30/2024	1,452,166	610,962	\$ 58,015	\$ 552,947	ITA State	252,828	45.7%	35%				
0208	2021	42852	WIOA - Dislocated Worker - 2023-2025	7/1/2023	6/30/2025	1,208,487	-	\$ -	\$ -	ITA State	-	#DIV/0!	35%				



## INFORMATION ITEM 6

### Board Orientation Reminder

#### Background

CareerSource Pinellas has contracted with Taylor, Hall, Miller, Parker, CPAs to provide an online Board Member Orientation module that complies with the Florida Department of Economic Opportunity's requirements. All Board members are required to complete an orientation upon appointment to the Board and a refresher on an annual basis. Both video-based courses satisfy the annual training requirements for board members outlined in guidelines for Local Workforce Development Area and Board Governance. In addition, both courses incorporate recent updates directly related to the board's ongoing oversight responsibilities, including a discussion of Florida's REACH Act and how the legislation impacts LWDBs. Since this is the first year using these online courses, all Board members will be asked to view the Board Member Orientation for PY'23/24.

- The one-hour **Board Member Orientation for PY'23/24** provides board members and senior executives with a succinct, comprehensive review of their most crucial roles and responsibilities.

The Course covers the following topics:

- Florida's workforce development system's goals and strategies
- Your LWDB's purpose
- Roles and responsibilities of the CLEO, the fiscal agent, the LWDB, the LWDB Chairperson, and the LWDB's CEO/Executive director and staff
- Workforce system funding
- Performance requirements
- Sunshine Law requirements and
- Conflict of interest

A certificate is generated once the course is completed and handouts are viewed; there is not a test. Please send completed certificates to Leah Geis at [LGeis@careersourcepinellas.com](mailto:LGeis@careersourcepinellas.com).

The next page contains the flyer on how to access the course.



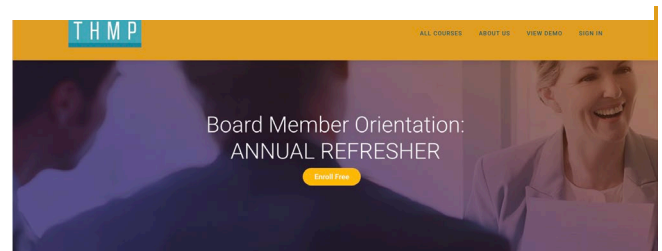
# How to Access BOARD MEMBER ORIENTATION Training – ANNUAL REFRESHER

To access the PY23-24 course, click the following link:

<https://workforce-academy.thinkific.com/courses/board-member-orientation-annual-refresher-py-23-24?thug=ca435a00>

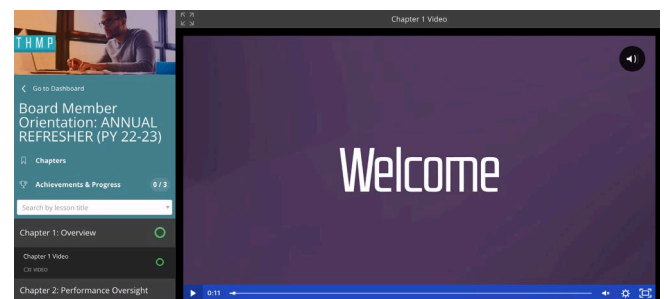
**Note:** Thinkific supports the 2 most recent versions of **Chrome, Firefox, Safari and Edge** browsers.

1. First, be sure to log-on to THMP Workforce Academy using the course URL (above), which takes you to the course landing page. Click on “Enroll for Free”:



2. Fill out the Enrollment Form and click “Create Account.” If you already have an account, click “I already have an account” and log-in as you normally would:

3. Once enrolled, you’ll automatically be directed to the course curriculum, where you can begin watching the course videos.





## INFORMATION ITEM 7

### Filing Annual Statement of Financial Interest

State law requires each member of a regional workforce development board to file a *Statement of Financial Interest Form 1* annually. You all will need to file Form 1 (2023) by **July 1, 2024** at the latest. **If you have not filed as of July 1, you will begin to incur State imposed fines daily until you file.**

For your convenience, the form link is as follows:

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

Once completed, please mail the original to the Supervisor of Elections office in the **county in which you reside** (or send a scanned copy via email (even if the form is completed online, it will still need to be printed out so you can sign it), fax is not accepted):

- **Pinellas County:** Supervisor of Elections – 13001 Starkey Road, Largo, FL 33773 (or via email: [Form1@votepinellas.gov](mailto:Form1@votepinellas.gov))
- **Pasco County:** Supervisor of Elections – 14236 6<sup>th</sup> Street #200, Dade City, FL 33526 (or via email: [Form1@pascovotes.gov](mailto:Form1@pascovotes.gov))
- **Hillsborough County:** Supervisor of Elections – 2514 N. Falkenburg Road, Tampa, FL 33619 (or via email: [financialdisclosure@votehillsborough.gov](mailto:financialdisclosure@votehillsborough.gov))
- **Sarasota County:** Supervisor of Elections – 101 S. Washington Blvd., Sarasota, FL 34236 (or via email: [financialdisclosure@sarasotavotes.gov](mailto:financialdisclosure@sarasotavotes.gov))
- **Manatee County:** Supervisor of Elections – P.O. Box 1000, Bradenton, FL 34206 (or via email: [hking@VoteManatee.gov](mailto:hking@VoteManatee.gov) or [Info@VoteManatee.gov](mailto:Info@VoteManatee.gov))
- **Orange County:** Supervisor of Elections – P.O. Box 562001, Orlando, FL 32856 (or via email: [form1@ocfelections.gov](mailto:form1@ocfelections.gov))

#### Please note the following:

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

For more information, please click the link below:

[https://ethics.state.fl.us/Documents/Forms/Form1.html#form\\_1](https://ethics.state.fl.us/Documents/Forms/Form1.html#form_1).