

**February 15, 2024 - 2:30 P.M.**  
Hybrid Meeting - 13805 58<sup>th</sup> St. N.  
Room 1-455  
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

## **Workforce Solutions Committee**

### **Agenda**

**I. Welcome and Introductions** ..... Dr. Rebecca Sarlo, Chair

**II. Public Comment**

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

**III. Roll Call**

**IV. Action/Discussion Items**

1. Approval of minutes - October 19, 2023 Workforce Solutions Com. Meeting ..... Page 1
2. Approval of the Related Party Contract – H&T Global Circuits & PERC..... Page 4
3. Approval of Unrestricted Cash..... Page 17

**V. Information Items**

1. PY'2023 – 2024 Workforce Solutions Committee Goals ..... Page 18
2. Overview of the CareerSource Pinellas Region..... Page 21
3. Training Provider Spending through 12.31.2023 ..... Page 24
4. Training Provider Performance 3 year Q2 ..... Page 25
5. Work-based Learning Spending through 12.31.2023 ..... Page 27
6. Key Performance Reports ..... Page 28

**VI. Industry Insights**

1. Education..... Committee Members
2. Economic Development..... Committee Members
3. Healthcare ..... Committee Members
4. Other Industry Sector ..... Committee Members

**VII. Other Administrative Matters**

*(Items of urgency not meeting the seven-day guideline for review.)*

**VIII. Open Discussion**

## IX. Adjournment

### Next Workforce Solutions Committee – April 18, 2024 (2:30 pm - 3:30 pm)

*\*All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*\*If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or [admin@careersourcepinellas.com](mailto:admin@careersourcepinellas.com) at least two business days in advance of the meeting.*



## **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 October 19, 2023 meeting of the Workforce Solutions Committee have been prepared and are enclosed.

### **RECOMMENDATION**

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

## **CareerSource Pinellas Workforce Solutions Committee Minutes**

**Date:** October 19, 2023, at 2:30pm  
**Location:** Hybrid – 13805 58<sup>th</sup> St. N. Room 1-455, Clearwater, FL 33760/Zoom

### **Call to Order**

The Chair Dr. Rebecca Sarlo called the meeting to order at 2:31pm.

### **Members in Attendance**

Dr. Rebecca Sarlo(In person), Mark Hunt (Zoom), Kevin Knutson (In person), Candida Duff (Zoom), Elizabeth Siplin (Zoom), Shawn McDonnell (Zoom), Jenee Skipper (In person), Anthony Chan (In person), Benjamin Friedman (Zoom), David Hill (Zoom), Nikisha Lezama (Zoom)

### **Members not in Attendance**

Belinthia Berry, Michael Jalazo, Ivonne Alvarez, Bart Diebold, Glenn Willocks, Esther Matthews, Denise Sanderson, Eric McClendon

### **Staff**

Steven Meier (In person), Leah Geis (In person), Jason Druding (In person), Lysandra Montijo (In person), Michelle Moeller (In person); David Zirilli (In person)

### **ACTION ITEM 1 – Approval of Minutes**

The minutes from the August 17, 2023, Workforce Solutions Committee meeting were presented for approval.

### **RECOMMENDATION**

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

Motion:	Kevin Knutson
Second:	Jenee Skipper

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

### **ACTION ITEM 2 – 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.

## RECOMMENDATION

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

**Discussion:** None

Motion:	Jenee Skipper
Second:	Kevin Knutson

*The Workforce Solutions Committee motioned for approval of the WIOA 23-04 Eligible Training Program List Policy.  
The motion carried unanimously.*

### **INFORMATION ITEM 1 – PY'2023 – 2024 Workforce Solutions Committee Goals**

A copy of the goals was included in the packet for review.

### **INFORMATION ITEM 2 – Nonprofit Workforce Survey Results**

A summary of the Nonprofit Workforce survey results were included in the packet for review.

### **INFORMATION ITEM 3 – Performance Indicators**

The report was included in the packet.

### **INFORMATION ITEM 4 – Letter Grades**

The report was included in the packet.

### **INFORMATION ITEM 5 – Work-Based Learning Provider Spending through 8.31.2023**

The report was included in the packet.

### **INFORMATION ITEM 6 – Training Provider Spending through 8.31.2023**

The report was included in the packet.

### **INFORMATION ITEM 7 – Key Performance Results**

The report was included in the packet.

### **INFORMATION ITEM 8 – Training Provider Performance 3 year Q1**

The report was included in the packet.

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

**Other Administrative Matters** - None

**Open Discussion** - None

**Adjournment** – Chair, Dr. Rebecca Sarlo entertained a motion for adjournment. Jenee Skipper made a motion and Shawn McDonnell seconded that motion. The Chair, Dr. Rebecca Sarlo, adjourned the meeting at 3:27pm



## **ACTION ITEM 2**

### **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:

- 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.

In light of the recently formed on the job training (OJT) collaboration between H&T Global Circuits and People Empowering & Restoring Communities (PERC), it is necessary to adjust the maximum financial limit of the H&T Global Circuits related party contract. Current related party contract is to not exceed \$20,000. The OJT partnership is targeting to assist 9-10 job seekers with a goal of full-time permanent employment for each participant. The value of the contract would need to increase to not exceed \$75,000 to reach this goal.

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

### **RECOMMENDATION**

Approval to increase the H&T Global Circuits related party contract. Must be approved by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$75,000 (approximately 9-10 enrollments).

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

I, Candida Duff, 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 (CSPIN) / LWDB 14

Contractor Name & Address: H & T Global Circuits/2510 Terminal Dr. South St. Petersburg, FL 33712

Contractor Contact Phone Number: 727-327-6236

Description or Nature of Contract: Work Based Learning (WBL)

Description of Financial Benefit\*: WBL enrollment & reimbursement for PWE/OJT to board member's company.

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

☒ 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 ☒ is not (check one) a member of the board. If applicable, the principal's name is: \_\_\_\_\_

Candida Duff

Signature of Board Member/Employee

Candida Duff

Print Name

1/31/2024

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.

### 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 H&T Global Circuits

Contractor Name & Address: H&T Global Circuits 2510 Terminal Dr. St. Petersburg, FL 33712

Contractor Contact Phone Number: 727-369-1221

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

Contract Term: 06/01/2023 -06/30/2024

Value of the Contract with no extensions or renewals exercised: increase from up to \$20,000 to up to \$75,000

Value of the Contract with all extensions and renewals exercised: increase from up to \$20,000 to up to \$75,000

Description of goods and/or services to be procured: Paid work experience/On the job training

Method of procurement for the goods and/or services to be procured: N/A

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

The nature of the conflicting interest in the contract: Board member employed by H&T Global Circuits

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.

DocuSigned by:  
Scott Thomas  
0386D203441A42D  
Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

1/30/2024

Date

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



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

LAST NAME—FIRST NAME—MIDDLE NAME Duff – Candida		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 2510 Terminal Dr South		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 St. Petersburg	COUNTY Pinellas	NAME OF POLITICAL SUBDIVISION: Pinellas	
DATE ON WHICH VOTE OCCURRED March 20, 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, Candida Duff, hereby disclose that on March 20, 2024.

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

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

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

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.

1/29/2024

Date Filed

DocuSigned by:  
  
34C3BDC27F3C44F  
Signature

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

**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(CSPIN) /LWDB 14  
 Contractor Name & Address: Pinellas Ex-offender Re-entry Coalition/12810 US Hwy 19 #1 Clearwater, Fl. 33764  
 Contractor Contact Phone Number: 855-505-7372  
 Description or Nature of Contract: Work Based Learning (WBL)  
 Description of Financial Benefit\*: Referring participants to another Board Member's agency for WBL enrollment & reimbursement for PWE/OJT.  
 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: \_\_\_\_\_

Michael Jalazo  
 Signature of Board Member/Employee

Michael Jalazo

Print Name

1/30/2024

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.

## 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 Re-entry Coalition (PERC)

Contractor Name & Address: Pinellas Ex-offender Re-entry Coalition/12810 US Hwy 19 #1 Clearwater, FL 33764

Contractor Contact Phone Number: 855-505-7372

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

Contract Term: 06/01/2023 -06/30/2024

Value of the Contract with no extensions or renewals exercised: increase from up to \$20,000 to up to \$75,000

Value of the Contract with all extensions and renewals exercised: increase from up to \$20,000 to up to \$75,000

Description of goods and/or services to be procured: Referring participants to another board member's company for Paid work experience/On the job training

Method of procurement for the goods and/or services to be procured: N/A

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 member is referring participants to another board member's company for Paid work experience/On the job training.

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 the information above is true and correct.

Scott Thomas

Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

1/30/2024

Date

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



# 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	COUNTY Pinellas	NAME OF POLITICAL SUBDIVISION: Pinellas	
DATE ON WHICH VOTE OCCURRED March 20, 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 ventures, co-owner 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 March 20, 2024,

: (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, H & T Global Circuits ;

☐ 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:

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.

1/24/2024

Date Filed

DocuSigned by:  
  
 703923299700430...  
 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 D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, Esther Matthews 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 (CSPIN) / LWDB 14

Contractor Name & Address: All Business Solutions dba All Enterprise Solutions/1601 16<sup>th</sup> Street South St. Petersburg, FL. 33705

Contractor Contact Phone Number: 727-677-1076

Description or Nature of Contract: Work Based Learning (WBL)

Description of Financial Benefit\*: The agency that is referring participants (PERC) to the WBL site (H&T Global Circuits) utilizes services from this company (All Enterprise Solutions) that is owned by this board member.

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

DocuSigned by:  
  
08A5E4F0BABC47E  
Signature of Board Member/Employee

Esther Matthews

Print Name

1/30/2024

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.

## 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 All Business Solutions dba All Enterprise Solutions

Contractor Name & Address: All Business Solutions dba All Enterprise Solutions/1601 16<sup>th</sup> Street South St. Petersburg, FL 33705

Contractor Contact Phone Number: 727-677-1076

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

Contract Term: 06/01/2023 -06/30/2024

Value of the Contract with no extensions or renewals exercised: Increase from \$20,000 up to \$75,000

Value of the Contract with all extensions and renewals exercised: Increase from \$20,000 up to \$75,000

Description of goods and/or services to be procured: Owner of All Enterprise Solutions is a board member that has a connection with PERC. PERC is referring participants to a company that employees a board member.

Method of procurement for the goods and/or services to be procured: N/A

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

The nature of the conflicting interest in the contract: This board member owns this business that delivers services for the agency referring to WBL.

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 the information above is true and correct.

Scott Thomas

Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

1/30/2024

Date

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



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

LAST NAME—FIRST NAME—MIDDLE NAME Matthews – Esther		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board
MAILING ADDRESS 1601 16 <sup>th</sup> Street South		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 St. Petersburg	COUNTY Pinellas	NAME OF POLITICAL SUBDIVISION: Pinellas
DATE ON WHICH VOTE OCCURRED March 20, 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, Esther Matthews, hereby disclose that on March 20, 2024

(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, Pinellas Ex Offender Reentry Coalition (PERC);
- ☐ 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.

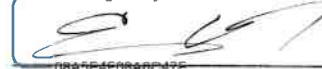
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

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.

1/30/2024

Date Filed

DocuSigned by:



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 3**

### **Unrestricted Cash**

As of December 31, 2023, CareerSource Pinellas had almost \$908,000 of unrestricted funds available deposited in the following accounts:

<b>Valley National Bank</b>	<b>Balance</b>
Unrestricted Checking	182,216
Unrestricted Money Market	539,276
Operating Money Market	186,143
<b>Total</b>	<b>\$ 907,635</b>

#### **Unrestricted Checking**

Funds accumulated from unrestricted activities, e.g., Ticket to Work revenue, Tobacco Free Florida referral revenue, net of lobbying expenses and other unrestricted expenses.

#### **Unrestricted Money Market**

Funds remaining from proceeds of sale of Science Center after payment of disallowed costs to U.S. Department of Labor.

#### **Operating Money Market**

Represents funds remaining from Capital Improvement Fund from the Science Center. The account was designated to track cash value for capital improvements to buildings as they became necessary. At the January 15, 2020, Board meeting, the Board approved the release of the remaining \$176,000 in the Capital Improvement Fund to unrestricted. The increase since then represents interest earned.

With the pending consolidation of CareerSource Pinellas with CareerSource Tampa Bay, it is important that any unrestricted cash earned and attributable to Pinellas County remain available only for Pinellas County purposes and not commingled with cash of the consolidated entity. It also should be noted that any recovery of funds (up to \$1 Million) from the litigation with Chubb would be unrestricted as well. Thus, it is recommended that an initial contribution of \$750,000 be transferred to Pinellas County for the county to utilize for invaluable workforce services for job seekers and employers of Pinellas County.

#### **RECOMMENDATION**

Approval of payment of \$750,000 of unrestricted funds to Pinellas County to be used for workforce services for Pinellas County job seekers and employers.



## **INFORMATION ITEM 1**

### **Workforce Solutions Committee Duties, Responsibilities & Goals for PY'2023 – 2024**

The following represents the Duties and Responsibilities of the Workforce Solutions Committee taken from the Organization's bylaws:

#### **SECTION 6 – Workforce Solutions Committee Membership, Duties and Responsibilities**

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for:

- Reviewing and recommending approval of the services and programs delivered to employers;
- Reviewing and recommending approval of training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and
- Reviewing and recommending approval of the Board's partnerships with economic development organizations and other business associations in accordance with the committee's annual strategic plan.
- January-Tampa Bay Partnership-presented to the Tampa Bay Talent, Workforce Subcommittee-presented info on programs, services to businesses/individuals, and the consolidation.
- February-North County Municipal Partners-presented to Economic Development and City Management staff from north Pinellas communities, shared info on the consolidation, programs, and business services.
- February-Youth Leadership Pinellas-presented to 30+ youth participating in the Youth Leadership Pinellas program, presented info on employability skills, Summer PAYS, and general services.



## INFORMATION ITEM 1 (cont.)

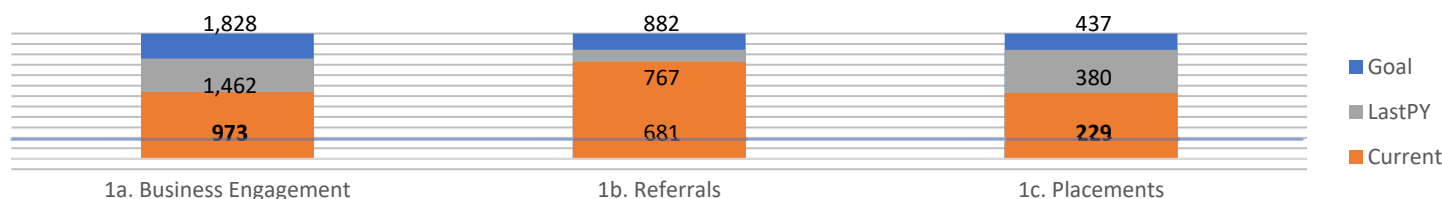
### Workforce Solutions Committee Duties, Responsibilities & Goals for PY'2023 - 2024

#### Through December 31<sup>st</sup>, 2023

Based upon the above bylaws, the Committee developed Goals for 2023-2024.

#### 1. Services to Employers:

- a. Increase business engagement by 25% compared to program year 2022-2023
- b. Increase referral of qualified job seekers to open job orders by 15%
- c. Increase the number of Direct Placements and Obtained Employments entered in EF by 15%



#### 2. Approval of Training Providers:

- a. Approve at least 4 new training providers during 2023-2024 to expand training options and customer choice.
  - *Most training providers are scheduled to renewal eligibility no later than June 30, 2024. CareerSource Pinellas and CareerSource Tampa Bay are jointly overseeing this project. The regions have adopted a regionalized approach to enhance efficiency of the renewal process.*

#### 3. Targeted Industries:

- a. Business Services participated in multiple events focused on the manufacturing and healthcare sectors. Awaiting guidance from CareerSource Florida; guidance expected to be approved at their September board meeting.
  - *October-staff attended the BAMA/FL Makes Manufacturing Forum in Orlando in partnership with Pinellas Economic Development and SPC*



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

### **Workforce Solutions Committee Duties, Responsibilities & Goals for PY'2023 - 2024**

- *November-staff attending the Manufacturing Summit in partnership with the Pinellas Park Chamber of Commerce and participated in a panel discussion on workforce needs in manufacturing.*
- *Monthly-CareerSource Pinellas has partnered with Ultimate Medical Academy for monthly workforce collaboration meetings focused on healthcare with a variety of community partners.*

#### **4. Regional Targeted Occupation List:**

- a. New occupations will be reviewed and approved as need arises.
  - *None at this time.*

#### **5. Economic Development Organizations and Business Associations:**

- a. Business Services presented at the following Economic Development and Chamber/Business Association meetings.
  - *January - Tampa Bay Partnership - presented to the Tampa Bay Talent, Workforce Subcommittee - presented info on programs, services to businesses/individuals, and the consolidation.*
  - *February - North County Municipal Partners - presented to Economic Development and City Management staff from north Pinellas communities, shared info on the consolidation, programs, and business services.*
  - *February - Youth Leadership Pinellas - presented to 30+ youth participating in the Youth Leadership Pinellas program, presented info on employability skills, Summer PAYS, and general services.*
  - *October - presented to the Central Pinellas Chamber of Commerce on workforce development updates.*
  - *October - presented to the Job Corps Commuter Committee*
  - *November - presented to the United Way and Ultimate Medical Academy staff focused on workforce development funding for United Way families.*
  - *November - presented info on Business Services and WIOA programs to the Downtown Largo Business Owners Association*
  - *December - presented to the Job Corps Community Relations Council*



**Overview of the CareerSource Pinellas Region**  
**Not Seasonally Adjusted**  
**October 20, 2023**

- The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 3.0 percent in September 2023. This rate was 0.5 percentage point greater than the region's year ago rate of 2.5 percent. The region's September 2023 unemployment rate was equal to the state rate of 3.0 percent. The labor force was 539,661, up 23,324 (+4.5 percent) over the year. There were 16,184 unemployed residents in the region.

**Tampa-St. Petersburg-Clearwater Metro Area**

- In September 2023, nonagricultural employment in the Tampa-St. Petersburg-Clearwater MSA was 1,530,300, an increase of 44,900 jobs (+3.0 percent) over the year.
- The Education and Health Services (+9.0 percent); Mining, Logging, and Construction (+5.6 percent); Professional and Business Services (+4.5 percent); Manufacturing (+3.2 percent); and Other Services (+2.9 percent) industries grew faster in the metro area than statewide over the year.
- The Tampa-St. Petersburg-Clearwater MSA had the highest annual job growth compared to all the metro areas in the state in the Education and Health Services (+20,400 jobs); Professional and Business Services (+13,000 jobs); and Mining, Logging, and Construction (+5,100 jobs) industries.
- The Tampa-St. Petersburg-Clearwater MSA had the second highest annual job growth compared to all the metro areas in the state in the Manufacturing (+2,400 jobs) and Other Services (+1,400 jobs) industries.
- The Tampa-St. Petersburg-Clearwater MSA had the second fastest annual job growth rate compared to all the metro areas in the state in the Mining, Logging, and Construction (+5.6 percent) industry.
- The Tampa-St. Petersburg-Clearwater MSA had the third highest annual job growth compared to all the metro areas in the state in the Trade, Transportation, and Utilities (+6,000 jobs) and Government (+2,100 jobs) industries.
- The Tampa-St. Petersburg-Clearwater MSA had the third fastest annual job growth rate compared to all the metro areas in the state in the Education and Health Services (+9.0 percent) industry.
- The Tampa-St. Petersburg-Clearwater MSA was tied for the third fastest annual job growth rate compared to all the metro areas in the state in the Professional and Business Services (+4.5 percent) industry.

- The industries gaining jobs over the year were Education and Health Services (+20,400 jobs); Professional and Business Services (+13,000 jobs); Trade, Transportation, and Utilities (+6,000 jobs); Mining, Logging, and Construction (+5,100 jobs); Manufacturing (+2,400 jobs); Government (+2,100 jobs); Leisure and Hospitality (+1,900 jobs); and Other Services (+1,400 jobs).
- The industries losing jobs over the year were Financial Activities (-6,000 jobs) and Information (-1,400 jobs).

<b>Unemployment Rates (not seasonally adjusted)</b>	<b>Sep-23</b>	<b>Aug-23</b>	<b>Sep-22</b>
CareerSource Pinellas (Pinellas County)	3.0%	3.0%	2.5%
Tampa-St. Petersburg-Clearwater MSA	3.2%	3.2%	2.6%
Florida	3.0%	3.1%	2.7%
United States	3.6%	3.9%	3.3%

<b>Nonagricultural Employment by Industry (not seasonally adjusted)</b>	<b>Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area</b>				<b>Florida</b>			
	<b>Sep-23</b>	<b>Sep-22</b>	<b>change</b>	<b>percent change</b>	<b>Sep-23</b>	<b>Sep-22</b>	<b>change</b>	<b>percent change</b>
Total Employment	1,530,300	1,485,400	44,900	3.0	9,762,000	9,480,700	281,300	3.0
Mining, Logging, and Construction	95,400	90,300	5,100	5.6	621,300	613,600	7,700	1.3
Manufacturing	76,300	73,900	2,400	3.2	420,200	412,700	7,500	1.8
Trade, Transportation, and Utilities	280,900	274,900	6,000	2.2	1,977,700	1,920,800	56,900	3.0
Wholesale Trade	62,500	60,500	2,000	3.3	394,100	380,300	13,800	3.6
Retail Trade	168,200	164,200	4,000	2.4	1,140,800	1,121,800	19,000	1.7
Transportation, Warehousing, and Utilities	50,200	50,200	0	0.0	442,800	418,700	24,100	5.8
Information	27,500	28,900	-1,400	-4.8	154,200	157,000	-2,800	-1.8
Financial Activities	134,000	140,000	-6,000	-4.3	688,300	669,600	18,700	2.8
Professional and Business Services	302,200	289,200	13,000	4.5	1,639,300	1,599,000	40,300	2.5
Education and Health Services	246,800	226,400	20,400	9.0	1,504,100	1,413,500	90,600	6.4
Leisure and Hospitality	162,900	161,000	1,900	1.2	1,271,600	1,243,200	28,400	2.3
Other Services	49,000	47,600	1,400	2.9	350,100	343,300	6,800	2.0
Government	155,300	153,200	2,100	1.4	1,135,200	1,108,000	27,200	2.5

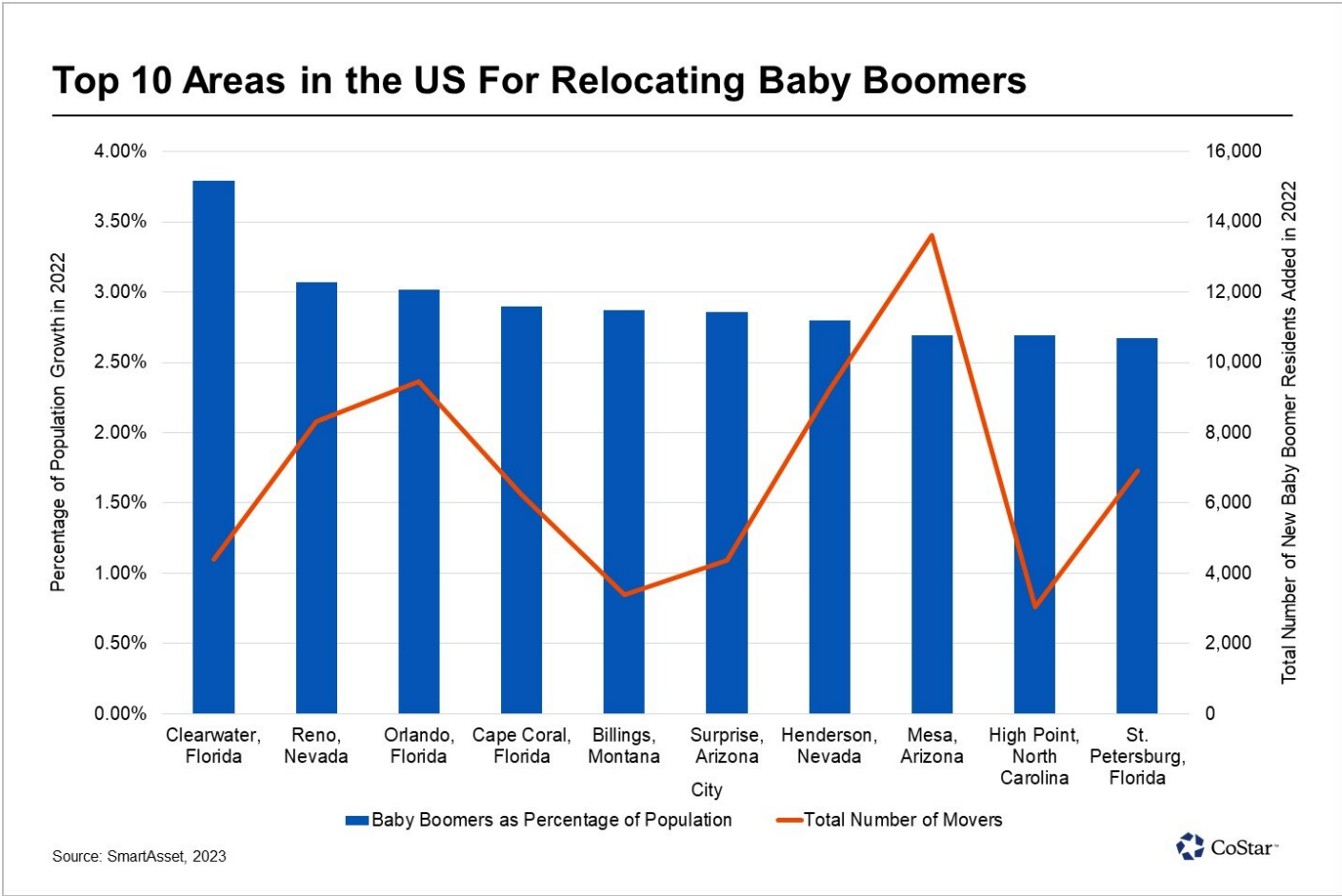
<b>Population</b>	<b>2022</b>	<b>2021</b>	<b>change</b>	<b>percent change</b>
CareerSource Pinellas (Pinellas County)	961,739	959,046	2,693	0.3
Florida	22,244,823	21,828,069	416,754	1.9

<b>Average Annual Wage</b>	<b>2022</b>	<b>2021</b>	<b>change</b>	<b>percent change</b>
CareerSource Pinellas (Pinellas County)	\$61,505	\$58,452	\$3,052	5.2
Florida	\$63,811	\$60,299	\$3,512	5.8



Four Florida Cities in the Top 10 for Relocating Baby Boomers

Changing Housing Preferences Could Provide a Tailwind for Apartment Demand



By [Lisa McNatt](#)  
CoStar Analytics

January 29, 2024 | 2:11 P.M.

While Florida’s economy and its business sector are expanding at a brisk pace and performing among the top states in the nation, it’s not just tech titans, banking institutions and major distributors seeking to relocate to the Sunshine State.

It’s no secret that population growth has come fast and furious to Florida over the past few years, and the state has long been considered both an attractive place for relocation as well as a haven for retirees. A lack of affordable housing in primary markets, as well as slowing migration trends, have had a tempering effect on renter demand, though.

But one more recession-proof component of the nation’s demographic profile continues to target the state. A recent study by Smart Asset found that four of the top 10 cities in the U.S. where relocating baby boomers had the biggest impact on total population growth in 2022 were in Florida. Census Bureau data for nearly 270 of the largest U.S. cities was examined to identify where those between the ages of 55 and 74 were moving, and the Sunshine State dominated the list of top cities.

The City of Clearwater, in the [Tampa Bay area](#), scored the top spot on the list, and that cohort now makes up more than 25% of the city’s residents. Nearby St. Petersburg was listed in tenth place, with baby boomers making up a similar percentage of total movers but comprising a smaller overall share of the city’s population.

The fast-growing [Orlando area](#), where the multifamily construction pipeline still totals nearly 20,000 units underway, came in third with nearly 9,500 baby boomers moving during the same period, comprising just over 3% of the total population. The final Florida city listed in the top 10 was Cape Coral, part of the Fort Myers metropolitan area, where more than 6,200 new residents were added in 2022, raising the total percentage of the area’s population comprised of baby boomers to nearly 30%.

So, what does all this mean for apartment demand? In the Orlando market, where the 55 and up population has surged by more than 11% in the past five years, incoming migration from higher-income retirees could prove a boon for apartment demand within higher-tier four and five-star properties. New developments are being planned with more attractive amenity packages designed to lure and retain renters, and an increasing number of seniors are downsizing from single-family homes into luxury apartments in Central Florida.

Approximately 12,000 of the 13,000 new apartment units completed in the last year were comprised of those higher-end units, and there are 17,000 more still underway. An increase in the number of those 55 and up relocating to the market could prove to be a pivotal tailwind for renter demand, helping to ebb away at the current four and five-star vacancy rate of 12.1%, which has now reached a record high.



**INFORMATION ITEM 3**  
**Training Provider Spending**  
**For the period July 1, 2023 - December 31, 2023**

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	2,885			1	2,885
Access Computer Training, (Hillsborough)	56,000			10	5,600
American Manufacturing Skills Initiative (AmSkills)	-				
BizTech Learning Centers, Inc., (Pinellas)	-				
Center for Technology Training	30,975			5	6,195
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Champion Truck Driving School	76,420			15	5,095
CodeBoxx Technology Corporation	50,000			7	7,143
Computer Coach IT Training Solutions	32,500			5	6,500
Concorde Career Institute, (Hillsborough)	-				
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College					
Galen College of Nursing, (Pinellas)	157,096			38	4,134
Genuine Healthcare Institute, LLC	2,200			1	2,200
Gold Coast Professional Schools					
Hillsborough Community College					
IEC- Independent Electrical Contractors, FAAC					
International Union of Operating Engineers (RA)					
Ironworkers (RA)					
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	1,622			2	811
Jersey College, (Largo Campus)	10,000			2	5,000
Keiser University	5,000			1	5,000
Masonry (RA)					
National Aviation Academy	10,066			3	3,355
Net Synergy Virtual Solutions LLC					
New Horizon Computer Learning Center, (Hillsborough)	99,650			18	5,536
Pinellas Technical College Education Centers *	24,662	300,000	275,338	18	1,370
Plumbers and Pipefitters and HVAC, local union 123 (RA) *					
R.V. Training Center					
Rasmussen College					
Refrigeration & Air Conditioning Contractors (RACCA) (RA)					
Roadmaster Drivers School, Inc., (Hillsborough)					
Schiller International University, (Pinellas)					
Southern Technical Institute, Pinellas Park, (Pinellas)	1,121			1	1,121
St. Petersburg College *	66,388	500,000	433,612	36	1,844
Superior Aviation Gate					
Tampa Bay Aviation					
Tampa Truck Driving School, Inc.					
Ultimate Medical Academy (Pinellas) *	44,100	250,000	205,900	12	3,675
Ultimate Medical Academy (Online)					
University of South Florida / Innovative Education, SACS	6,280			4	1,570
Veritas Nursing Academy					
Webster University					
<b>Total</b>	<b>\$ 674,079</b>			<b>178</b>	<b>\$ 3,787</b>
<b>Prior Year - Full Year</b>	<b>\$ 1,809,463</b>			<b>414</b>	<b>\$ 4,371</b>
<b>Variance</b>	<b>\$ (1,135,384)</b>			<b>(236)</b>	<b>\$ (584)</b>
	<b>-63%</b>			<b>-57%</b>	<b>-13%</b>

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

	Spending	Amount	Remaining	Component
<b>Pinellas Technical Education Centers *</b>				
	24,662	300,000	275,338	Training (ITA)
	62,016	130,000	67,984	Leases
	<b>86,678</b>	<b>430,000</b>	<b>343,322</b>	
<b>St. Petersburg College *</b>				
	66,388	500,000	433,612	Training (ITA)
	59,727	160,000	100,273	Leases
	12,000	60,000	48,000	Contracts
	<b>138,115</b>	<b>720,000</b>	<b>581,885</b>	
<b>Ultimate Medical Academy (Pinellas) *</b>				
	44,100	250,000	205,900	Training (ITA)
	-	100,000	100,000	OJT
	<b>44,100</b>	<b>350,000</b>	<b>305,900</b>	

\* Contracts required two-third board approval.

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

PY20/21 - thru 12/31/2023

Provider	Enrolled	# that Exited Training	Exited after Completing Training	No job at the point of training completion	# that obtained a job whether they completed training or not	Job Placement Rate	Training Related Job Placement Rate	Average Wage at Job Placement
PY23/24	333	204	150	68	110	54.7%	37.3%	
PY22/23	453	470	328	68	356	79.3%	51.1%	\$31.64
PY21/22	470	506	372	62	400	83.3%	55.7%	\$24.53
Grand Total	1256	1180	850	198	866	76.7%	50.7%	
Academy for Applied Technology	0	0	0	0	0			
Academy for Dental Assistants	14	18	6	2	12	66.7%	33.3%	\$14.33
Access Computer Training	25	10	6	2	6	66.7%	40.0%	\$19.00
Aguilas International Technical Institute	0	0	0	0	0			
ATA Career Education	0	0	0	0	0			
Brewster Technical Center	1	0	0	0	0			
Career Tech, LLC	0	0	0	0	0			
Center for Technology Training	17	16	8	4	10	50.0%	12.5%	\$26.09
Champion Truck Driving School	63	104	104	34	70	67.3%	50.0%	\$160.43
CNA Training Institute	0	0	0	0	0			
Codeboxx Technology School	12	0	0	0	0			
Computer Coach IT Training Solutions	39	46	34	10	30	70.6%	47.8%	\$32.50
Concorde Institute	4	4	2	0	2	100.0%	50.0%	\$20.00
DATS of Florida, Inc	1	2	2	2	0	0.0%	0.0%	
Finlay Institute of Nursing	0	0	0	0	0			
FleetForce Truck Driving School	2	4	4	0	4	100.0%	100.0%	\$18.78
Florida Career College	0	0	0	0	0			
Florida Technical College	1	0	0	0	0			
Florida Trade Academy	0	0	0	0	0			
Galen College of Nursing, (Sarasota)	0	0	0	0	0			
Galen Health Institute, Inc.	189	140	82	8	118	90.2%	70.0%	\$23.86
Genuine Healthcare Institute, LLC	0	0	0	0	0			

Herzing University	0	0	0	0	0			
Hillsborough Community College	2	2	2	0	2	100.0%	100.0%	\$20.00
Hillsborough County School Board	0	0	0	0	0			
Jersey College	32	32	12	0	30	100.0%	75.0%	\$24.08
JobWorks dba JobWorks Education and Training Systems	0	0	0	0	0			
Keiser University	3	0	0	0	0			
Learning Alliance Corp	0	0	0	0	0			
National Aviation Academy	66	78	64	18	54	71.9%	53.8%	\$23.75
Net Synergy Pre-Apprenticeship LT3 Academy	0	0	0	0	0			
New Horizons Computer Learning Center of Tampa Bay	175	196	158	50	132	68.4%	41.8%	\$32.62
NULL	1	0	0	0	0			
Palm Beach Code School	0	0	0	0	0			
Pinellas County Schools	115	110	70	8	90	88.6%	50.9%	\$20.12
Rasmussen University	14	14	10	2	8	80.0%	57.1%	\$24.46
Roadmaster Driver's School, Inc.	1	2	2	2	0	0.0%	0.0%	
RV Training Center, Inc.	1	2	2	0	2	100.0%	100.0%	
Southern Technical Institute	18	22	20	0	22	100.0%	27.3%	\$14.57
St. Petersburg College	205	186	106	26	124	75.5%	35.5%	\$21.24
Suncoast Career Academy	0	0	0	0	0			
Superior Aviation Gateway	1	0	0	0	0			
PY21/22	1	0	0	0	0			
Tampa Area Electrical JATC (partnership between IBEW and NECA)	125	72	56	2	70	96.4%	88.9%	
Tampa Bay Aviation	3	2	0	0	0		0.0%	
Tampa Medical College	0	0	0	0	0			
Tampa Truck Driving School	22	42	38	4	36	89.5%	61.9%	\$22.00
Tampa Vocational Institute	0	0	0	0	0			
Ultimate Medical Academy - Online	1	0	0	0	0			
Ultimate Medical Academy, Inc.	72	38	32	10	26	68.8%	52.6%	\$15.48
University of South Florida	30	36	28	14	16	50.0%	22.2%	\$8,772.50
#N/A	1	2	2	0	2	100.0%	100.0%	
Grand Total	1256	1180	850	198	866	76.7%	50.7%	



**INFORMATION ITEM 5**  
**Work-based Learning Spending**  
**For the period July 1, 2023 - December 31, 2023**

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./ Per Part
Bausch & Lomb	\$ 5,440			1	\$ 5,440
Builders Automation Machinery	\$ 7,582			1	\$ 7,582
Manpower	\$ 446,821			227	\$ 1,968
Net Synergy Virtual Solutions, LLC	\$ 18,420			5	\$ 3,684
<b>Total</b>	<b>\$ 478,264</b>			<b>234</b>	<b>\$ 2,044</b>

<b>Prior Year Same Period</b>	<b>\$ 293,729</b>	<b>132</b>	<b>\$ 2,225</b>
<b>Variance</b>	<b>\$ 184,535</b>	<b>102</b>	<b>\$ (181)</b>

<u>Manpower Breakout</u>	<u>Amount</u>	<u>Participant</u>	<u>Avg/Per Part</u>
WIOA Adult OJT and Youth PWE	6,962	4	\$ 1,741
WIOA Youth Paid-Work- Experience	146,154	51	\$ 2,866
Summer PAYS - TANF	293,706	172	\$ 1,708
	<u><b>\$ 446,821</b></u>	<u><b>227</b></u>	<u><b>\$ 1,968</b></u>

# Key Performance Report 1 - Develop Robust Partnerships with Employers

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

## 11 Business Group Partners

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

### Employers Served

973

### Job Orders Posted

6,055

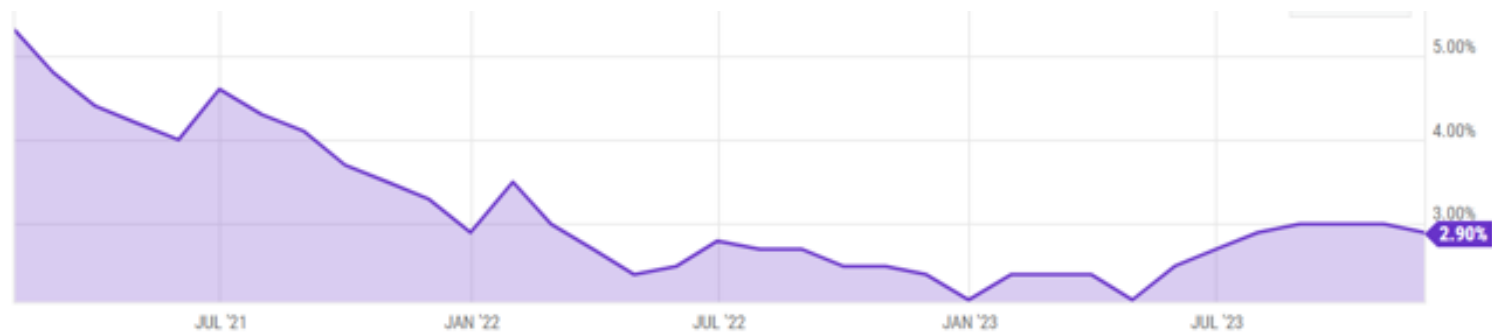
### Newly Registered Employers

118

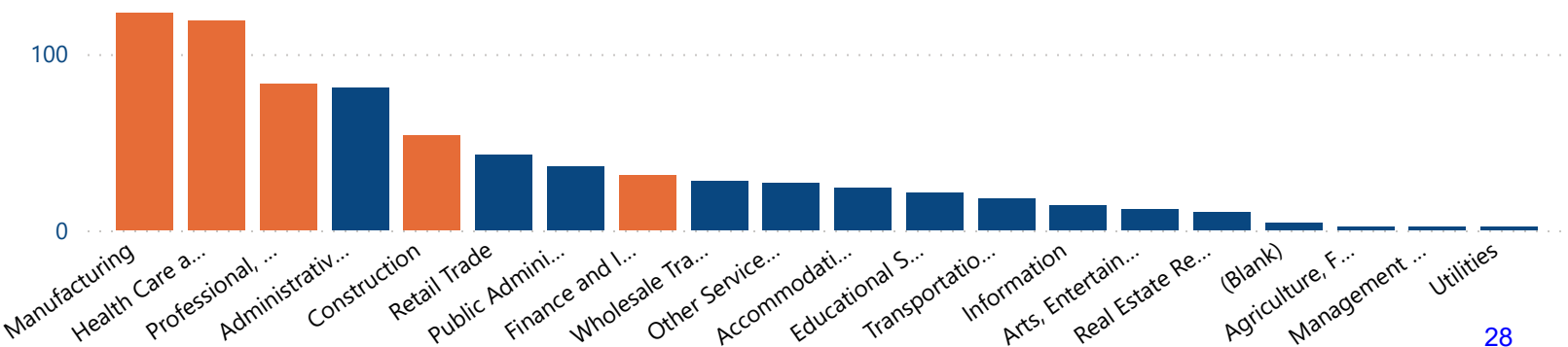
### Services Provided by Staff

4,828

The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 2.9 percent in November 2023. This rate was 0.5 percentage point higher than the region's year ago rate of 2.4 percent. The region's November 2023 unemployment rate was equal to the state rate of 2.9 percent.



## Employer Industries Represented



# Key Performance Report 2 - Expand Outreach to Jobseekers

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

**183** Employers participated in  
**6** career fairs with **834** job  
seekers attending.

Job Seekers during PY

2,774

Placements Recorded

841

Services Provided

9,284

## Professional Networking Group

The Professional Networking Group is a specialty service available for individuals who meet specific criteria and typically command a higher wage at placement. Currently, Business Services staff host a monthly. Orientation session to provide information on what job seekers can expect from the group and provide an overview of available services and programs. After attending Orientation, job seekers are next invited to attend weekly meetings which feature a mix of presentations, activities, and guest speakers.

## Focus on service

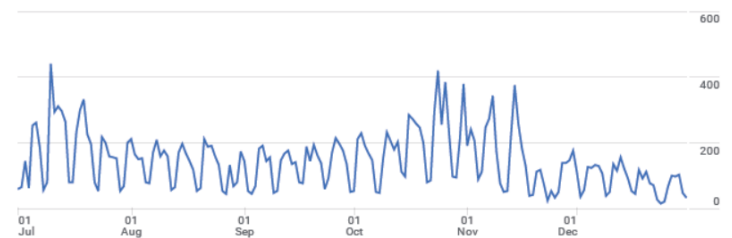
The Business Services team has focused heavily on partnership development with employers and community-based organizations to ensure that the needs of the business community are being met while also focusing efforts on targeted outreach to socio-economically challenged communities who are the most in need of support. Through these efforts, the team has reignited our presence across Pinellas County which has resulted in a reestablishment of trust within the community.

## Website Statistics Jul 1 - December 31, 2023

Views by Page title and screen class

PAGE TITLE AND SCREEN CLASS	VIEWS
CareerSource Pinellas – Connecting ...	19K
Workforce Innovation & Opportunity ...	7.9K
Hiring Events – CareerSource Pinellas	5K
Professional Skills Workshops – Car...	3.7K
Career Connect Job Fair – CareerSo...	2.3K
Career Services – CareerSource Pin...	2.2K
Join Our Team – CareerSource Pinell...	2.1K

Users  
24K



Session default channel group +		↓ Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count All events	Conversions All events	Total revenue
		23,830 100% of total	32,450 100% of total	12,603 100% of total	0s Avg 0%	0.53 Avg 0%	3.73 Avg 0%	38.84% Avg 0%	121,157 100% of total	0.00	\$0.00
1	Organic Search	9,320	14,011	7,024	0s	0.75	3.99	50.13%	55,899	0.00	\$0.00
2	Direct	8,845	11,294	3,592	0s	0.41	3.55	31.8%	40,128	0.00	\$0.00
3	Referral	3,548	4,492	1,449	0s	0.41	3.55	32.26%	15,961	0.00	\$0.00
4	Organic Social	2,088	2,522	424	0s	0.20	3.18	16.81%	8,008	0.00	\$0.00
5	Unassigned	217	217	3	0s	0.01	1.24	1.38%	268	0.00	\$0.00
6	Paid Search	153	187	53	0s	0.35	3.50	28.34%	654	0.00	\$0.00
7	Organic Shopping	65	65	1	0s	0.02	3.02	1.54%	196	0.00	\$0.00
8	Organic Video	10	13	2	0s	0.20	3.08	15.38%	40	0.00	\$0.00
9	Email	1	1	0	0s	0.00	3.00	0%	3	0.00	\$0.00

# Key Performance Report 3 - Build Organizational Capacity; Promote Change and Transformation of CareerSource Pinellas

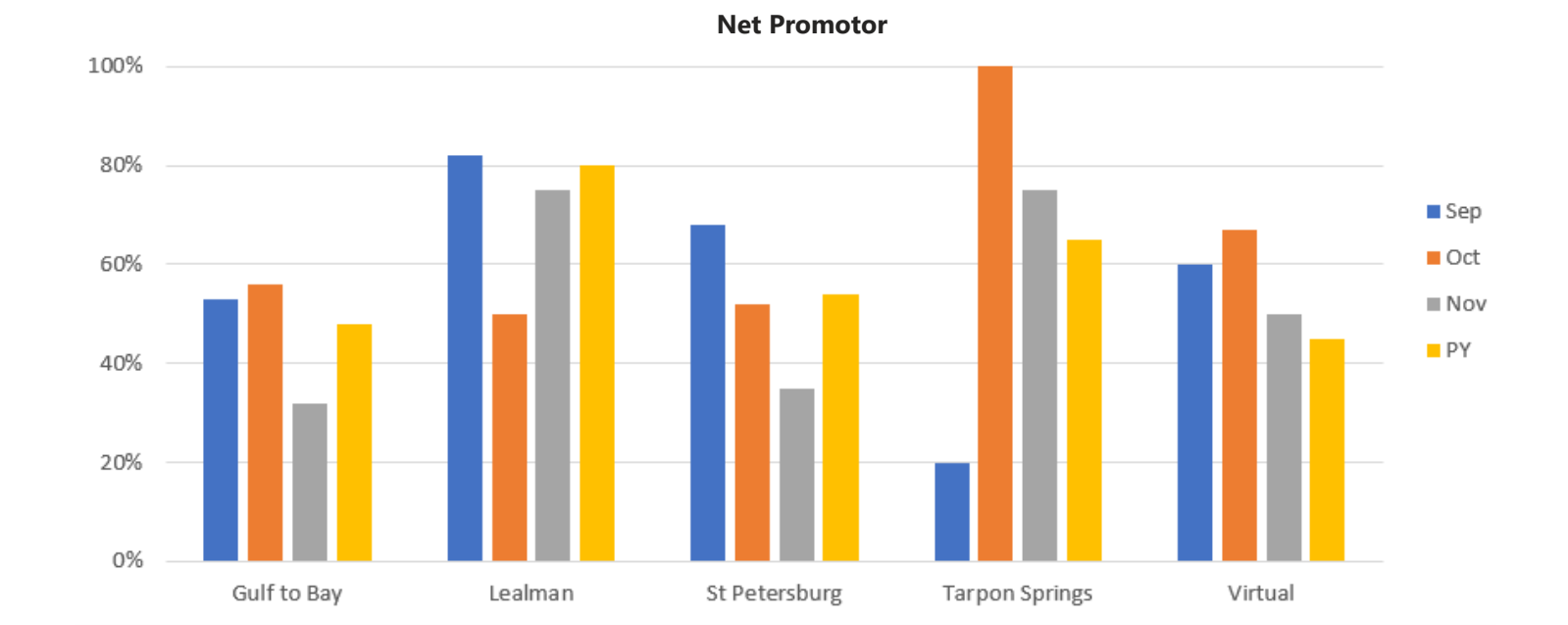
- **Objective 1:** Present a positive message of the organization to include all that is currently being done and what will be done based on the strategic plan.
- **Objective 2:** Update talking points for use by board members and staff as part of the awareness campaign.
- **Objective 3:** Continue to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

## Strategy

Utilizing a robust and concerted effort focusing on Servant Leadership, Trust, Transparency, Employee Engagement, Training, and Development the Leadership team has fostered an environment that has led to a culture of learning as well as achievement of positive outcomes for all stakeholders.

## Awareness

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



Services Accessed by Month													
Service	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Appointment with Staff	36.11%	33.77%	38.55%	38.81%	40.00%								37.45%
Live or Recorded Online Workshops	30.56%	42.86%	38.55%	41.79%	30.00%								36.75%
Recruitment Event	0.00%	9.09%	6.02%	11.94%	8.33%								7.08%
Reemployment Assistance	69.44%	61.04%	83.13%	71.64%	61.67%								69.38%
Use of Computer Lab	11.11%	10.39%	12.05%	14.93%	8.33%								11.36%
Workforce Program Services (Job Search/WIOA/WTP/SNAP)	19.44%	35.06%	31.33%	23.88%	26.67%								27.28%
Other	5.56%	9.09%	4.82%	10.45%	6.67%								7.32%