



**Hillsborough
County Florida**



**CareerSource
TAMPA BAY**



**Pinellas
County**



**CareerSource
PINELLAS**

Hillsborough / Pinellas Workforce Development Consortium Minutes

Date: December 5, 2023

Location: Hybrid – CSTB (Meridian) 4350 W. Cypress Street, Tampa FL. 33607

Consortium Members Attendance

Present:

- Hillsborough County: Commissioner Gwen Myers and Commissioner Joshua Wostal
- Pinellas County: Commissioner Chris Latvala and Commissioner Rene Flowers

Others in Attendance

Present:

- Hillsborough County: Belinda Becton (remote), Jonathan Wolf, Ken Jones, and Ron Barton, Assistant County Administrator
- Pinellas County: Cody Ward, Corey McCaster (remote), and Kevin Knutson, Assistant County Administrator,
- CareerSource Pinellas: Ashleigh Williams (remote), David Zirilli (remote), Jay Burkey (remote), Jason Druding (remote), Leah Geis, Lysandra Montijo (remote), Michelle Moeller (remote), Scott Thomas, Board Chair, Steve Meier, and Tyler Bonneau
- CareerSource Tampa Bay: Anna Munro (remote), Barry Martin (remote), Dolores Martinez (remote), Doug Tobin (remote), Gary Hartfield, Board Treasurer, Michelle Zieziula, Sean Butler, Board Chair, and Tammy Stahlgren
- Other: John Flanagan (remote)

Board Counsel:

- CareerSource Tampa Bay: Katherine Benson and Mary Helen Farris (remote)
- CareerSource Pinellas: Scott Cole and Stephanie Marchman

Absent:

I. Call to Order, Welcome, Roll Call, and Remarks

Ron Barton called the meeting to order at 10:30 a.m. There was a quorum present.

II. Pledge of Allegiance

All participated.

III. Public Comments

There were none.

IV. Regular Agenda

A. Selection of Consortium Chair and Vice-Chair

The Consortium elected a Chair and Vice-Chair as their first order of business.

Nominated for the Chair Position:

- Commissioner Gwen Myers
- Commissioner Rene Flowers

A coin toss decided the two chairs. Commissioner Gwen Myers will serve as the Chair and Commissioner Rene Flowers will serve as the Vice-Chair.

Commissioner Gwen Myers chaired the remainder of the meeting.

B. Approve Consortium PY23-24 Meeting Calendar

The meetings will take place on the first Tuesday of the respective month. The locations will alternate between CareerSource Tampa Bay and CareerSource Pinellas.

Motion:

To approve the 2023-2024 Consortium meetings schedule.

Motion moved by Commissioners Rene Flowers and motion seconded by Commissioner Chris Latvala. Motion carried.

V. Information Items

A. Consortium Consolidation Overview and Responsibilities

- June 2021 - Reimagining Education and Career Help (REACH) Act was signed into law. This initiated a review of all 24 Florida Local Workforce Development Boards. As a result of the review, in May 2023 the CareerSource Florida Board of Directors recommended consolidation of the Hillsborough and Pinellas Local Workforce Development Boards. The Governor affirmed with an effective date of July 1, 2024.
- The Consolidation Working Group was introduced, and an interlocal agreement was approved, which will run through June 2025 to be renewed annually.
- Allocation of Funds: Federal/State public funding will be allocated to each county on the same formula basis as they are allocated by the State. These funds may be reallocated to the other County for a specific purpose and only by unanimous vote of the Consortium members.

1. Consolidation Roles vs. Ongoing Mandatory Roles:

Region 14 LWDB (Pinellas County) and Region 15 LWDB (Hillsborough County) will be realigned into a new multi-jurisdictional Regional LWDB. Both regions have jointly created a working group to effectuate a consolidation by the designated effective date. This group will enter an Interlocal Agreement to establish the Hillsborough/Pinellas Workforce Development Consortium. It will

be their role to delineate the roles and responsibilities of each county in the administration and operations of the workforce development programs.

VI. Action/Discussion Items

A. Approve Consortium Advisory Committee Members and Roles

The Consortium approved the members of Consortium Advisory Committee:

- CareerSource Tampa Bay, Chair: Sean Butler, President, Titan Technologies
- CareerSource Tampa Bay, Treasurer: Gary Hartfield, President/CEO, Serenity Village
- CareerSource Pinellas, Chair: Scott Thomas, Regional HR Manager, Promedica Senior Care
- CareerSource Pinellas, Treasurer: Barclay Harless, SVP Market Executive, Valley Bank

The Committee will serve in an advisory capacity to the Consortium with its primary role as the CEO recruitment committee for the soon to be Hillsborough and Pinellas multi-jurisdictional local workforce development board. Placement of the CEO is tentatively scheduled for the end of March.

Motion:

To approve the Consortium Advisory Committee members, as well as the use of that committee.

Motion moved by Commissioner Gwen Myers and motion seconded by Commissioner Joshua Wostal. Motion carried.

B. Approve Approach to Recruit Director/CEO for New Regional LWDB

CareerSource Tampa Bay will oversee the Request for Quote (RFQ) to procure a qualified firm or consultant to conduct professional services associated with completing an executive search for the recruitment of the CEO; and, in conjunction with CareerSource Pinellas, CareerSource Tampa Bay shall provide support and be a resource to the Consortium Advisory Committee.

The CEO's job description will be developed by the selected firm/consultant in close coordination with the Consortium Advisory Committee and key stakeholders. The Consortium discussed the possibility of an internal candidate and merging job descriptions from both Pinellas and Hillsborough Counties.

Motion:

To approve to move forward with the issuance of the RFQ.

Motion moved by Commisioner Gwen Myers and motion seconded by Commissioner Joshua Wostal. Motion carried.

C. Approve Approach for Consolidation of Career Source Entities

Gray Robinson was selected as the Consortium's legal counsel for the merger. The State of Florida is providing financial support for the merger, including funding for recruitment, legal work, and HR expertise. The merger of CareerSource Pinellas into CareerSource Tampa Bay will result in a new name for the consolidated entity. Discussion regarding staff, services and locations.

Staff:

- Maintain current programmatic staffing, new CEO/Director to address any changes.

Services:

- Core Services: continue to provide core services to employers and career seekers.
- Non-Core Services: continue to provide based on need and funding.

Locations: To service and be accessible to customers in each County.

- Headquarters: new Director/CEO will address.
- Evaluate merit and cost of 1 or 2 HQ locations.
- One Stop Center: continue to operate a one stop center in each County, may consider consolidating the One Stop Center Operator (Contractor) from 2 to 1.
- Satellite Centers: continue to operate existing centers, will evaluate in the near term.

Discussion regarding the number of board members for the Hillsborough and Pinellas multi-jurisdictional local workforce development board. There are some guidelines in the Federal legislation that can assist in seating a new board. This will be the job of the Consortium Advisory Committee to make recommendations to the Consortium.

Motion:

To move forward with the merger and consolidation.

Motion moved by Commissioner Joshua Wostal and motion seconded by Commissioner Chris Latvala. Motion carried.

VII. Future Action/Discussion Items - Near Term Consolidation (Jan-Apr)

- A. Appoint Members to the New Regional LWDB (Staff with AC-Advisory Committee input)

- B. Approve By-Laws for New Regional LWDB (AC with Staff input)
- C. Approve Any Actions Required for Legal Counsel Selection

Motion:

To approve to continue to use Gray Robison as legal consultant.

Motion moved by Commissioner Renee Flowers and motion seconded by Commissioner Chris Latvala. Motion carried.

VIII. Future Action/Discussion Items - Mid-Term Mandatory for Chief Local Elected Official (CLEO): Apr-Jun

These are normal duties of the CLEO that aren't related to the consolidation.

- A. Request New Regional LWDB Designation and Certification
- B. Appointment of the Administrative Entity and Fiscal Agent for Regional LWDB (Designating the service delivery agent)
- C. Approval of the Designation and Certification of One-Stop Operator(s)
- D. Approve the Memorandum of Understanding with One Stop Partners
- E. Act as the Local Grant Recipient for Public Funds Allocated to the Local Area/Region
- F. Approve and Oversee the New Regional LWDB FY25 Planning Budget
- G. Approve Submission of Regional and Local Area Workforce Plans

IX. Future Items

It was recommended to create the Articles of Incorporations in conjunction with the development of the Bylaws for the consolidated entity to ensure the Articles of Incorporation is consistent with the Bylaws. This should be included as an agenda item for the next Consortium meeting.

X. Adjournment

The meeting adjourned at 11:16 a.m. Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.