

**CareerSource Pinellas  
Board of Directors Minutes**

**Date:** Wednesday, January 17, 2024, 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-elect, Elizabeth Siplin, who chaired the meeting in Chair Scott Thomas' place, 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**

Barclay Harless (In person), Esther Matthews (Zoom), Bart Diebold (In person), Patricia Sawyer (Zoom), Kevin Knutson (In person), Dr. Rebecca Sarlo (In person), Elizabeth Siplin (In person), John Howell (In person), Mark Hunt (Zoom), Glenn Willocks (Zoom), Kenneth Williams (Zoom), David Fetkenher (Zoom), Dawn Peters (Zoom), Zachary White (Zoom), Michael Jalazo (Zoom), Commissioner René Flowers (Zoom), Celeste Fernandez (Zoom), Russell Williams (Zoom), Jeremy Robinson (In person)

**Board Members Not in Attendance**

Scott Thomas, Belinthia Berry, Jack Geller, Zac Holland, Larry Morgan, Shawn McDonnell, Candida Duff, Ivonne Alvarez, Senator Nick DiCeglie, Nikisha Lezama, Ben Friedman

**Board Counsel**

Stephanie Marchman (Zoom)  
Scott Cole (Zoom)

**Staff in Attendance (all attended in person)**

Steven Meier, Leah Geis, Michelle Moeller, Jay Burkey, Jason Druding, David Zirilli, Lysandra Montijo (Zoom), Raymond Westergard

**Guests in Attendance**

Danielle Weitlauf – Tucker Hall (In person)  
Jacqueline Skyard – SPC (In person)  
April Torregiante – CSTB (Zoom)  
Austin T. (Zoom)

**Public Comments**

There were no public comments.

**CEO Report**

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

**General Counsel Update – Gray|Robinson**

Stephanie Marchman, legal counsel from Gray|Robinson, gave a General Counsel update. Scott Cole touched on the impending merger between CSPIN and CSTB. Their legal memo was included in the packet for review.

**ACTION Item 1 – Approval of the Minutes**

The minutes of the November 15, 2023, Board of Directors meeting were presented for approval.

**RECOMMENDATION**

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

**Discussion:** None

Motion:	David Fetkenher
Second:	Dr. Rebecca Sarlo

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

### **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 was included in the packet for 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.

**Discussion:** None

Motion:	Kevin Knutson
Second:	Barclay Harless

*The Board of Directors made a motion for 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. The motion carried unanimously.*

### **ACTION Item 3 – Budget Modification II**

#### **REVENUE**

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

#### **EXPENSES**

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

### **RECOMMENDATION**

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

**Discussion:** None

Motion:	David Fetkenher
Second:	Commissioner René Flowers

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

#### **ACTION Item 4 – Related Party Contracts – PERC & Evara Health**

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. The agreement with PERC shall not exceed \$75K, and the agreement with Evara Health shall not exceed \$100K.

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.

#### **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 Evara Health. Must be approved by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$100,000 (approximately 20 enrollments).

#### **Discussion:** None

Motion:	Commissioner René Flowers
Second:	Mark Hunt
Abstentions:	Michael Jalazo & Esther Matthews

Motion:	Commissioner René Flowers
Second:	Mark Hunt
Abstentions:	Dr. Rebecca Sarlo

*The Board of Directors made a motion for approval to :*

*C. 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).*

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

*The motion carried unanimously.*

#### **ACTION Item 5 – Employed Worker Training 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.

*\*A chart showing the lower living standard income level from 2023 was included in the packet for review.*

**RECOMMENDATION**

Approval of the Employed Worker Training for Apprenticeships Policy.

**Discussion:** None

Motion:	Dr. Rebecca Sarlo
Second:	Patricia Sawyer

*The Board of Directors made a motion for approval of the Employed Worker Training for Apprenticeships Policy. The motion carried unanimously.*

**INFORMATION ITEM 1 – REACH Act Update**

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

**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**

A report on the cost of open jobs was included in the packet for review.

**INFORMATION ITEM 4 – 2023 Talent Attraction Scorecard**

A report was included in the packet for review.

**INFORMATION ITEM 5 – October 31, 2023 Financial Statements**

Financial statements were included in the packet for review.

**INFORMATION ITEM 6 – Board Member Orientation**

The Board member orientation info was included in the packet as a reminder for those board members who had not yet completed their orientation.

**INFORMATION ITEM 7 – Financial Disclosures**

Info for completing annual financial disclosures was included in the board packet as a reminder for board members.

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

**Adjournment** – Chair-elect, Elizabeth Siplin, opened the floor to adjournment. Barclay Harless made a motion to adjourn. Elizabeth Siplin adjourned the meeting at 12:53pm.

# 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
COUNTY Pinellas	

## 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.

# 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
DATE ON WHICH VOTE OCCURRED January 17, 2024	NAME OF POLITICAL SUBDIVISION: Pinellas
	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 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.

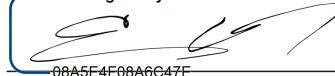
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

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.

1/22/2024

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 <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.