

**CareerSource Pinellas  
Workforce Solutions Committee Minutes**

**Date:** February 15, 2024, 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), Michael Jalazo (Zoom), Mark Hunt (In person), Bart Diebold (In person), Shawn McDonnell (Zoom), Denise Sanderson (Zoom), Anthony Chan (In person), Benjamin Friedman (In person), David Hill (Zoom), Jeremy Robinson (Zoom)

**Members not in Attendance**

Belinthia Berry, Ivonne Alvarez, Kevin Knutson, Candida Duff, Glenn Willocks, Esther Matthews, Elizabeth Siplin, Jenee Skipper, Nikisha Lezama, Eric McClendon

**Staff**

Steven Meier (In person), Jason Druding (In person), Lysandra Montijo (In person), Michelle Moeller (In person); Juan Toribio (In person)

**Guests**

Jackie Skryd - SPC

**ACTION ITEM 1 – Approval of Minutes**

The minutes from the October 19, 2023, Workforce Solutions Committee meeting were presented for approval.

**RECOMMENDATION**

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

Motion:	Mark Hunt
Second:	Benjamin Friedman

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

**ACTION ITEM 2 – Related Party Contract – H&T Global Circuits & PERC**

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).

**Discussion:** None

Motion:	Mark Hunt
Second:	Bart Diebold

*The Workforce Solutions Committee motioned for 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). The motion carried unanimously.*

**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.

**Discussion:** None

Motion:	Bart Diebold
Second:	Ben Friedman

*The Workforce Solutions Committee motioned for approval of a payment of \$750,000 of unrestricted funds to Pinellas County to be used for workforce services for Pinellas County job seekers and employers. 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 – Overview of the CareerSource Pinellas Region**

A report was included in the packet for review.

**INFORMATION ITEM 3 – Training Provider Spending through 12.31.2023**

The report was included in the packet.

**INFORMATION ITEM 4 – Training Provider Performance 3 year Q2**

The report was included in the packet.

**INFORMATION ITEM 5 – Work-Based Learning Provider Spending through 12.31.2023**

The report was included in the packet.

**INFORMATION ITEM 6 – Key Performance Reports**

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. Mark Hunt made a motion. The Chair, Dr. Rebecca Sarlo, adjourned the meeting at 3:30pm.