



May 22, 2024 - 11:45 A.M.  
Hybrid Meeting – EpiCenter  
13805 58<sup>th</sup> St. N.  
Room 1-451 & 1-453  
Clearwater, FL 33760

**Zoom**

\*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

\*Dial In via Phone – Meeting ID: 338 034 9468

Phone: +1 646-558-8656

**Board of Directors  
Agenda**

**I. Welcome and Introductions** ..... Scott Thomas, 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. Chair’s Report**

**V. CEO Report**

**VI. General Counsel Update – Gray|Robinson**..... Page 1

**VII. Action/Discussion Items**

1. Approval of minutes - March 20, 2024 Board of Directors Meeting ..... Page 2

2. Approval of Plan of Merger ..... Page 22

[Compensation Committee](#)

3. Compensation Review and Annual Increase ..... Page 51

[Workforce Solutions Committee](#)

4. Approval of Related Party Contracts for PY’2024-2025..... Page 52

5. Approval of Renewal of Approved Training Providers ..... Page 68

6. Approval of New Training Provider – Clearview Adult Education Center..... Page 69

7. Approval of New Training Provider – Pinellas High Innovation..... Page 69

8. Approval of New Training Programs for Pinellas Technical College..... Page 70

9. Approval of New Training Programs for St. Petersburg College..... Page 71

[Audit Committee](#)

10. Approval of Audit of June 30, 2024 Financial Statements ..... Page 72



**VIII. Information Items**

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- 2. Organizational Chart ..... Page 75
- 3. Staffing Report ..... Page 76  
*One-Stop Committee*
- 4. PY'2023 – 2024 One-Stop Committee Goals ..... Page 77
- 5. Performance Indicators ..... Page 79
- 6. One-Stop Operator Report ..... Page 80
- 7. Key Performance Report ..... Page 84
- 8. Marketing Report ..... Page 93  
*Workforce Solutions Committee*
- 9. PY'2023 – 2024 Workforce Solutions Committee Goals ..... Page 102
- 10. Training Provider Spending through 2.29.2024 ..... Page 105
- 11. Training Provider Performance 3 year Q3 ..... Page 106
- 12. Work-based Learning Spending through 2.29.2024 ..... Page 108
- 13. Key Performance Reports ..... Page 109
- 14. Letter Grades ..... Page 112  
*Board Administration*
- 15. Board Member Orientation ..... Page 115
- 16. Financial Disclosures ..... Page 117

**IX. Open Discussion**

**X. Adjournment**

**Finance Committee – June 26, 2024 (10:00am – 11:00am)**  
**Workforce Solutions Committee – June 20, 2024 (2:30pm – 3:30pm)**  
**One-Stop Committee – June 13, 2024 (9:00am – 10:00am)**

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

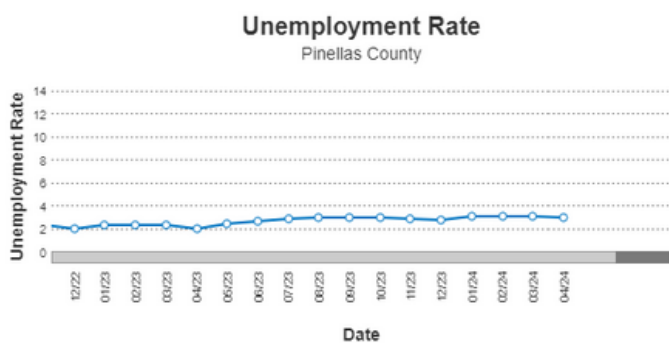
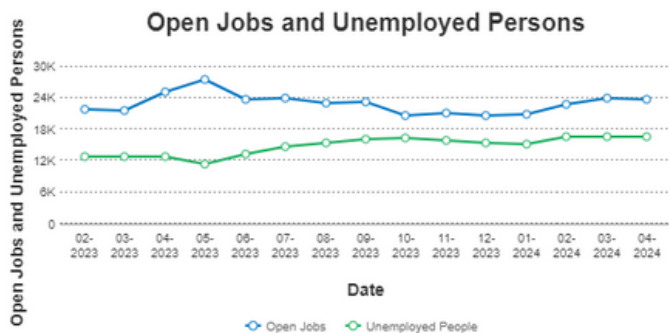
*\*If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or [admin@careersourcepinellas.com](mailto:admin@careersourcepinellas.com) at least two business days in advance of the meeting.*

## Updates for the Board of CareerSource Pinellas



### Florida Unemployment: At A Glance

In April, the Pinellas County unemployment rate was 3.0%, which is 0.3% lower than the state unemployment rate of 3.3% and 0.9% lower than the national unemployment rate of 3.9%. There were 15,974 unemployed residents of Pinellas County. There were 68 unemployed people per 100 jobs.



### Hiring Events By the Numbers

Career Fairs	<b>11</b>
Recruiting Events	<b>15</b>
Employers Served	<b>1,112</b>
Job Seekers	<b>6,437</b>



### CareerSource Pinellas Success Story



l'loni Payton is training to become an EMT with Sunstar Paramedics and receiving WIOA funding for his training.

CareerSource Pinellas team members Taína Oliver, Sean Thornton, Michael Sylvestri, and Rachel Whalen collaborated with Sunstar Paramedics recruiter Stephanie Calvert to help him be successfully placed as an emergency medical responder before he starts EMT school this summer.

l'loni learned about CareerSource Pinellas and the opportunities available to job seekers from St. Petersburg College.

“I had been looking around, trying to get funding, or even just help getting resources,” l'loni said. “I wanted to pursue something that would give me purpose in life, and I found public service, being an EMT, and it really interested me.”

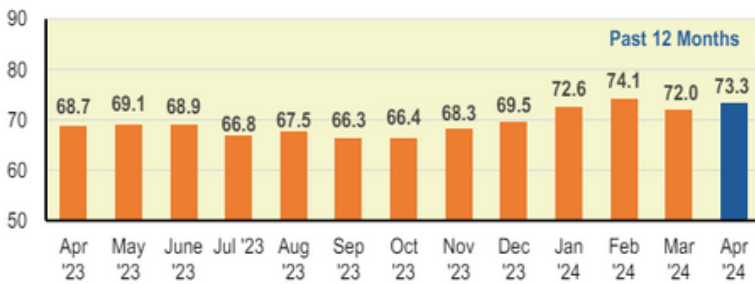


## Florida Consumer Sentiment Index

Consumer sentiment in Florida ticked up 1.3 points in April as national sentiment declined by 2.2 points. The rise in consumer sentiment is attributed to Floridians' positive views regarding the nation's economic outlook. In particular, expectations about the U.S. economy over the next five years reached levels not seen since July 2021. Among the five components that make up the index, four increased and one decreased.

"Following a robust labor market and rising consumer confidence levels, economic growth remained positive in the first quarter of the year, driven by increases in consumer spending," said Hector H. Sandoval, director of the Economic Analysis Program at UF's Bureau of Economic and Business Research.

Florida Consumer Sentiment Index



## Hiring Persons With Disabilities Roundtable



On Wednesday, March 27, we hosted a roundtable with experts in human relations, disability advocacy, and labor and employment law to talk about best practices in recruiting and hiring people with disabilities. Editor Mark Gordon of the Business Observer served as moderator.

The attendees from service providers and businesses learned about workplace accessibility, reasonable accommodations, training and awareness, and career development and advancement.

## Partner Highlight: Pinellas County Board of County Commissioners



Throughout the REACH Act consolidation process, our county commissioners have played an important role as Chief Local Elected Officials (CLEOs) steering the future of workforce development in our county. They have championed the interests of Pinellas County businesses and job seekers at every turn. Our board member Commissioner René Flowers and Commissioner Chris Latvala have also given their

time to serve on the Hillsborough/Pinellas Workforce Development Consortium, making policies and appointing board members to lead the new CareerSource Hillsborough Pinellas. Meeting the state deadlines to launch a new regional workforce agency has been a challenge for all involved, and it would not have been possible without the leadership of our county commissioners, in particular Commissioner Flowers and Commissioner Latvala.



## MEMORANDUM

**TO:** CareerSource Pinellas Board of Directors  
**FROM:** Stephanie Marchman, CareerSource Pinellas General Counsel  
**DATE:** May 1, 2024  
**SUBJECT:** Legal Services Summary and Litigation Report

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The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors at its meeting on March 20, 2024:

- Attended Board of Directors meeting.
- Attended Consortium and Staff Consolidation meetings to provide legal advice regarding merger of CareerSource Pinellas and CareerSource Tampa Bay.
- Reviewed One-Stop Committee, Workforce Solutions Committee, Compensation Committee and Consortium Agenda Packets as to form and legality.
- Provided legal counsel on employee paid time off questions.
- Provided temporary EEO officer (Attorney Julie Zolty).

Pending litigation report:

*Worknet Pinellas, Inc., Tampa Bay Workforce Alliance, Inc., v. Federal Insurance Company, Westchester Fire Insurance Company*, currently pending in the United States District Court, Middle District of Florida, Case Number 8:23-cv-00602-SDM-TGW. Settlement agreement is being routed for signature.



## **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 March 20, 2024, Board of Directors meeting have been prepared and are enclosed.

#### **RECOMMENDATION**

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

**CareerSource Pinellas  
Board of Directors Minutes**

**Date:** Wednesday, March 20, 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 11:46 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), Elizabeth Siplin (In person), John Howell (In person), Jack Geller (Zoom), Kenneth Williams (Zoom), David Fetkenher (Zoom), Dawn Peters (Zoom), Zachary White (Zoom), Michael Jalazo (In person), Commissioner René Flowers (In person), Larry Morgan (In person), Celeste Fernandez (Zoom), Shawn McDonnell (Zoom), Candida Duff (Zoom), Senator Nick DiCeglie (In person), Nikisha Lezama (Zoom), Ben Friedman (In person), Russell Williams (Zoom), Jeremy Robinson (Zoom)

**Board Members Not in Attendance**

Scott Thomas, Belinthia Berry, Dr. Rebecca Sarlo, Zac Holland, Mark Hunt, Glenn Willocks, Ivonne Alvarez

**Board Counsel**

Stephanie Marchman (Zoom)

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

Steven Meier, Leah Geis, Michelle Moeller, Jay Burkey, Jason Druding, David Zirilli, Lysandra Montijo, Juan Toribio, Raymond Westergard

**Guests in Attendance**

Danielle Weitlauf – Tucker Hall (In person)  
Julie Black – Tucker Hall (In person)  
Rob McNeely – Messer Caparello, P.A. (Zoom)  
Ken Jones – Hillsborough Economic Development (Zoom)  
Ron Barton – Hillsborough County Government (In person)  
Anna Munro – CareerSource Tampa Bay (Zoom)  
AustinT (Zoom)  
Jonathan Wolf – Hillsborough County Economic Development (Zoom)  
Tameka Austin (Zoom)  
Tammy Stahlgren – CareerSource Tampa Bay (Zoom)  
Michelle Zieziula – CareerSource Tampa Bay (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. Rob McNeely gave an update on the settlement case regarding our insurance claim with Federal Insurance Company and the settlement they are offering. Rob McNeely gave this update during Action Item 4.

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

The minutes of the December 8, 2023, Special Board of Directors meeting were presented for approval.



**RECOMMENDATION**

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

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Michael Jalazo

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

**ACTION Item 2 – Approval of the Minutes**

The minutes of the February 9, 2024, Special Board of Directors meeting were presented for approval.

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Benjamin Friedman

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

**ACTION Item 3 – Approval of the Minutes**

The minutes of the January 17, 2024, Board of Directors meeting were presented for approval.

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Barclay Harless

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

**ACTION Item 4 – WorkNet Pinellas, Inc. v. Federal Insurance Company Settlement Approval**

Without admission of liability, Federal Insurance Company is offering \$402,190 to WorkNet Pinellas, Inc., dba CareerSource Pinellas, in exchange for a full release of all claims (including without limitation any extracontractual claims), dismissal of the coverage suit with prejudice, and our mutual agreement to a settlement agreement/release. The amount of the offer to CareerSource Pinellas is precisely the same percentage of policy limits as the settlement with Hillsborough County Board of County Commissioners that was accepted at its public meeting on March 6, 2024.

On March 4, 2024, an Endorsed Order was filed whereby the Court granted the Joint Motion to abate the pending litigation deadlines in light of imminent settlement. Within seven (7) days of approval of the settlement by the CareerSource Board of Directors, counsel will file notice of the Board's approval of the settlement amount. Thereafter, the proposed settlement agreement will be prepared for signature.

**RECOMMENDATION**

Approval of the settlement and authorization for the Board Chair to execute the settlement agreement on behalf of CareerSource Pinellas.

**Discussion:** None

Motion:	Jack Geller
Second:	Commissioner René Flowers

*The Board of Directors made a motion for approval of the settlement and authorization for the Board Chair to execute the settlement agreement on behalf of CareerSource Pinellas. The motion carried unanimously.*

**ACTION Item 5 – CEO Performance Review**

On February 11, 2022, the Board of Directors appointed Steven Meier as the Interim CEO of CareerSource Pinellas. Subsequently, on May 17, 2023, Steven Meier was appointed permanent CEO. On March 15, 2023, the Board of Directors approved the CEO performance review, which provided the annual goals, initiatives, actions to be taken, and metrics for 2023.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance and compensation for the CEO. The review addresses the approved CEO Performance Goals, including Financial Management, Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee submitted their ratings and comments of the CEO’s performance review. Mr. Meier also included his response to the feedback. The consolidated document is enclosed for your review.

Grade Level	Job Title Family	Low	Middle	High
221	CEO	\$148,830	\$193,479	\$238,128

Paragraph 11 of the DEO funding agreement provides in part: “Funds provided by DEO may not be used to fund salary, bonus, or incentive of any employee in excess of Federal Executive Level II, regardless of funding source.” The Office of Personnel Management released new salary levels for the Executive Pay Scale and effective January 1, 2024, the salary limitation for Executive Level II is \$221,900; up from \$212,100 in 2023. The current CEO’s salary is \$175,000; effective January 1, 2023.

**RECOMMENDATION**

Approval of the CEO Performance Review for Mr. Steven Meier for the period January 1, 2023 – December 31, 2023, and a recommended salary increase of 5%, retroactive to January 1, 2024.

**Discussion:** None

Motion:	Kevin Knutson
Second:	Barclay Harless

*The Board of Directors made a motion for approval of the CEO Performance Review for Mr. Steven Meier for the period January 1, 2023 – December 31, 2023, and a recommended salary increase of 5%, retroactive to January 1, 2024. The motion carried unanimously.*

**ACTION Item 6 – General Counsel Performance Review**

On November 17, 2021, the Board of Directors approved the renewal of GrayRobinson, P.A. for legal counsel services to begin on December 1, 2021 through November 30, 2023, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual performance review for the General Counsel. The review addresses the approved General Counsel Performance Goals. The review period is 12 months, December 1, 2022 – November 30, 2023.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee requested that the CEO of CareerSource Pinellas, complete the performance review, adding his comments prior to submitting it to the Ad Hoc Committee for consideration.

*\*The General Counsel draft Performance Review was included in the packet for review.*

**RECOMMENDATION**

Approval of the General Counsel Performance Review for Stephanie Marchman, GrayRobinson for the PY’2022 - 2023.

**Discussion:** None

Motion:	Michael Jalazo
Second:	Commissioner René Flowers

*The Board of Directors made a motion for approval of the General Counsel Performance Review for Stephanie Marchman, GrayRobinson for the PY’2022 - 2023. The motion carried unanimously.*

**ACTION Item 7 – 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).

**Discussion:** None

Motion:	Barclay Harless
Second:	Commissioner René Flowers
Abstentions:	Michael Jalazo, Esther Matthews, Candida Duff

*The Board of Directors made a motion for approval of 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 8 – Unrestricted Cash**

As of December 31, 2023, CareerSource Pinellas had almost \$908,000 of unrestricted funds available deposited in the following accounts: Unrestricted Checking - \$182,216, Unrestricted Money Market - \$539,276, Operating Money Market - \$186,143 for a total of \$907,635.

**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. With the recovery of the funds from the litigation with Chubb, it is recommended that an initial transfer of \$1,000,000 be transferred to Pinellas County.

**RECOMMENDATION**

Approval of payment of \$1,000,000 of unrestricted funds to Pinellas County to be used for workforce services for Pinellas County job seekers and employers.

**Discussion:** None

Motion:	Barclay Harless
Second:	Michael Jalazo

*The Board of Directors made a motion for approval of payment of 1 million in unrestricted funds to Pinellas County to be used for workforce services for Pinellas County job seekers and employers. The motion carried unanimously.*

**ACTION Item 9 – Fiscal Year 2023 – 2024: Budget Modification No. III**

When Budget Modification No. II was prepared, Ticket-to-Work revenue was forecasted to decrease \$40,000. Ticket-to-Work revenue is unrestricted revenue to the organization and should not impact Federal grant expenses. During the preparation of the budget modification, payroll expenses were inadvertently reduced to reflect this decrease in revenue instead of reducing the organization’s budgeted surplus. Thus, this Budget Modification is presented to correct this oversight.

**EXPENSES**

Total budgeted expenses estimated to increase \$40,000 from \$9,231,652 to \$9,271,652.

**Personnel Expenses**

- Personnel Expenses expected to increase \$40,000 to reflect anticipated staffing levels through the remainder of the fiscal year.

**RECOMMENDATION**

Approval of Budget Modification III for changes to the expenditure budget.

**Discussion:** None

Motion:	Jack Geller
Second:	Commissioner René Flowers

*The Board of Directors made a motion for approval of Budget Modification III for changes to the expenditure budget. The motion carried unanimously.*

**ACTION Item 10 – 2022 IRS Form 990**

**Information**

WorkNet Pinellas' IRS Form 990 has been completed for the period beginning July 1, 2022 and ending June 30, 2023. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy will be provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed shortly thereafter approval by the full Board of Directors.

**RECOMMENDATION**

Approval of the 2022 IRS Form 990.

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Michael Jalazo

*The Board of Directors made a motion for approval of the 2022 IRS Form 990. The motion carried unanimously.*

**INFORMATION ITEM 1 – Consolidation Update**

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

**INFORMATION ITEM 2 – State of the Region**

Steven Meier gave a summary of the 2024 State of the Region report.

**INFORMATION ITEM 3 – PY'2023 – 2024 One Stop Committee Goals**

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

**INFORMATION ITEM 4 – Performance Indicators**

The report was included in the packet for review.

**INFORMATION ITEM 5 – Letter Grades**

Steven Meier Summarized the quarter one letter grades for PY'2023 – 2024.

**INFORMATION ITEM 6 – One-Stop Operator Report**

The report was included in the packet for review.

**INFORMATION ITEM 7 – Key Performance Report**

The report was included in the packet for review.

**INFORMATION ITEM 8 – Marketing Report**

The report was included in the packet for review.

**INFORMATION ITEM 9 – PY'2023 – 2024 Workforce Solutions Committee Goals**

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

**INFORMATION ITEM 10 – Overview of the CareerSource Pinellas Region**

The report was included in the packet for review.

**INFORMATION ITEM 11 – Training Provider Spending through 12.31.2023**

The report was included in the packet for review.

**INFORMATION ITEM 12 – PY'2023 – 2024 Q2 Provider Performance**

The report was included in the packet for review.

**INFORMATION ITEM 13 – Work-based Learning Spending through 12.31.2023**

The report was included in the packet for review.

**INFORMATION ITEM 14 – Key Performance Reports**

The report was included in the packet for review.

**INFORMATION ITEM 15 – December 31, 2023 Financial Statements**

Financial statements were included in the packet for review.

**INFORMATION ITEM 16 – Education & Industry Consortium Update**

Steven Meier gave a summarization of the Education & Industry Consortium meeting that was held on March 7, 2024.

**INFORMATION ITEM 17 – 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 18 – Financial Disclosures Report**

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. Commissioner René Flowers made a motion to adjourn. Barclay Harless seconded that motion. Elizabeth Siplin adjourned the meeting at 1:09pm.



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 not (check one) a member of the board. If applicable, the principal DocuSigned by: 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  
0385D203441A42D  
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 <b>Duff – Candida</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Pinellas Workforce Development Board</b>
MAILING ADDRESS <b>2510 Terminal Dr South</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>St. Petersburg</b>	COUNTY <b>Pinellas</b>
DATE ON WHICH VOTE OCCURRED <b>March 20, 2024</b>	NAME OF POLITICAL SUBDIVISION: <b>Pinellas</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, 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:

*Candida Duff*

34C3BDC27F3C44E

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)

- 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/owner's name is: \_\_\_\_\_

DocuSigned by:  
  
7C38232897C043D  
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 not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

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

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

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

I certify that the information above is true and correct.

Signature of Board Chair / Vice Chair\* (Handwritten signature: Scott Thomas)

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 <b>Jalazo - Michael</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Pinellas Workforce Development Board</b>
MAILING ADDRESS <b>12810 US Hwy 19 N # 1</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>
DATE ON WHICH VOTE OCCURRED <b>March 20, 2024</b>	NAME OF POLITICAL SUBDIVISION: <b>Pinellas</b>
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

## 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:  
  
 7c39232997c043b...  
 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:

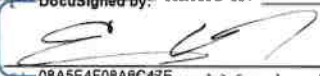
Local Workforce Development Board: CareerSource Pinellas (CSPIN) /IWDB 14  
Contractor Name & Address: All Business Solutions dba All Enterprise Solutions/1601 16<sup>th</sup> Street South St. Petersburg, FL. 33705  
Contractor Contact Phone Number: 727-677-1076

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)

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/owner's name is: \_\_\_\_\_

  
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 16th 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	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
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, 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 2**

### **Approval of Plan of Merger**

GrayRobinson, P.A. was engaged by the Consortium of CareerSource Hillsborough/Pinellas as legal counsel to assist with the consolidation of CareerSource Tampa Bay (CSTB) and CareerSource Pinellas (CSP). The purpose of this merger is to combine the two entities to comply with applicable law, to more efficiently carry out their governmental and charitable missions, and to reduce the costs and expenses of operating two entities. The Plan of Merger, prepared by GrayRobinson, is a mutual agreement between CSTB and CSP and contains the following material terms:

- Identifies CSP as the merging entity and CSTB as the surviving entity. CSP will cease to exist upon the effective date of the merger.
- Defines the effective date of the merger as when the Articles of Merger are filed with the Florida Division of Corporations.
- Describes the effect of the merger, including that CSTB will possess all rights and powers formerly held by CSP and that CSTB will assume all assets and liabilities of CSP with no further action.
- Requires CSTB to file with the Florida Division of Corporations a Fictitious Name Registration changing the fictitious name of the organization to CareerSource Hillsborough/Pinellas.
- Requires CSTB, upon the effective date of the merger, to approve the new bylaws and new slate of board of directors.
- Requires that GrayRobinson file the Articles of Merger with the Division of Corporation, no later than June 30, 2024.

The CSTB board of directors approved the Plan of Merger at their February 15, 2024, Board of Directors meeting.

### **RECOMMENDATION**

Approval of the Plan of Merger to merge WorkNet Pinellas, Inc. with Tampa Bay Workforce Alliance, Inc.

**AGREEMENT AND PLAN OF MERGER  
MERCING  
WORKNET PINELLAS, INC. D/B/A CAREERSOURCE PINELLAS  
WITH AND INTO  
TAMPA BAY WORKFORCE ALLIANCE, INC. D/B/A CAREERSOURCE TAMPA  
BAY**

THIS PLAN OF MERGER is approved and adopted by Worknet Pinellas, Inc. d/b/a CareerSource Pinellas, a Florida not-for-profit corporation, and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Tampa Bay., a Florida not-for-profit corporation.

**ARTICLE I**

1.1 **Name of Surviving Entity.** The name of the Surviving Entity is Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Tampa Bay.

1.2 **Surviving Entity Principal Place of Business.** The Surviving Entity's principal place of business is 4350 West Cypress Street, Suite 875, Tampa, Fl 33607.

1.3 **Surviving Entity Jurisdiction.** The Surviving Entity's jurisdiction of governing law is Florida.

**ARTICLE II**

2.1 **Name of Merging Entity.** The name of the Merging Entity is Worknet Pinellas, Inc., D/B/A CareerSource Pinellas.

2.2 **Merging Entity Principal Place of Business.** The principal place of business of the Merging Entity is 13805 58<sup>th</sup> Street North, Suite 2-140, Clearwater FL 33760.

2.3 **Merging Entity Jurisdiction.** The Merging Entity's jurisdiction of governing law is Florida.

**ARTICLE III**

3.1 **The Merger.** As of the Effective Date, the Merging Entity will merge with and into the Surviving Entity (Merger). The separate existence of the Merging Entity will thereupon cease, and the Surviving Entity will be the surviving entity in the Merger and will continue its legal existence under the laws of the State of Florida. The purpose of this merger is to combine the two entities to comply with applicable law, to more efficiently carry out their governmental and charitable missions, and to reduce the costs and expenses of operating two entities.

3.2 **Effect of Merger.** The Merger will have the effect set forth in the Florida Not For Profit Corporation Act, Chapter 617, Florida Statutes (Act).

3.3 **Effective Date.** The merger will become effective on the date the Articles of Merger are filed with the Florida Department of State (Effective Date).

## ARTICLE IV

4.1 **Rights and Obligations of the Merging Entity.** In accordance with and insofar as permitted by the applicable provisions of the Act, Articles of Incorporation and Bylaws of the Merging Entity: (i) the Surviving Entity will possess all rights, privileges, and powers of the Merging Entity; (ii) all property and assets of the Merging Entity will vest in the Surviving Entity without any further act or deed; and (iii) the Surviving Entity will assume and be liable for all liabilities and obligations of the Merging Entity.

4.2 **No Consideration Due from Merging Entity.** There is no ownership interest in the Merging Entity as of the Effective Date. No consideration will be received in connection with the Merger.

## ARTICLE V

5.1 **Surviving Entity Articles of Incorporation and Bylaws.** The Surviving Entity's Articles of Incorporation and Bylaws in effect immediately prior to the Effective Date will be and will remain the Articles of Incorporation and Bylaws of the Surviving Entity. However, the Board of Directors of the Surviving Entity will, on the Effective Date, adopt the Bylaws attached as Exhibit A as the Bylaws of the Surviving Entity. The parties agree that these Bylaws have been approved by the Hillsborough/Pinellas Workforce Development Consortium (Consortium) established by that certain Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners Effective December 1, 2023.

5.2 **Surviving Entity Board Composition.** On the Effective Date, the Board of Directors of the Surviving Entity will appoint to its Board of Directors the individuals listed in Exhibit B, for the terms indicated next to their name. These individuals will constitute the Board of Directors of the Surviving Entity until they are replaced pursuant as provided in the Bylaws.

5.3 **Fictitious Name.** On the Effective Date, the Surviving Entity will file with the Florida Division of Corporations a Fictitious Name Registration changing the fictitious name of the Surviving Entity to CareerSource Hillsborough/Pinellas.

5.4 **Merging Entity Articles of Incorporation and Bylaws.** The Articles of Incorporation and Bylaws of the Merging Entity will be terminated as of the Effective Date and thereafter be of no further force or effect.

5.5 **Surviving Entity Officers and Directors.** The officers and directors of the Surviving Entity in effect immediately prior to the Effective Date will be and will remain the officers and directors of the Surviving Entity, until such time as their successors are duly elected and qualified in accordance with the terms of the Bylaws of the Surviving Entity attached as Exhibit B.

## ARTICLE VI

6.1 **Amendment.** The Merging Entity and Surviving Entity, by mutual consent, may amend this Plan of Merger prior to the filing of the Articles of Merger with the Department of



State, Division of Corporations; provided, however, that an amendment made after the adoption of this Plan of Merger will be subject to the limitations specified in the Act.

6.2 **Termination**. This Plan of Merger may be terminated, and the Merger and other transactions herein provided for may be abandoned, at any time prior to the filing of the Articles of Merger with the Department of State, Division of Corporations whether before or after adoption of this Plan of Merger by the Constituent Entities, if the Constituent Entities determine that the consummation of the transactions provided for herein would not, for any reason, be in the best interest of the parties.

6.3 **Surviving and Merging Entity Approval**. This Plan of Merger was approved and adopted by Resolution of the Board of Directors of the Merging Entity at a meeting held on \_\_\_\_ 2024 and by Resolution of the Board of Directors of the Surviving Entity at a meeting held on \_\_\_\_\_, 2024.

6.4 **Filing of Articles of Merger**. After obtaining such approval of the Board of Directors of the Merging Entity and Surviving Entity, the authorized officers of the Surviving Entity and the Merging Entity are hereby authorized and directed to cause all required documents to be executed, filed, and recorded, and all other required action to be taken, in order to consummate the Merger as of the Effective Date.

Worknet Pinellas, Inc.  
D/B/A CareerSource Pinellas

Tampa Bay Workforce Alliance, Inc.  
D/B/A CareerSource Tampa Bay

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

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

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**AMENDED AND RESTATED BY-LAWS**  
**Of**  
**Tampa Bay Workforce Alliance, Inc. d/b/a**  
**CareerSource Hillsborough/Pinellas**  
A Florida Not-for-Profit Corporation

The provisions of this document constitute the By-Laws which shall be utilized to govern the management and operation of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas a Florida not-for-profit corporation.

**ARTICLE I**  
**DEFINITIONS**

Section 1.1 – Definitions

- A. “Acts” shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 and Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes, collectively;
- B. “Administrative Entity” shall mean and refer to the entity designated to serve as support staff to the Consortium and the LWDB and to perform duties such as, but not limited to, administration of the Local Area Workforce Plan, responsible for the allocation of funds, the delivery of performance measured against program objectives, making programmatic decisions, assuring program compliance, ensuring funds are spent in accordance with applicable laws, and operation/management of LWDB contracts, sub-recipient agreements and the one-stop career center(s);
- C. “Board of Directors” or “Board” shall mean and refer to the group of appointees to the LWDB who jointly serve as the governing body of Corporation;
- D. “Consortium” shall mean and refer to the group of elected officials appointed by the respective Hillsborough and Pinellas CEOs to act as the chief local elected officials for the designated Region;
- E. “Consortium Agreement” shall mean that certain Interlocal Agreement between Hillsborough County Board of County Commissioners (HCBOCC) and Pinellas County Board of County Commissioners (PCBCC) as approved by the PCBOCC on November 14, 2023, and the HCBOCC on November 15, 2023, as it may be amended from time to time;
- F. “Corporation” or “the Corporation” shall mean and refer to the Tampa Bay Workforce Alliance, Inc. d/b/a/ CareerSource Hillsborough/Pinellas;
- G. “FloridaCommerce” shall mean and refer to the Florida Department of Commerce;
- H. “Fiscal Agent” shall mean and refer to the entity designated to receive and disburse workforce development funds under a sub-agreement directly with FloridaCommerce. It is responsible and accountable for management of all workforce development funds made available to the Local Area. It may also procure, negotiate, and manage contracts;
- I. “Florida WIOA” shall mean and refer to the Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes;

- J. "Hillsborough CEO" shall mean and refer to the "chief elected officials" of the Hillsborough County unit of government for the Local Workforce Development Area, which is the Hillsborough Board of County Commissioners;
- K. "Hillsborough County" shall mean and refer to the Hillsborough County Government Administration and Staff;
- L. Local Workforce Development Area ("Local Area") shall mean and refer to a jurisdiction for the administration of workforce development activities and execution of adult, dislocated worker, and youth funds allocated by the State. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive adult, dislocated worker, and youth funding under Title I, subtitle B of WIOA;
- M. Local Workforce Development Board ("LWDB") members shall mean and refer to the appointees by the Consortium who, in partnership with the Consortium, set workforce development policy for the portion of the statewide workforce development system in the Local Workforce Development Area;
- N. "Pinellas CEO" shall mean and refer to the "chief elected officials" of the Pinellas County unit of government for the Local Workforce Development Area, which is the Pinellas Board of County Commissioners;
- O. "Pinellas County" shall mean and refer to the Pinellas County Government Administration and Staff;
- P. "Region" shall mean and refer to the two counties, Hillsborough and Pinellas, served by Corporation;
- Q. "WIOA" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; and
- R. 4-year Local Area Workforce Plan ("Local Plan") shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State's vision and strategic and operational goals.

**ARTICLE II**  
**NAME, SERVICE AREA, AND OFFICE LOCATION**

Section 2.1 – Name

The legal name of the organization shall be Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas, hereinafter referred to as Corporation.

Section 2.2 – Service Area

Corporation shall serve the employers and residents of Hillsborough County and Pinellas County, Florida, Region 28.

Section 2.3 – Office Location

The official office location and mailing address shall be as determined by Corporation Board of Directors.

**ARTICLE III**  
**PURPOSE AND USE OF FUNDS**

Section 3.1 – Purpose

The purposes for which Corporation is formed, and its business goals and objectives, are as follows:

- A. To serve as the LWDB for Region 28 as certified by CareerSource Florida, the State of Florida Workforce Development Board;
- B. To provide a comprehensive and high-quality workforce delivery system in the Local Area and to maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided;
- C. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike;
- D. To administer workforce programs and activities and act as the local grant sub-recipient, administrative entity and fiscal agent as defined by the U.S. Department of Labor, WIOA, authorized by the State of Florida, and in agreement with the Consortium;
- E. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community; and
- F. To provide special emphasis to welfare recipients, economically disadvantaged, to include other “barriers to employment”, and Veterans or veteran spouses and individuals and employers needing workforce development services as identified in the Corporation strategic plan.

Section 3.2 – Use of Funds

Corporation shall use available funding in ways that will most effectively satisfy the labor demand needs of the residents and business community to enhance the economic well-being of the community.

Corporation shall ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with 2 CFR 200 et. seq., WIOA and the corresponding Federal Regulations and State policies, as well as the laws and regulations applicable to such other grant funds or donations received.

No investment, loan or evidence of indebtedness or promise to pay shall be contracted on behalf of Corporation unless authorized and approved by the Corporation Board of Directors and Consortium, and as required, by Federal or State entities.

**ARTICLE IV**  
**BOARD OF DIRECTORS**

## Section 4.1 – Governing Body

Corporation shall be governed by a Board of Directors (“Board”), to be appointed by the Consortium, as provided herein.

## Section 4.2 - Appointment of Board Members

- A. The Consortium shall appoint members of the Board consistent with criteria established under the guidelines established in the Consortium Agreement, WIOA, criteria established by the Governor, and in accordance with Hillsborough Board of County Commissioners and Pinellas Board of County Commissioners Policy as amended;
- B. The authority to appoint, reappoint or revoke the appointment of members to the Board lies solely with the Consortium. Members of the Board shall serve at the pleasure of the Consortium and may be removed either with or without cause at any time;
- C. The initial appointment of Business category representatives to the LWDB will be of equal proportion (50/50) between the Counties. Thereafter, the Consortium shall appoint Business category representatives to the LWDB based on a pro rata combination of the equally weighted population, employment, and employer metrics of each County once the Administrative Entity for the Region has been designated;
- D. All other appointments to the LWDB must be of equal proportion (50/50) and in accordance with the Acts and the Interlocal Agreement; and
- E. Unless otherwise precluded by law, the Consortium may remove any Board member at any time by a simple majority vote of the Consortium. Such removal by the Consortium may be with or without cause.

## Section 4.3 – Authority and Responsibilities

All corporate powers shall be exercised by or under the authority of the Board in conjunction with the approval of the Consortium, and the business and affairs of Corporation will be managed under direction of the Board and the Consortium. The Board and Consortium shall direct strategic and operational oversight of Corporation to help develop a comprehensive and high-quality workforce delivery system in the Local Area.

The Board’s general responsibilities shall include, but not be limited to:

- A. Developing and submitting a four-year Local Plan and Regional Plan;
- B. Conducting workforce research and regional labor market analysis;
- C. Convening local workforce development system stakeholders to assist in the development of the Local Plan and in identifying expertise and resources to leverage support for workforce development activities;
- D. Leading efforts to engage employers, a wide range of representatives of industry, government, education, and workforce training in the Local Area;
- E. Leading efforts to develop and implement career pathways;
- F. Leading efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers;



- G. Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers;
- H. In partnership with the Consortium, conducting oversight of the WIOA adult, dislocated worker, and youth programs and the entire local workforce delivery system, ensuring the appropriate use and management of WIOA funds, and ensuring the appropriate use, management and investment of funds to maximize performance outcomes;
- I. Negotiating and reaching agreement on local performance measures with FloridaCommerce and present for Consortium approval, as appropriate;
- J. Negotiating with the Consortium and required partners on the methods for funding the infrastructure costs of one-stop centers in the Local Area in accordance with 20 CFR 678.715 and Administrative Policy 106 – Memorandums of Understanding and Infrastructure Funding Agreements;
- K. Selecting providers of youth workforce investment activities through competitive grants or contracts in accordance with Administrative Policy 120 – Youth Service Provider Selection; providers of training services consistent with state policy and WIOA sec. 122; providers of career services through the awards of contracts in accordance with Administrative Policy 083 – Direct Provider of Workforce Services; and one-stop operators in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement;
- L. Working with the state to ensure there are sufficient numbers and types of providers of career services and training services serving the Local Area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- M. Coordinating activities with education and training providers in the Local Area;
- N. Developing a budget for the activities of the Board, with approval of the Consortium and consistent with the four-year Local Plan and the duties of the Board;
- O. Assessing, on an annual basis, the physical and programmatic accessibility of all career centers in the Local Area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.);
- P. Certifying the Local Area’s career centers in accordance with 20 CFR 678.800 and Administrative Policy 093 – One-Stop Delivery System and One-Stop Center Certification Requirements;
- Q. Concluding agreements necessary to designate the fiscal agent and administrative entity. A public or private entity, including an entity established under section 163.01, F.S. which makes a majority of the appointments to the Board may serve as the Board’s administrative entity if approved by FloridaCommerce based upon a showing that a fair and competitive process was used to select the administrative entity;
- R. Providing ongoing oversight related to administrative costs, duplicated services, career counseling, economic development, equal access, compliance and accountability, and performance outcomes;
- S. Overseeing the one-stop delivery system in the Local Area;

- T. In partnership with the Consortium, establishing bylaws and codes of conduct for Board members, as well as the Director and Board staff;
- U. Establishing additional monitoring and reporting requirements, if one entity fulfills multiple functions, to ensure the entity is compliant with WIOA, final rules and regulations, OMB Uniform Guidance and applicable circulars, and the state's conflict of interest policy; and
- V. Completing new Board member orientation and annual training requirements within the required timeframes.

A full list of Board functions can be found in WIOA sec. 107(d), 20 CFR 679.370 and section 445.007, F.S.

#### Section 4.4 – Powers Regarding a Director and Staff

The Board shall have the power to select and recommend a Director, Interim Director, or designated person(s) responsible for the operational and administrative functions of Corporation subject to final approval by the Consortium. The Director shall be a contract employee of Corporation, shall report to the Board, and shall be responsible to hire sufficient personnel to carry out effective and efficient operation of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantees providing services under the guidance of Corporation and acting in partnership with the Consortium as provided herein.

The Board shall ensure the individual designated as the Director has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of the Board which include, but are not limited to:

- A. Coordinating with the Consortium regarding the identification and nomination of members to the Board and ensuring membership is compliant with WIOA and Florida Statutes;
- B. Organizing Board meetings and ensuring meetings are held according to the Board's bylaws and Florida's Government-in-the-Sunshine Act;
- C. Developing and submitting the Local and Regional Plan;
- D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system, including development of policies and monitoring the administration of the programs;
- E. Negotiating and reaching agreement on local performance measures with the Consortium and FloridaCommerce;
- F. Ensuring the outcomes of local performance measures are provided to the Board members and Consortium no less than semi-annually.
- G. Negotiating with Consortium and required partners for the Memorandum of Understanding (as prescribed in Administrative Policy 106 - Memorandums of Understanding and Infrastructure Funding Agreements);
- H. In compliance with local board procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts for providers

- of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (i) of 20 CFR 679.370;
- I. Developing a budget for activities of the Board;
  - J. Certifying the one-stop career centers. One-stop certification requirements may be found in Administrative Policy 93 – One-Stop Career Center Certification Requirements; and
  - K. Providing copies of all monitoring and audit reports and related materials to the Board members, Board Chair, and Consortium within five (5) business days of receipt.

The Board shall have the authority to suspend, with or without pay, or remove the Director, Interim Director, or the designated person(s) responsible for the operational and administrative functions of Corporation with or without cause. The Consortium shall have the authority to direct the Board to suspend, with or without pay, or remove the Director, Interim Director, or the designated person(s) responsible for the operational and administrative functions of Corporation for cause. Upon receipt of the Consortium's direction, the Board shall provide written notice to the Director, Interim Director, or designated person(s) of the termination of his or her employment, specifying the date on which the Director, Interim Director, or designated person(s) responsible for the operational and administrative functions of Corporation employment shall terminate.

The Board shall conduct regular performance reviews, at a minimum annually, for the Director. Performance reviews must, at a minimum, include local area performance in the federal and state programs administered by the Board, and state-issued letter grades. Additionally, performance reviews must evaluate the Director's effectiveness in ensuring workforce investment activities carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2). The performance review must be provided to and reviewed by the Consortium.

Corporation shall provide or arrange for annual training to Board members to ensure they are aware of their roles, responsibilities, and functions to include an orientation and training for new Board members and periodic updates as needed.

The Director and staff of Corporation shall be subject to the limitations on the payment of salary and bonuses as described in WIOA sec. 194(15) and 2 CFR § 200.430.

#### Section 4.5 – Powers Regarding Legal Counsel

The Board shall have the power to select and recommend Legal Counsel for the provision of advice, support, and guidance on legal services to the Corporation for Consortium approval. The Consortium must approve the process for the Board to select Legal Counsel. The Legal Counsel shall report to the Board, shall provide and be responsible for provision of legal services, and give updates at Board meetings, as requested.

The Board shall have the authority to terminate the Legal Counsel with or without cause. The Consortium shall have the authority to direct the Board to terminate the Legal Counsel for cause. Upon receipt of the Consortium's direction to terminate the Legal Counsel, the Board shall provide written notice to the Legal Counsel, of the termination, specifying the date on which the Legal Counsel's contract shall terminate.

#### Section 4.6 – Authority of Individual Board Members

Board members have authority over the affairs of Corporation only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is taken when carrying out specific instructions by the Board.

Board and Committee members shall direct any such requests for comment to the Board Chair and/or Director of Corporation. The Board Chair and Director of Corporation are designated as the official spokespersons for Corporation.

#### Section 4.7 - Categories of Board Membership

Consistent with criteria set forth by the U.S. Department of Labor, WIOA, the State of Florida, and Florida WIOA, Board member composition shall be in accordance with the following categories:

- A. Business: These shall be individuals who are business owners, chief executives or operating officers, employers or other individuals with optimum policymaking or hiring authority, provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations, and are nominated by business organizations or business trade associations. In the event of a difference between the guidance provided in 20 CFR 679.300 and this provision, the regulation will control. A majority of the members of the Board must be representatives of business in the local area. At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration.
- B. Workforce: These shall be representatives of local labor organizations nominated by local labor federations, members of a local labor organization or a training director from a joint labor-management apprenticeship program, or if no joint program exists an individual from an apprenticeship program, may include community based organizations that have demonstrated experience and expertise in addressing employment needs of individuals with barriers, including organizations that serve veterans or individuals with disabilities, and out of school youth. If there is only one (1) representative of local labor organizations on the Board then that representative shall alternate between the County of representation every term. Workforce sector representatives shall constitute a minimum of twenty percent (20%) of the total Board.
- C. Education and Training: Representatives shall include providers administering adult education and literacy activities under WIOA Title II, institutions of higher education providing workforce investment activities (including community colleges and private education providers), may include local educational agencies and community-based

organizations with expertise in education and training of individuals with barriers to employment. If there is only one (1) representative of public education and one (1) representative of private education on the Board then those representatives shall alternate between the two (2) Counties of representation every term.

- D. Government, Economic/Community Development: Representatives of governmental, and economic and community development entities; economic and community development entities serving the Local Area, State Employment office/Wagner-Peyser Act 29 U.S.C. 720 et seq, WIOA Title I of rehabilitation act of 1973, may include agencies representing transportation, housing, public assistance, philanthropic organizations or representatives of entities or individuals as the Consortium determines to be appropriate. Government representatives shall include the County Administrator or designee from each County and one (1) Commissioner from the Hillsborough CEO and one (1) Commissioner from the Pinellas CEO that are currently serving on the Consortium. Such appointments of Commissioners to be consistent with their respective Board appointment processes. If the County Administrator designee is a local government representative, then the local government representative may alternate between the local governments within their County of representation every term.
- E. All Board members or their alternative designee shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. A representative with optimum policymaking authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- F. An individual may be appointed as a representative of more than one (1) membership area if the individual meets all criteria for such representation. If an individual represents more than one membership area, he or she must be appropriately nominated by the organization or entity he or she will represent and must have optimum policymaking authority within each membership area represented. Individuals representing more than one (1) membership area shall be determined and appointed by the Consortium. Nominees shall represent the urban and suburban nature as well as the demographic, ethnic, and gender characteristics reflective of the Local Area.

#### Section 4.8 - Qualifications

Members of the Board shall be U.S. citizens or permanent residents, and residents and registered voters of the Counties of representation. The residency and voter registration requirements may be waived for members of required seats by the Consortium. Business sector representatives must be employed by a business that is located in the County of representation.

#### Section 4.9 – Financial Disclosure

Each Board member who is not otherwise required to file a full and public disclosure of financial interests under Art. II, Section 8 of the Florida Constitution or under Chapter 112 of the Florida

Statutes shall, within thirty (30) days of appointment to the Board, annually thereafter, and upon completion of their term on the Board shall file a statement of financial interests.

#### Section 4.10 - Compensation

The Board members shall serve without compensation. Board members may be reimbursed for reasonable and necessary expenses incurred when traveling on official business of Corporation if approved in advance, consistent with the adopted travel policy. Such reimbursement shall be pursuant to Chapter 112 Section 061 Florida Statutes and Corporation policies.

#### Section 4.11 - Notification of Vacancies

The Board Chair or the Director will notify the Consortium when Board vacancies occur through written correspondence to the Consortium Chair and provide a copy to the County's Local Workforce Development Board Liaison.

### **ARTICLE V** **BOARD MEMBERSHIP**

#### Section 5.1 – Terms of Membership

- A. The term of membership for Members of the Board shall be the same as the Corporation's program year (July 1 – June 30);
- B. Members of the Board shall serve for fixed and staggered terms of two (2) years with the exceptions described herein. The initial Board appointments were staggered between one (1) and two (2) year terms to establish only a portion of the memberships expiring each year;
- C. Members of the Board may not serve as a Board member for more than eight (8) consecutive years unless such member is a representative of a governmental entity. If a Member of the Board is appointed to serve the remainder of an unexpired term, then such service shall count towards the Member's eight (8) year limit. Terms previously served on Hillsborough County or Pinellas County Local Workforce Development Boards do not count toward the eight (8) year limit. A Member may not start another term where the eight (8) consecutive years limit will be reached during such term;
- D. The term of office for the respective Commissioners serving on the Consortium and the respective County Administrator or County staff designee are not subject to the terms of membership specified herein;
- E. In accordance with WIOA and Florida WIOA, whenever a designated seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, the term of office for that seat is not subject to the terms of membership specified herein; and
- F. If a Board member resigns prior to his or her term end date or ceases to represent the category to which they were appointed, they shall be considered as having de facto resigned, and applications for filling the vacancy shall be received in accordance with



the application process set forth by the Consortium. Upon appointment, the new member shall serve the remainder of the unexpired term of the member whose vacancy he or she is filling.

## Section 5.2 – Attendance

Board members are required to attend at least fifty percent (50%) of the Board meetings in any one program year (July – June).

Board members shall notify the Director of Corporation or designee within a reasonable time in advance of the meeting if they will not be able to attend a Board meeting in order to obtain an excused absence. Board members shall notify the Director of Corporation or designee within a reasonable time in advance of the meeting if an alternative designee will attend, see Section 4.7(E). Committee members shall notify the Committee Chair or designee if they will not be able to attend a Committee meeting in order to obtain an excused absence. Designees do not have the right to vote or be counted for purposes of attendance or quorum.

## Section 5.3 – Resignation of Membership

A Board member may resign his or her membership on the Board at any time by submitting a resignation in writing to the Board Chair or Director. In the case of the resignation of the Board Chair, a resignation shall be submitted in writing to the Consortium Chair, the Director, and the Board Vice Chair. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Director or Consortium Chair, unless Section 5.1(D) is applicable.

Three (3) unexcused absences in any one program year (July 1 – June 30) from regularly scheduled Board meetings shall constitute a de facto resignation of the Board member. Three (3) unexcused absences in any one program year (July 1 – June 30) from regularly scheduled Committee meetings shall constitute a de facto resignation of the Committee member from that Committee. De facto resignation from a Committee will not impact the individuals' membership on the Board or membership on other Committees.

## Section 5.4 – Revocation of Membership

The Board Chair may recommend revocation of Board membership to the Consortium Chair, including for, but not limited to, the following reasons:

- A. A member's disability, illness, or inability to perform their duties on the Board; or
- B. Failure to carry out duties, responsibilities, and functions of a Board member as defined in federal and state law, regulations, and these Bylaws; or
- C. Unethical or illegal practices or actions

## **ARTICLE VI** **BOARD OFFICERS**

## Section 6.1 - Board Officer Positions, Nominations and Elections

The Board Officers of Corporation shall consist of a Chair, a Vice-Chair, a 2<sup>nd</sup> Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall not be from the same County of representation during the same program year. The 2<sup>nd</sup> Vice-Chair shall be chosen from the Hillsborough CEO and Pinellas CEO and shall alternate between the County of representation every one (1) year term. The 2<sup>nd</sup> Vice-Chair shall not be from the same County as the Consortium Chair during the same program year.

The Chair, Vice-Chair, Treasurer, and Secretary of Corporation shall be nominated and elected as follows:

- A. A slate of nominees for Officers shall be presented to the Board by the Nominating Committee and selected based upon a majority vote of the quorum present at Corporation annual meeting, except as otherwise directed by the full Board. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.
- C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.

## Section 6.2 – Duties of Board Officers

- A. Duties of the Chair shall include:
  - Leading the Board to develop a guiding vision that aligns with the state’s priorities;
  - Acting as the lead strategic convener to promote and broker effective relationships between the Consortium and economic development, education, and workforce partners in the Local Area;
  - Reviewing Board directives with the Director of Corporation to ensure compliance and implementation;
  - Presiding at all meetings of the Board;
  - Calling special meetings of the Board;
  - Serving as a signatory for Corporation financial and legal documents;
  - Serving as a member of the Audit Committee;
  - Appointing members to the Education and Industry Consortium;
  - Providing the annual performance review of the Director to the Board and Consortium;
  - Appearing before the state workforce development board (State Board) to discuss the performance of the Board, upon the request of the State Board; and
  - Performing all duties incident to the office of Chair.
- B. Duties of the Vice-Chair shall include:
  - Presiding over meetings of the Board in the absence of the Chair; and
  - Performing all duties incident to the office of Chair in the absence of the Chair.

C. Duties of the 2<sup>nd</sup> Vice Chair shall include:

- Presiding over meetings of the Board in the absence of the Chair and Vice-Chair;
- Serving as a member of the Audit Committee; and
- Performing all duties incident to the offices of Chair and Vice-Chair in the absence of the Chair and Vice-Chair.

D. Duties of the Treasurer shall include:

- Serving as Chair of the Audit Committee;
- Serving as a signatory for Corporation financial and legal documents;
- Making a report on the financial status at each regular meeting of the Board; and
- Performing all duties incident to the office of Treasurer.

E. Duties of the Secretary shall include:

- Signing all bank resolutions;
- Serving as a signatory for Corporation financial and legal documents;
- Reviewing all Board minutes prior to official adoption by the Board of Directors; and
- Performing all duties incident to the office of Secretary.

### Section 6.3 – Terms of Board Officers

The term of office for the Board Chair, Vice-Chair, Treasurer and Secretary shall be for one (1) full year, from July 1 through June 30.

Board Officers shall serve no more than two (2) consecutive terms of one (1) year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two (2) consecutive terms, the Officer shall then step down from their position for a minimum of one (1) year, although he or she may continue to serve as a Board member, or in another office. A member of the Board shall not serve more than two (2) terms in the Board Chair position. Additionally, the Board Chair may not simultaneously act as the employed Director/Chief Executive Officer or Chief Financial Officer of the Board while in position as the Board Chair.

The time which an Officer is appointed to serve the remainder of an unexpired term shall not count towards the Officer's two (2) consecutive terms.

The 2<sup>nd</sup> Vice-Chair is not subject to the Officer term limits specified herein.

### Section 6.4 – Vacancy in One of the Officer Positions

If a vacancy in any office other than the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting where a quorum is established. If the office of Chair becomes vacant, the Vice-Chair will assume the office of Chair for the remainder of the unexpired term. The office of Vice-Chair will then be filled at the Board's discretion.

**ARTICLE VII**  
**BOARD COMMITTEES**

**Section 7.1 – Standing Committees**

The Board shall create an Audit Committee and have the ability to create, expand, or combine additional Standing Committees to carry out the functions of the Corporation as determined necessary for the efficient operation of Corporation. The Consortium shall have the right to approve/appoint one (1) to two (2) non-Board members to the Audit Committee. All created, expanded, or combined Standing Committees shall have identified names, membership, duties and responsibilities. The Board Chair shall name a Committee Chair for each Committee from among the members of the Committee who are also members of the Board of Directors. Each Committee may meet at the call of its Chair or at the direction of the Board of Directors but shall meet at least quarterly. Standing Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board. All standing committees shall have a charter approved by the Board.

The Consortium may create, expand, or combine Standing Committees as determined necessary for the efficient operation of Corporation.

**Section 7.2 – Ad Hoc Committees**

The Chair may appoint Ad Hoc Committees as deemed necessary.

**Section 7.3 – General Guidelines of Committee Membership**

- A. All Committees shall be chaired by a Board member appointed by the Board Chair and Board members shall comprise a majority of each Committee;
- B. All Board members are required to serve on at least one (1) Standing Committee as determined and appointed by the Board Chair; and
- C. A Committee member, with the exception of a Board member, may designate an alternate in writing who shall have the powers, excluding voting, of the committee member when that alternate attend committee meetings in lieu of the committee member. No committee member or delegate may vote through proxy.

**Section 7.4 - Audit Committee Membership, Duties and Responsibilities**

The Audit Committee shall consist of the Board Chair, 2<sup>nd</sup> Vice-Chair, Treasurer, and may include one (1) to two (2) non-Board members if approved/appointed by the Consortium. No employee of Corporation shall serve on the Audit Committee but may serve as staff to the Audit Committee. Corporation's Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- A. Making recommendations to the Board on the selection of an independent auditor, including terms of engagement and compensation;

- B. Overseeing the annual financial audit of any and all programs operated by Corporation in compliance with 2 CFR Part 200 subpart F, including approving annual audit plans;
- C. Reviewing the annual financial audit and recommending responses to any adverse findings thereto to the Board;
- D. Authorizing and procuring Performance audits as defined by Sec 11.45, Florida Statutes, to be performed by independent firms or the Division of Inspector General, Clerk of the Circuit Court and Controller, subject to ratification by the Board;
- E. Reviewing audits and reports on the monitoring of activities, operations and expenditures under the programs operated by Corporation and reporting findings and making recommendations on corrective actions to the Board;
- F. Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of Corporation programs or county staff as determined by the Audit Committee and reporting findings and making recommendations on corrective actions to the Board;
- G. Reviewing and recommending for Board acceptance of the annual financial audit and 401(k) plan audit;
- H. Reviewing and recommending for Board acceptance of the annual IRS Form 990 submission; and
- I. Reviewing internal and external financial monitoring reports performed by Corporation, U.S. Department of Labor, FloridaCommerce, and others as deemed appropriate.

**ARTICLE VIII**  
**EDUCATION AND INDUSTRY CONSORTIUM**

Section 8.1 – Education and Industry Consortium

The Board must create an Education and Industry Consortium composed of representatives of educational entities and businesses in the designated service delivery area. The Education and Industry Consortium must provide quarterly reports to the Board which provide community-based information related to educational programs and industry needs to assist the Board in making decisions on programs, services, and partnerships in the service delivery area. The Board will consider the information obtained from the Education and Industry Consortium to determine the most effective ways to grow, retain, and attract talent to the service delivery area. The Board Chair will appoint the Education and Industry Consortium members for two-year terms beginning on January 1 of the year of appointment, and any vacancy must be filled for the remainder of the unexpired term in the same manner as the original appointment. A member of the Board may not serve as a member of the Education and Industry Consortium.

**ARTICLE IX**  
**MEETINGS**

Section 9.1 – Meeting Frequency, Location, Notices, Minutes, Participation and Parliamentary Procedures



- A. The Board and Committees of the Board shall meet on a regularly scheduled basis as deemed necessary and appropriate to carry out the responsibilities of the Board or Committee. A calendar of Board and Committee meetings shall be presented to the Board for approval at the annual meeting.
- B. Meetings of the Board and Committees of the Board shall be held at locations determined by the members.
- C. The Director of Corporation or designee shall notice all Board and Committee members of meetings by email, telephone, or any other electronic means at least seven (7) days in advance. These notices shall contain the meeting date, time, location, and identify the agenda items.
- D. Special meetings of the Board or Executive Committee may be called at any time by the Board Chair or by written request to the Board Chair of not less than twenty-five percent (25%) of the Board membership, setting forth the reason for calling a special meeting. In their consideration of whether a Special meeting is necessary Board members must be mindful not to substantively discuss the issue(s) which may come before the Board in their consideration of whether a Special Meeting is necessary.
- E. The Director of Corporation or designee shall notice all Board members of special meetings by email, telephone, or any other electronic means at least three (3) calendar days in advance. These notices shall contain the meeting date, time, location, and identify the purpose of the meeting and whether it has been called by the Chair or by written request.
- F. The public shall be informed of all meetings of the Board and Committees of the Board through notices which shall state the meeting date, time, location, and purpose. Special meeting notices shall identify whether it has been called by the Chair or by written request.
- G. Written minutes shall be kept of all Board and Committee meetings. Written minutes shall be reviewed and approved at the next regularly scheduled Board or Committee meeting. 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. All minutes shall be kept on file by the Board Secretary at Corporation administrative office as the record of the official actions of the Board or Committee for as long as prescribed by Chapter 119 of the Florida Statutes.
- H. All Board and Committee meetings shall be conducted in accordance with the "sunshine provision" of WIOA and Florida's Government-in-the-Sunshine Act.
- I. The Board may allow members to participate in Board and Committee meetings by the use of technology, such as telephone and web-based meetings, to promote member participation, provided that same access be made available to the public and it allows all persons participating in the meeting to hear each other.
- J. Members of the public may attend Board or committee meetings and will be given an opportunity to be heard at such meetings except in cases where the meeting involves an emergency situation affecting the public health, welfare, or safety, and comments would cause an unreasonable delay, a ministerial act, is exempt from Florida Statute Section 286.011, or where the Board or committee is acting in a quasi-judicial capacity. An individual is limited to three (3) minutes to make public comment at a Board or committee meeting, absent the Board or committee granting the individual an extension of time. The procedures for an individual to inform the Board or

committee of a desire to be heard at a Board or committee meeting will be published on the agenda.

### Section 9.2 – Participation in Meetings

Participation in Board and Executive Committee meetings shall be limited to members of the Board, Committees of the Board, Corporation staff, County Liaison(s) to Corporation and Board Counsel, with the exception of regularly scheduled agenda items that call for reports or participation by non-members. A time shall be set on the agenda for the receipt of public comment to allow input or comment from any member of the public.

### Section 9.3 – Parliamentary Procedures

Where parliamentary procedures are not covered by these By-laws, Robert's Rules of Order, Revised, shall prevail.

## **ARTICLE X** **QUORUM, VOTING, CONFLICT OF INTEREST,** **AND RELATED PARTY CONTRACTS**

### Section 10.1 – Quorum

A quorum is required to conduct official business of the Board and Committees of the Board.

- A. A quorum of the Board and Committees of the Board shall consist of at least forty percent (40%) of the actual appointed membership;
- B. Board and Committee members participating by the use of technology, such as telephone and web-based meetings, will be included as part of the quorum as a quorum does not have to be physically present to conduct business; and
- C. In the absence of a quorum, no official action shall be taken on any item by the Board or Committee.

### Section 10.2 – Voting

- A. Any action that may be taken by the Board or a Committee shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the actual appointed membership in attendance at a meeting where a quorum has been established unless otherwise specified in these bylaws.
- B. Each member of the Board or Committee shall have one (1) vote when present at a Board or Committee meeting, whether attending in person or by telephone or other type of communication technology.
- C. Members may not vote by proxy.
- D. Voting privileges of non-Board members selected to serve on a Committee are limited to that Committee.
- E. A member of the Board or Committee, who is present, either in person or by telephone or other type of communication technology, at a meeting of the Board or Committee at

which action on any matter is taken shall vote on all said actions or matters. Every vote shall be declared and entered in the minutes of the meeting except as provided below in the case of conflict of interest.

- F. A Board member acting as presiding Officer at a meeting of the Board or a Committee shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- G. Any action item considered, voted on and approved by a Committee, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth for approval at the next Board meeting.

### Section 10.3 – Conflict of Interest

When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes.

No Board or Committee member shall vote upon any measure which would inure to their special private gain or loss; which they know would inure to the special private gain or loss of any principal by whom they are retained or to the parent organization or subsidiary of a corporate principal by which they are retained; or which they know would inure to the special private gain or loss of a relative or business associate. A relative is defined as any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. See Chapter 112 Section 3143 Florida Statutes.

### Section 10.4 – Related Party Contracts

Related party contracts shall require a two-thirds (2/3<sup>rd</sup>) vote of the Board or Committee for approval, a quorum having been established, and the Board or Committee member who has a conflict of interest shall comply with requirements of Section 9.3. All related party contracts shall be reported to FloridaCommerce for review and approval prior to being executed, as required. A related party contract is any contract made between Corporation and a member of the Board or Committee, or Board or Committee member's relative, or an entity represented by that Board or Committee member.

## **ARTICLE XI AMENDMENTS**

### Section 11.1 – Amendments

These By-laws may be amended or replaced only by the Consortium. At the Consortium's sole discretion, the Consortium may consult with the Board during the Consortium's consideration of amendments or replacements to these By-laws. The Board may initiate or support this process by providing recommendations for amendment or replacement for Consortium consideration and approval.

### Section 11.2 – Recommendations for Amendments

The Board may recommend to the Consortium these By-laws be amended or replaced by a two-thirds (2/3<sup>rd</sup>) affirmative vote of the quorum in attendance at the Board meeting. Notice of recommending a proposed amendment to or replacement of these bylaws shall be made no less than five (5) calendar days prior to the Board meeting at which such amendment or repeal is acted upon.

## **ARTICLE XII** **GENERAL PROVISIONS**

### Section 12.1 – General Provisions

Nothing in these By-laws shall be construed to take precedence over federal, state, or local laws or regulations, or to constrain the rights or obligations of the Consortium or State.

## **ARTICLE XIII** **INDEMNIFICATION**

### Section 13.1 – Indemnification of Board Members

Corporation shall indemnify and hold harmless any Board Officer, Board member, or staff person, or former Board Officer, Board member, or staff person, for expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a Board Officer, Board member, or staff person, except in relation to matters in which he or she was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his or her duties.

### Section 13.2 – Rights to Indemnification

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

### Section 13.3 – Indemnification Insurance

Corporation shall purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

## **ARTICLE XIV** **FISCAL YEAR**

### Section 14.1 – Fiscal Year

The fiscal year of Corporation shall be July 1 through June 30.

**ARTICLE XV**  
**DISSOLUTION**

Section 15.1 – Dissolution

Upon the dissolution of Corporation, the Officers shall, after paying or making provision for the payment of all the liabilities of Corporation, dispose of the remaining assets of Corporation by returning them to the U.S. Department of Labor, the state designee, or, if the U.S. Department of Labor and state designee agree, giving those assets to local charitable, educational, religious, or scientific purposes, which qualify as a Section 501(c)3 non-profit organization under the Internal Revenue Code.

**ARTICLE XVI**  
**ENACTMENT PROVISION**

Section 16.1 – Enactment Provision

Pursuant to 20 C.F.R. 679.310(g), these By-laws shall become effective upon approval by the Consortium.



EXHIBIT B

<b>CAREERSOURCE HILLSBOROUGH / PINELLAS</b> <b>CONSORTIUM MEETING – APRIL 2, 2024</b> <b>(NO INDIVIDUAL VOTING REQUIRED)</b>			FLOWERS	LATVALA	MYERS	WOSTAL
COMMENTS	POSITION	NOMINEE				
<p>Thirty-five positions are vacant.</p> <p>Initial Terms are staggered between one and two years ending 6/30/2025 and 6/30/2026.</p> <p>Annual Financial Disclosure required.</p>	Business Sector	Mitchell Allen, Tampa Bay EDC (HC) (One-year term ends: 06/30/25)				
		Sean Butler, Titan Technologies (HC) (One-year term ends: 06/30/25)				
		Gary Hartfield, Serenity Village Company (HC) (Two-year term ends: 06/30/26)				
		Ben Hom, McKibbon Hospitality (HC) (Two-year term ends: 06/30/26)				
		April Neumann, Ultimate Medical Academy (HC) (One-year term ends: 06/30/25)				
		Roy Sweatman, Southern Manufacturing Technologies (HC) (Two-year term ends: 06/30/26)				
		Thayne Swenson, Swenson Construction (HC) (One-year term ends: 06/30/25)				
		Sophia West, C.S. West & Associates, PA (HC) (Two-year term ends: 06/30/26)				
		Mercedes Young, Vivid Consulting Group (HC) (Two-year term ends: 06/30/26)				

**CAREERSOURCE HILLSBOROUGH / PINELLAS**

**CONSORTIUM MEETING – APRIL 2, 2024**

**(NO INDIVIDUAL VOTING REQUIRED)**

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
<p>Thirty-five positions are vacant.</p> <p>Initial Terms are staggered between one and two years ending 6/30/2025 and 6/30/2026.</p> <p>Annual Financial Disclosure required.</p>	Business Sector	David Fetkenher, Crown Automotive Group (PC) (Two-year term ends: 06/30/26)				
		Benjamin Friedman, Duke Energy (PC) (One-year term ends: 06/30/25)				
		Barclay Harless, Valley Bank (PC) (One-year term ends: 06/30/25)				
		Nikisha Lezama, CoreRx (PC) (One-year term ends: 06/30/25)				
		Esther Matthews, All Enterprise Solutions (PC) (Two-year term ends: 06/30/26)				
		Jeremy Robinson, Choice Hotels (PC) (One-year term ends: 06/30/25)				
		Elizabeth Siplin, Empact Solutions (PC) (Two-year term ends: 06/30/26)				
		Scott Thomas, Promedica Senior Care (PC) (One-year term ends: 06/30/25)				
		Russell Williams, Power Design (PC) (One-year term ends: 06/30/25)				

**CAREERSOURCE HILLSBOROUGH / PINELLAS**

**CONSORTIUM MEETING – APRIL 2, 2024**

**(NO INDIVIDUAL VOTING REQUIRED)**

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
<p>Thirty-five positions are vacant.</p> <p>Initial Terms are staggered between one and two years ending 6/30/2025 and 6/30/2026.</p> <p>Annual Financial Disclosure required.</p>	Workforce Sector	Robert Blount, Abe Brown Ministries (HC) (Two-year term ends: 06/30/26)				
		Joseph Eletto, Veterans Council of Hillsborough (HC) (One-year term ends: 06/30/25)				
		Elizabeth Gutierrez, Enterprising Latinas, Inc. (HC) (One-year term ends: 06/30/25)				
		Michael Jalazo, PERC (PC) (One-year term ends: 06/30/25)				
		Jim Junecko, IUOE Local 487 (HC) (One-year term ends: 06/30/25)				
		Shawn McDonnell, IBEW (PC) (Two-year term ends: 06/30/26)				
		Kenneth Williams, Teamster Local Union No. 7 (PC) (Two-year term ends: 06/30/26)				

**CAREERSOURCE HILLSBOROUGH / PINELLAS**

**CONSORTIUM MEETING – APRIL 2, 2024**

**(NO INDIVIDUAL VOTING REQUIRED)**

**COMMENTS**

**POSITION**

**NOMINEE**

**FLOWERS**

**LATVALA**

**MYERS**

**WOSTAL**

<p>Thirty-five positions are vacant.</p> <p>Initial Terms are staggered between one and two years ending 6/30/2025 and 6/30/2026.</p> <p>Annual Financial Disclosure required.</p>	<p>Education Sector</p>	<p>Belinthia Berry, St. Petersburg College (PC) (One-year term ends: 06/30/25)</p>				
		<p>Warren “Scott” Brooks, Hillsborough County Schools (HC) (One-year term ends: 06/30/25)</p>				
		<p>William “Mark” Hunt, Pinellas County Schools (PC) (Two-year term ends: 06/30/26)</p>				
		<p>Dr. Brian Mann, Hillsborough Community College (HC) (Two-year term ends: 06/30/26)</p>				
		<p>Dr. Rebecca Sarlo, Evara Health (PC) (Two-year term ends: 06/30/26)</p>				

**CAREERSOURCE HILLSBOROUGH / PINELLAS**

**CONSORTIUM MEETING – APRIL 2, 2024**

**(NO INDIVIDUAL VOTING REQUIRED)**

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL	
<p>Thirty-five positions are vacant.</p> <p>Initial Terms are staggered between one and two years ending 6/30/2025 and 6/30/2026.</p> <p>Annual Financial Disclosure required.</p>	<p>Government, Economic/Community Development Sector</p>	<p>John Howell, Vocational Rehabilitation (HC &amp; PC) (One-year term ends: 06/30/25)</p>					
		<p>Vacant (PC) (Two-year term ends: 06/30/26)</p>					
		<p>Ocea Wynn, City of Tampa (HC) (Two-year term ends: 06/30/26)</p>					
		<p>Commissioner Wostal, Hillsborough BOCC (HC) (One-year term ends: 06/30/25)</p>					
		<p>Commissioner Latvala, Pinellas BOCC (PC) (Two-year term ends: 06/30/26)</p>					





## **ACTION ITEM 3**

### **Compensation Review and Annual Increase**

The Board of Directors approved Compensation Resources to conduct a compensation review for CareerSource Pinellas at its May 26, 2022, Board of Directors Meeting. The compensation review was conducted, and a final report was presented to the Board of Directors on November 16, 2022. The report recommended that pay ranges for all existing job classifications be increased by 4.7% to ensure that CareerSource Pinellas offered competitive salaries and wages compared to the marketplace. The Board accepted and approved the report. Pay ranges were increased by 4.7% and salaries of all staff were evaluated, and increases, if approved, became effective January 1, 2023.

Subsequently, Compensation Resources communicated with us via email in the fourth quarter of 2023, that merit increases for 2024 for the Tampa Bay region should be 3.7% to reflect cost-of-living increases for the region. CareerSource Pinellas normally provides merit increases to staff annually on July 1. With the pending merger of CareerSource Pinellas with CareerSource Tampa Bay on or about July 1, any salary increases should occur before July 1 to ensure that staff receive their annual increase. Thus, we are requesting that salaries of the CareerSource Pinellas staff be increased by 3.7% effective June 1, 2024.

#### **RECOMMENDATION**

Approval of 3.7% salary increases for CareerSource Pinellas staff effective June 1, 2024.



## **ACTION ITEM 4**

### **Related Party Contracts for PY'2024-2025**

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statute Section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all 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 offers several programs to assist in training and maintaining a highly skilled workforce. These programs include:

- **On the Job Training program (OJT)** assists companies find, interview, and hire the right person for their job vacancies. The OJT program provides a unique opportunity for employers to train the new employee to their processes and standards. The skills learned are directly relevant to the work the employee will perform. Employers who hire new, full-time workers under OJT receive reimbursement of 50% of the candidate's hourly wage or salary for up to 6 months of employment if the individual meets certain eligibility criteria.
- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the workforce or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for up to 480 hours. CareerSource Pinellas also covers all unemployment taxes and workers comp during this "trial" period.



## ACTION ITEM 4 (cont.) Related Party Contracts for PY'2024-2025

- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITAs)** are provided to program-specific eligible individuals to receive funding for educational programs for the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions which provide occupational training in skill areas of sustained labor market demand or growth.

A listing of related party contracts requiring two-third board approval is below.

\*\*Each is a separate action and vote.

\*\*Each Board member related must verbally abstain from the vote related to their respective organization.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	Leases (not to exceed)	ITA (not to exceed)
A	Pinellas County Schools	Mark Hunt		\$130K	\$150K
B	St. Petersburg College	Belinthia Berry		\$160K	\$200K
C	Empact Solutions	Elizabeth Siplin	\$50K		
D	Evara Health	Rebecca Sarlo	\$100K		

With approval, will proceed with submission to Florida Department of Commerce with contract, Board meeting attendance roster and Board meeting minutes.

### RECOMMENDATION

Approval of the PY'2024-2025 related party contracts by a two-thirds (2/3<sup>rd</sup>) vote.

### 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 County Schools

Contractor Name & Address: Pinellas County Schools 301 Fourth St. SW Largo, FL 33779

Contractor Contact Phone Number: 727-588-6006

Contract Number or Other Identifying Information, if any: ITAs

Contract Term: 7/1/2024-6/30/2025

Value of the Contract with no extensions or renewals exercised: up to \$150,000

Value of the Contract with all extensions and renewals exercised: \_\_\_\_\_

Description of goods and/or services to be procured: Individual Training Accounts

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

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

The nature of the conflicting interest in the contract: Employed by Pinellas County School District

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.

Scott Thomas  
Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

4/11/2024

Date

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

### 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 County Schools

Contractor Name & Address: Pinellas County Schools 301 Fourth St. SW Largo, FL 33779

Contractor Contact Phone Number: 727-588-6006

Contract Number or Other Identifying Information, if any: Lease with Pinellas Technical College

Contract Term: 07/01/2024 - 06/30/2025

Value of the Contract with no extensions or renewals exercised: up to \$130,000

Value of the Contract with all extensions and renewals exercised: \_\_\_\_\_

Description of goods and/or services to be procured: Lease with Pinellas Technical College

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

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

The nature of the conflicting interest in the contract: Employed by Pinellas County School District

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.

Scott Thomas  
Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

4/11/2024

Date

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

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

I, William Mark Hunt, a board member an employee of the board (circle one) hereby disclose 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  
 Contractor Name & Address: Pinellas County Schools 301 Fourth St. SW, Largo, FL 33779  
 Contractor Contact Phone Number: 727-588-6006  
 Description or Nature of Contract: Individual Training Accounts (ITA)  
 Description of Financial Benefit\*: Funds awarded to Board member's employer

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/owner's name is: \_\_\_\_\_

W. Mark Hunt  
 Signature of Board Member/Employee

William Mark Hunt  
 Print Name

4/15/24  
 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 D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, William Mark Hunt, a board member an employee of the board (circle one) hereby disclose 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  
Contractor Name & Address: Pinellas County Schools 301 Fourth St. SW, Largo, FL 33779  
Contractor Contact Phone Number: 727-588-6006  
Description or Nature of Contract: Lease with Pinellas Technical College  
Description of Financial Benefit\*: Funds awarded to Board member's employer

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/owner's name is:

W. Mark Hunt  
Signature of Board Member/Employee

William Mark Hunt  
Print Name

4/15/24  
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.



**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, William Mark Hunt, hereby disclose that on May 22, 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 Pinellas County Schools, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:  
Related Party Contract votes for ITAs and Lease Agreement with Pinellas County Schools.

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.

4/15/2024  
Date Filed

W. Mark Hunt  
Signature

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

### EXHIBIT C CONTRACT INFORMATION FORM

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

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

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

Contractor Name & Address: Evara Health 14100 58th Stree N Clearwater 33760

Contractor Contact Phone Number: 727-824-8181

Contract Number or Other Identifying Information, if any: Paid Work Experience (PWE)/On the Job training (OJT)

Contract Term: 7/1/2024-6/30/2025

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

Value of the Contract with all extensions and renewals exercised: \_\_\_\_\_

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

Method of procurement for the goods and/or services to be procured: PWE and OJT agreements

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

The nature of the conflicting interest in the contract: Employee of Evara Health

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

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

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

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

I certify that the information above is true and correct.

Scott Thomas  
6385029341142D  
Signature of Board Chair / Vice Chair\*

Scott Thomas  
Print Name  
4/11/2024

\_\_\_\_\_  
Date

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

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

I, Rebecca Sarlo, a **board member** / an employee of the board (circle one) hereby discloses that I, myself / **my employer** / my business / my organization / OR "Other" (describe) \_\_\_\_\_ (Circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Pinellas/LWDB 14  
 Contractor Name & Address: Evara Health/14100 58<sup>th</sup> Street N. Clearwater, FL 33760  
 Contractor Contact Phone Number: 727-824-8181  
 Description or Nature of Contract: Work Based Learning (WBL)/Work Based Training (WBT) Provider  
 Description of Financial Benefit\*: WBL/WBT enrollees provided and reimbursement for PWE/OJT paid to Board member's company.

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

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/owner's name is: \_\_\_\_\_

**Rebecca Sarlo** Digitally signed by Rebecca Sarlo  
 Date 2024.04.15 11:18:34 -04'00'  
 Signature of Board Member/Employee

Rebecca Sarlo  
 Print Name

04/15/2024  
 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.







**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 May 22, 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 Evava 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:

Related Party Contract votes for **PWE/OJT Agreements with Evava Health.**

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.

04/15/2024  
Date Filed

Rebecca Sarlo  
Signature

Digitally signed by Rebecca Sarlo  
Date: 2024.04.15 11:19:23 -0400

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

### EXHIBIT C CONTRACT INFORMATION FORM

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

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

Identification of all parties to the contract: Empact Solutions and CareerSource Pinellas

Contractor Name & Address: Empact Solutions 260 1st Ave. S. St. Petersburg, FL 33701

Contractor Contact Phone Number: 915-355-7715

Contract Number or Other Identifying Information, if any: Paid Work Experience (PWE) On the job training (OJT) & Summer Intern provided to Board member's company

Contract Term: 7/1/2024-6/30/2025

Value of the Contract with no extensions or renewals exercised: up to \$50,000

Value of the Contract with all extensions and renewals exercised: \_\_\_\_\_

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

Method of procurement for the goods and/or services to be procured: PWE and OJT agreements

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

The nature of the conflicting interest in the contract: CEO of Empact Solutions

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.

Scott Thomas  
Signature of Board Chair / Vice Chair\*

Scott Thomas  
Print Name  
4/11/2024  
Date

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

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

I, Elizabeth Siplin, a board member / an employee of the board (circle one) hereby disclose 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

Contractor Name & Address: Empact Solutions 260 1st Ave. S. St. Petersburg, FL 33701

Contractor Contact Phone Number: 915-355-7715

Description or Nature of Contract: Work Experience

Description of Financial Benefit\*: Paid Work Experience (PWE)/On the job training (OJT) & Summer Youth PWE provided 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/decision maker's name is: Elizabeth Siplin



Signature of Board Member/Employee

Elizabeth Siplin

Print Name

4/16/2024

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.



**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, Elizabeth Siplin, hereby disclose that on May 22, 20 24 :

(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 Empact Solutions, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

Related Party Contract votes for PWE/OJT Agreements with Empact Solutions.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/16/2024

Date Filed

DocuSigned by:

*Elizabeth Siplin*

B464E50A70E24BE

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 5

### Renewal of Approved Training Providers

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. These agreements have previously been administered annually with a two year renewal period contingent upon Workforce Solutions Committee and Board of Directors approval. The renewal process includes submission of:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students.
- Provide Training Provider Renewal Application and Agreement.
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information.
- Provide a copy of a valid license from the Commission for Independent Education (CIE).
- Programs must be listed on the [Master Credential List](#).

CareerSource Pinellas monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Provider performance will continue to be monitored as the Reach Office develops new performance guidance and thresholds.

The follow training providers completed all the necessary steps for agreement renewal effective July 1, 2024.

St. Petersburg College
Pinellas Technical College
ATA Career College
CodeBoxx
Keiser University
Southern Technical Institute

### RECOMMENDATION

Approval for CareerSource Pinellas to enter into two year (7/1/24-6/30/26) renewal agreements with the above listed training providers.





## ACTION ITEMS 6 & 7

### Approval of New Training Providers

#### Clearview Adult Education Center

3815 43<sup>rd</sup> St. St. Petersburg, FL 33714

#### Pinellas High Innovation

1220 Palmetto St. Clearwater, FL 33755

Both campuses are extensions of Pinellas Technical College, and both are accredited by the Commission of the of the Council on Occupational Education.

### Courses/Certificate/Diploma Programs Clearview Adult Education Center

Program – Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	Retention Rate
Phlebotomy	\$564	\$481	\$1,045	3 Months	New	\$14.84	31%
Computer Systems & Information Technology (CSIT)	\$915	\$3,870	\$4,785	900 Clock Hours	New	\$21.20	83%

### Courses/Certificate/Diploma Programs Pinellas High Innovation

Program – Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	Retention Rate
Phlebotomy	\$564	\$481	\$1,045	3 Months	New	\$14.84	31%
Computer Systems & Information Technology (CSIT)	\$915	\$3,870	\$4,785	900 Clock Hours	New	\$21.20	83%

#### RECOMMENDATION

Approval to add Clearview Adult Education Center and Pinellas High Innovation to the CSPIN Eligible Training Provider List.



**ACTION ITEM 8**  
**Approval of New Training Programs**  
**for**  
**Pinellas Technical College (PTC)**  
**301 Fourth Street SW**  
**Largo, FL 33779**

Pinellas Technical College submitted new training courses for approval. If approved, the training programs are eligible for approval through June 30, 2026.

**Courses/Certificate/Diploma Programs**

Program – Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	Retention Rate
Applied Cybersecurity	\$1,889	\$2,190	\$4,079	8 Months	New	\$30.86	New
Diesel Maintenance Technician	\$6,872	\$1,752	\$8,624	6 Months	New	\$18.51	New
Fundamental Foodservice Skills	\$2,229	\$1,752	\$3,981	6 Months	New	\$13.29	New
Heating, Ventilation, Air Conditioning-Refrigeration-ESOL	\$1,778	\$2,190	\$3,968	8 Months	New	\$17.64	New
Computer-Aided Drawing and Modeling	\$3,504	\$1,678	\$5,182	12 Months	New	\$19.00	New

**RECOMMENDATION**

Approval to add new Pinellas Technical College training programs to the eligible training provider list effective July 1, 2024.



**ACTION ITEM 9**  
**Approval of New Training Programs**  
**for**  
**St. Petersburg College**  
**P.O. Box 13489**  
**St. Petersburg, FL 33733**

St. Petersburg College submitted new training courses for approval. If approved, the training programs are eligible for approval through June 30, 2026.

**Courses/Certificate/Diploma Programs**

Program – campus	Books & Supplies	Tuition & Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	Retention Rate
Computer Support Certification – SPC Epi Center	\$0	\$2,346	\$2,346	9 mo.	New	\$19.27	New
Cybersecurity – SPC Epi Center	\$0	\$14,724	\$14,724	4 years	New	\$48.17	New
Networking Technologies – SPC Epi Center	\$0	\$6,705	\$6,705	1 year	New	\$25.53	New
Patient Care Tech w/ Phlebotomy – SPC Epi Center	\$0	\$4,995	\$4,995	12 weeks	New	\$16.89	New
Registered Nurse Refresher / Remediation – SPC Epi Center	\$0	\$6,995	\$6,995	12 weeks	New	\$27.00	New
Supply Chain Principles – SPC Epi Center	\$0	\$500	\$500	16 weeks	New	\$22.00	New
Technology Development & Management – SPC Epi Center	\$0	\$14,724	\$14,724	4 years	New	\$26.37	New
Healthcare Data Management Certificate – SPC Pinellas Park	\$1,296	\$1,960	\$3,253	6 mo.	New	\$22.00	New
Medical Coding and Revenue Management – SPC Pinellas Park	\$1,731	\$3,665	\$5,396	1-2 years	New	\$23.00	New
RN-BSN Program – SPC Pinellas Park	\$1,282	\$3,962	\$5,209	1 year	New	\$34.28	98%
Audio Production & Engineering – SPC Gibbs	\$0	\$1,676	\$1,676	1 year	New	\$21.31	New
Digital Graphic CT – SPC Seminole	\$0	\$1,676	\$1,676	6 mo.	New	\$31.83	New

**RECOMMENDATION**

Approval to add new St. Petersburg College training programs to the eligible training provider list effective July 1, 2024.



## **ACTION ITEM 10**

### **Audit of June 30, 2024, Financial Statements**

Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2024, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The fees for the audit and the preparation of the Form 990 will be \$26,350 which will include travel and other out-of-pocket costs.

This will be the fourth year of the contract for audit services. Per Florida Commerce's Audit and Audit Resolution Responsibilities, CareerSource Pinellas "must limit auditor retention to no more than five years."

#### **RECOMMENDATION**

Approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2024.



## **INFORMATION ITEM 1**

### **CareerSource Pinellas/Tampa Bay Consolidation Update**

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

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

#### **February 6, 2024, Consortium Meeting**

- Approved selection process for LWDB Legal Counsel

#### **April 2, 2024, Consortium Meeting**

- Approved By-laws for merged entity
- Appointment of new board members for new entity

#### **May 30, 2024, CareerSource Hillsborough Pinellas Board Meeting (expected agenda items)**

- Elect officers for new Board of Directors
- Approve 2024-2025 Budget for CareerSource Hillsborough Pinellas
- Approve Legal Counsel
- Approval of CEO (??)
- Overview of CareerSource Pinellas and CareerSource Tampa Bay



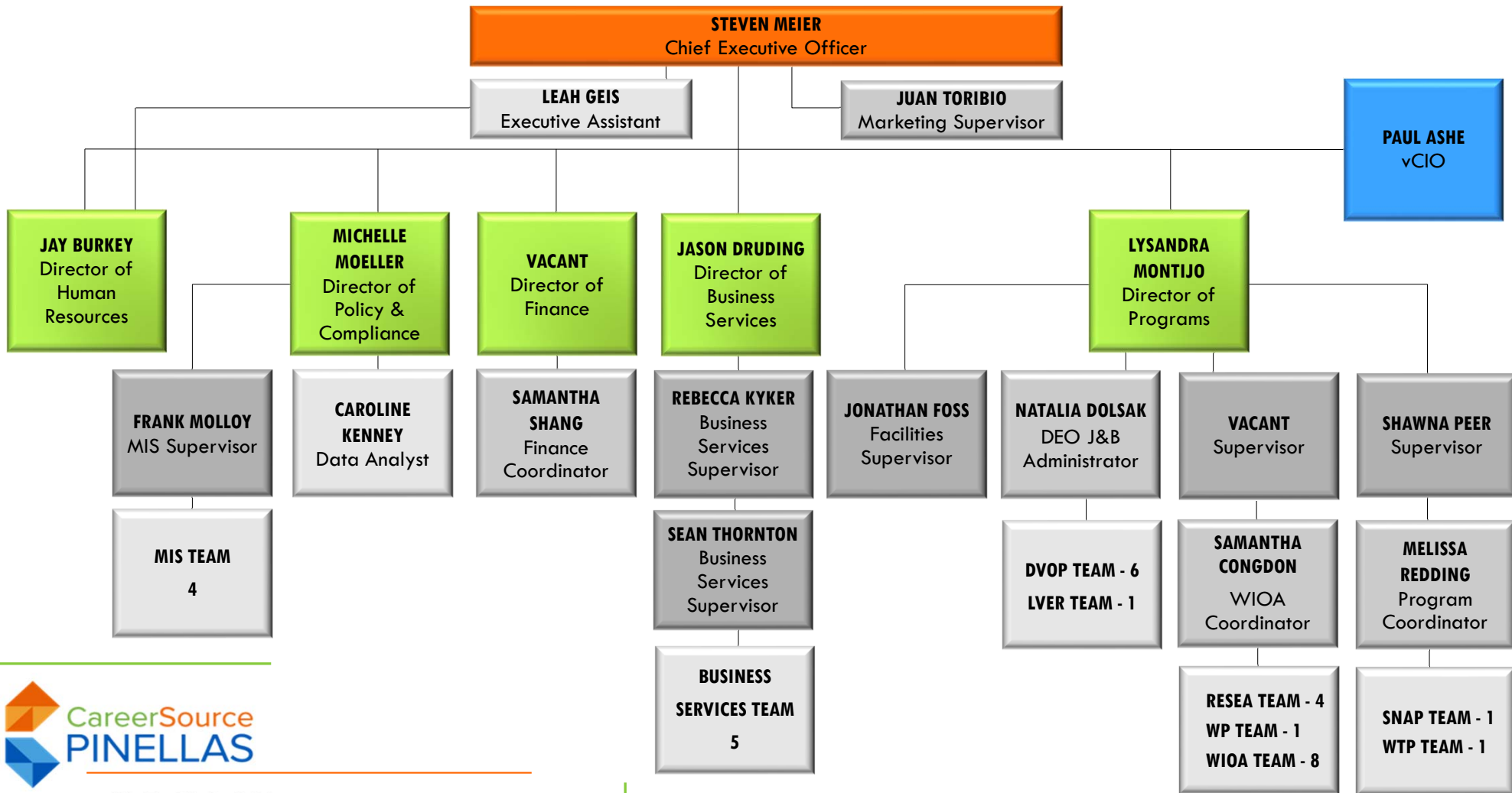
## **INFORMATION ITEM 1 (cont.)**

### **CareerSource Pinellas/Tampa Bay Consolidation Update**

#### **Outstanding Items**

- Select HR Consultant to review benefit structure between two entities as well as organization structure of two entities
- Operational Workgroups meeting to discuss similarities and differences between CareerSource Pinellas and Tampa Bay
- Consortium to approve following at June 4, 2024, meeting:
  - CEO Selection
  - 2024-2025 Budget
  - Request Approval as Direct Services Provider
- WorkNet Pinellas, Inc. (legal entity for CareerSource Pinellas) is dissolving June 30, 2024
- All employees of CareerSource Pinellas will become employees of Tampa Bay Workforce Alliance dba CareerSource Hillsborough Pinellas
- Merge two organizations into one! Still a lot of work to be done.





# ORGANIZATION CHART



## **INFORMATION ITEM 3**

### **STAFFING REPORT**

Since the beginning of the current Program Year the organization has been reduced by one coordinator, two Business Services specialists, one CFO, one Career Specialist, and four Career Counselors.

Since the beginning of the current Program Year, the organization has welcomed the following employees to the CareerSource Pinellas team:

- Michelt Ortega, **Technician**



## INFORMATION ITEM 4

### One-Stop Committee Goals for PY'2023 – 2024 Through February 29<sup>th</sup>, 2024

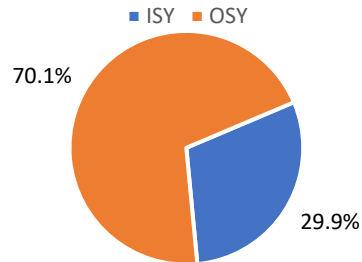
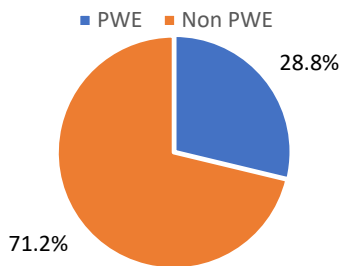
**1. One-stop Delivery system:**

- a. Increase traffic by 20% in career centers, while continuing to offer quality virtual services.
- b. Increase participation in workshops by 20%.
- c. Increase the number of EF participants by 10%

**2. Youth:**

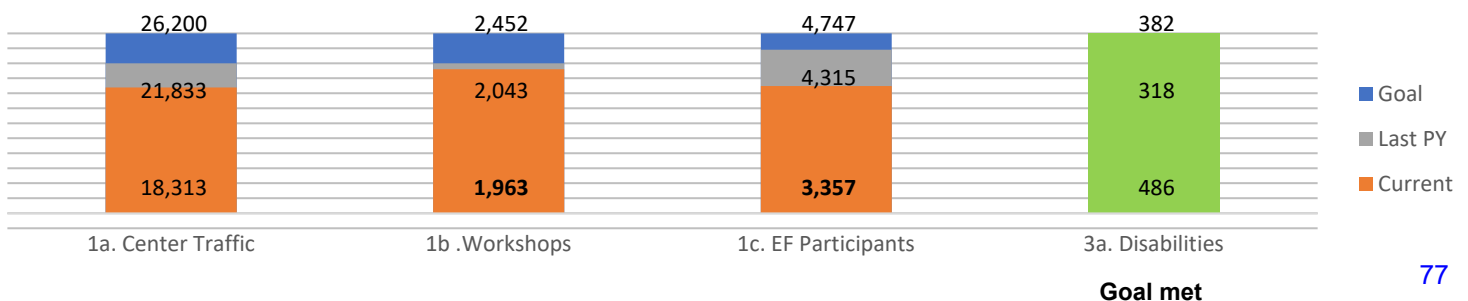
- a. Meet required WIOA metrics of 20% paid work experience and 50% of Out-of-School Youth.
- b. Meet or exceed 90% of negotiated performance goals for Credential Attainment Rate (84.1%) and Measurable Skill Gains (65%). *\*Reported on the WIOA Performance Indicators Page 6*

2a.



**3. Provision of Services to individuals with Disabilities:**

- a. Increase services to individuals with disabilities by 20%.



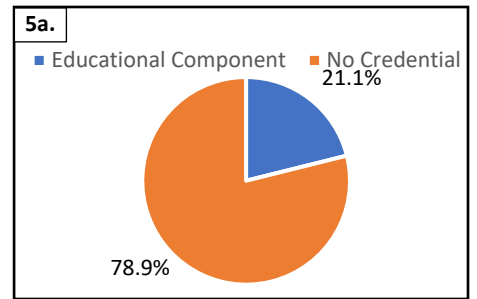
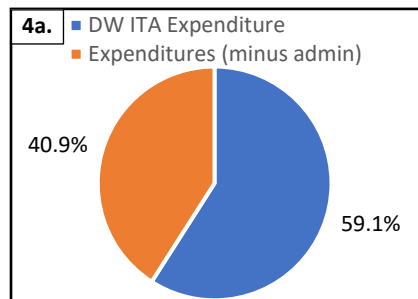
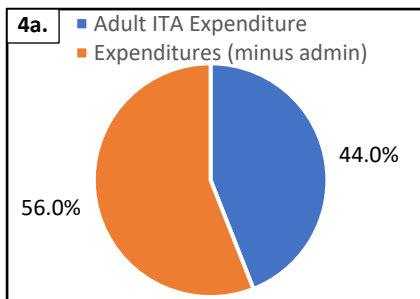


## INFORMATION ITEM 4 (cont.)

### One-Stop Committee Goals for PY'2023 – 2024

**4. Training of Individuals under the Workforce Innovative Opportunity Act:**

- a. Meet required WIOA metrics of 35% for Individual Training Account (ITA) expenditures for both WIOA Adult and WIOA Dislocated Workers.
- b. Meet or exceed 90% of negotiated performance goals for Credential Attainment Rate (87%) and Measurable Skill Gains (65%) for WIOA Adults. *\*Reported on the WIOA Performance Indicators Page 6*
- c. Meet or exceed 90% of negotiated performance goals for Credential Attainment Rate (86.5%) and Measurable Skill Gains (65%) for WIOA Dislocated Workers *\*Reported on the WIOA Performance Indicators Page 6*
- d. Increase the number of job placements for WIOA participants by 10%.

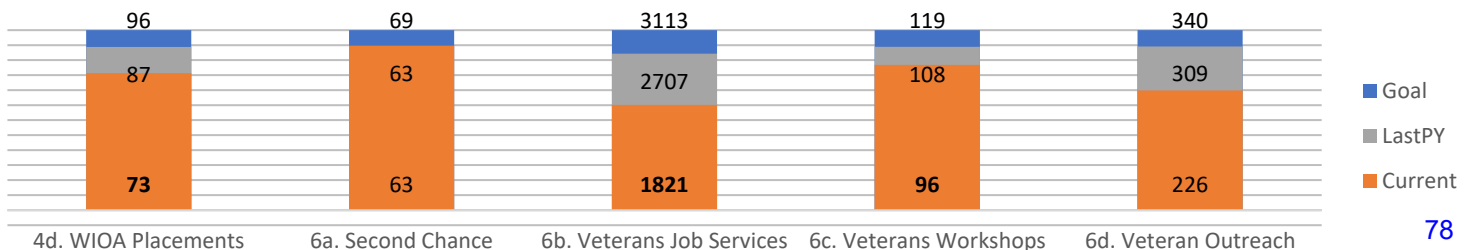


**5. Welfare Transition Customers:**

- a. Ensure at least 5% of Welfare Transition customers successfully complete at least one Florida Ready to Work credential.
- b. Co-enroll 5% of Welfare Transition customers into WIOA Title II and Title IV programs.

**6. Services and Programs delivered to recognized target groups:**

- a. Increase the number of Second Chance employers by 10%.
- b. Increase the number of assisted job services to veterans by 15%.
- c. Increase the number of veterans participating in workshops by 10%.
- d. Increase the number of employer outreach for veterans by 10%.





## INFORMATION ITEM 5

Measures	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2022-2023 Performance Goals	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2n Quarter Performance	PY2023-2024 % of Performance Goal Met For Q2	PY2023-2024 Performance Goals
<b>Adults:</b>												
Employed 2nd Qtr After Exit	75.80	82.39	80.10	87.07	82.90	90.11	92.00	86.90	94.46	86.90	94.46	92.00
Median Wage 2nd Quarter After Exit	\$10,619.00	98.87	\$10,506	97.82	\$9,755	90.83	\$10,740	\$10,190	94.88	\$10,121	94.24	\$10,740
Employed 4th Qtr After Exit	75.40	83.59	82.80	91.80	83.60	92.68	90.20	82.80	91.80	87.60	97.12	90.20
Credential Attainment Rate	67.10	77.13	67.20	77.24	63.90	73.45	87.00	63.40	72.87	80.30	92.30	87.00
Measurable Skill Gains	56.60	87.08	56.30	86.62	65.10	100.15	65.00	72.60	106.76	69.80	102.65	68.00
<b>Dislocated Workers:</b>												
Employed 2nd Qtr After Exit	71.80	8159.09%	73.20	83.18	80.50	91.48	88.00	79.80	90.68	84.90	96.48	88.00
Median Wage 2nd Quarter After Exit	\$11,667.00	124.53	\$11,667	124.53	\$12,574	134.20	\$9,369	\$15,000	160.10	\$12,629	134.80	\$9,369
Employed 4th Qtr After Exit	77.20	91.69	79.30	94.18	76.80	91.21	84.20	72.90	86.58	83.70	99.41	84.20
Credential Attainment Rate	86.90	100.46	87.30	100.92	82.50	95.38	86.50	77.90	90.06	72.30	83.58	86.50
Measurable Skill Gains	39.20	60.31	39.80	61.23	55.60	85.54	65.00	61.00	89.71	66.70	98.09	68.00
<b>Youth:</b>												
Employed 2nd Qtr After Exit	81.00	97.01	82.20	98.44	88.60	106.11	83.50	87.60	104.91	86.30	103.35	83.50
Median Wage 2nd Quarter After Exit	\$4,965	105.68	\$5,282	112.42	\$6,019	128.12	\$4,698	\$6,100	129.84	\$5,981	127.31	\$4,698
Employed 4th Qtr After Exit	77.00	95.06	82.00	101.23	82.60	101.98	81.00	82.20	101.48	91.90	113.46	81.00
Credential Attainment Rate	80.30	95.48	81.50	96.91	80.70	95.96	84.10	82.50	98.10	84.30	100.24	84.10
Measurable Skill Gains	50.70	78.00	52.60	80.92	74.80	115.08	65.00	67.10	98.68	54.10	79.56	68.00
<b>Wagner Peyser:</b>												
Employed 2nd Qtr After Exit	60.20	95.25	65.60	103.80	65.60	103.80	63.20	66.80	105.70	67.50	106.80	63.20
Median Wage 2nd Quarter After Exit	\$6,808.00	104.50	\$7,421	113.91	\$7,552	115.92	\$6,515	\$8,162	125.27	\$8,551	131.25	\$6,515
Employed 4th Qtr After Exit	61.40	97.15	66.40	105.06	67.20	106.33	63.20	68.30	108.07	68.00	107.59	63.20

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

# ONE STOP OPERATOR REPORT



Informational Item  
April 11, 2024




## Maintain Linkages

Since 2018 Dynamic Workforce Solutions, Inc. (DWFS), has the privilege of being the contracted One Stop Operator (OSO) service provider for CareerSource Pinellas. The OSO has a responsibility to maintain an updated list of partners, identify opportunities for cross-training of services, leveraging of resources, through partner referrals.

<b>Number of Required Partners</b>	<b>20</b>
<b>Number of Community-Based Partners</b>	<b>27</b>
<b>Number of New Partners this Program Year</b>	<b>2</b>
<b>Total Number of Partners</b>	<b>49</b>

## Partner Referrals

Crosswalk Partner Portal, is a closed network that allows partner agencies to send and receive referrals and provide a personal hand-off of shared customers with the goal to increase responsiveness to meet customer immediate needs.

 <b>Total Referrals</b> Referrals Sent and Received <b>24</b> <a href="#">Export to Excel</a>	 <b>Sent Referrals</b> Total Referrals Sent <b>15</b>	 <b>Received Referrals</b> Total Referrals Received <b>11</b>
---	--	--



Agency Received From	Service Location	# Received
Boley Centers, Inc.	Pinellas	2
CareerSource Pinellas	Pinellas	2
Department of Juvenile Justice	Pinellas	2
Housing Authority of the City of St. Petersburg	Pinellas	5

Agency Sent To	Service Location	# Sent
CareerSource Pinellas	Pinellas	2
Division of Blind Services	Pinellas	1
Dress for Success Tampa Bay	Pinellas	7
Homeless Leadership Alliance of Pinellas	Pinellas	1
Housing Authority of the City of St. Petersburg	Pinellas	2
Operation PAR, Inc	Pinellas	2

## Customer Experience

[Net Promoter Score®](#), or NPS®, measures customer experience and predicts business growth. This proven metric transformed the business world and now provides the core measurement for customer experience management programs the world round.

*How likely is it that you would recommend CareerSource Pinellas to a friend or colleague?*

**CareerSource Pinellas has an NPS Target of 47.** The customers receiving in-person and virtual services are offered the opportunity to share their experience within 15 days after the close of the month of service. **February 2024 NPS Score was 38 and YTD is 51.**

### COMBINED NPS SCORES

Period	NPS Score						Target
	Region	G2B	Tarpon	Lealman	St. Pete	Virtual	
JUL	61%	67%	67%	100%	50%	40%	47%
AUG	49%	37%	75%	80%	57%	0%	47%
SEP	58%	53%	20%	82%	68%	60%	47%
OCT	60%	56%	100%	50%	52%	67%	47%
NOV	40%	32%	75%	75%	35%	50%	47%
DEC	46%	60%	33%	100%	43%	17%	47%
JAN	54%	55%	100%	67%	55%	0%	47%
FEB	38%	46%	0%	33%	26%	0%	47%
PY	51%	50%	55%	76%	49%	31%	47%

- There is an expectation of an average 15% survey response rate, and the region is achieving a 17% response rate for the year.

Month	Total Invitations Sent	Total Surveys Completed	Response Rate
JUL	310	39	13%
AUG	374	77	21%
SEP	435	85	20%
OCT	425	71	17%
NOV	360	60	17%
DEC	316	51	16%
JAN	403	62	15%
FEB	348	58	17%
PY	2971	503	17%

## Workshops

- St. Pete College hosts remote workshops and CareerSource Pinellas program staff offer in-person workshops at AJC locations Gulf 2 Bay and St. Petersburg Career Centers to support and prepare career seekers for employment opportunities.
- March 2024 results

Career Source Pinellas – Region 14						
Remote Workshop Satisfaction						
Workshop Survey - 2023/2024 3rd Quarter (01/01-03/31)						
Which Workshop did you attend?						
Month	January 2024		February 2024		March 2024	
Answer Options	Percent	Count	Percent	Count	Percent	Count
How to Get Hired: Tips on Researching Employers	0.00%	0	0.00%	0	0.00%	0
Cleaning Up Your Online Presence	0.00%	0	0.00%	0	0.00%	0
LinkedIn	0.00%	0	0.00%	0	50.00%	1
Interview Preparation	25.00%	1	0.00%	0	0.00%	0
Professional Etiquette: How to Make a First Impression	0.00%	0	25.00%	1	0.00%	0
Branding the Professional YOU	0.00%	0	0.00%	0	0.00%	0
Resume	50.00%	2	25.00%	1	50.00%	1
How to Navigate the Employ Florida Website	0.00%	0	0.00%	0	0.00%	0
Professional Networking Group	0.00%	0	0.00%	0	0.00%	0
Career Networking Group	0.00%	0	0.00%	0	0.00%	0
Other	25.00%	1	50.00%	2	0.00%	0
<b>Total Monthly</b>		<b>4</b>		<b>4</b>		<b>2</b>
<b>(Quarterly) Answered Question</b>						<b>10</b>
<b>(Quarterly) Skipped Question</b>						<b>1</b>
<b>YTD Total Answered</b>						<b>25</b>

Overall, how satisfied were you with the workshop?						
Month	January 2024		February 2024		March 2024	
Answer Options	Percent	Count	Percent	Count	Percent	Count
5 - Very Satisfied	100.00%	5	100.00%	4	100.00%	2
4 - Satisfied	0.00%	0	0.00%	0	0.00%	0
3 - Neither Satisfied or Dissatisfied	0.00%	0	0.00%	0	0.00%	0
2 - Dissatisfied	0.00%	0	0.00%	0	0.00%	0
1 - Very Dissatisfied	0.00%	0	0.00%	0	0.00%	0
<b>Total Monthly</b>		<b>5</b>		<b>4</b>		<b>2</b>
<b>Weighted Average Monthly</b>		<b>5.00</b>		<b>5.00</b>		<b>5.00</b>
<i>(Quarterly) Answered Question</i>						<b>11</b>
<i>(Quarterly) Skipped Question</i>						<b>0</b>
<i>(Quarterly) Weighted Average</i>						<b>5.00</b>
YTD Total Answered						<b>27</b>
YTD Weighted Average						<b>4.93</b>

Career Source Pinellas – Region 14						
Live Workshop Satisfaction						
Workshop Survey - 2023/2024 3 <sup>rd</sup> Quarter (01/01-03/31)						
Which Workshop did you attend?						
Month	January 2024		February 2024		March 2024	
Answer Options	Percent	Count	Percent	Count	Percent	Count
How to Navigate Employ Florida	0.00%	0	0.00%	0	0.00%	0
Basic Computer Literacy	14.29%	1	0.00%	0	0.00%	0
Overcoming Barriers	28.57%	2	16.67%	1	0.00%	0
Get Hired - Resume and Interviewing Tips (Gulf to Bay)	51.14%	4	83.33%	5	100.00%	1
Other	0.00%	0	0.00%	0	0.00%	0
<b>Total Monthly</b>		<b>7</b>		<b>6</b>		<b>1</b>
<i>(Quarterly) Answered Question</i>						<b>14</b>
<i>(Quarterly) Skipped Question</i>						<b>2</b>
YTD Total Answered						<b>66</b>

Overall, how satisfied were you with the workshop?						
Month	January 2024		February 2024		March 2024	
Answer Options	Percent	Count	Percent	Count	Percent	Count
5 - Very Satisfied	100.00%	7	83.33%	5	100.00%	1
4 - Satisfied	0.00%	0	16.67%	1	0.00%	0
3 - Neither Satisfied or Dissatisfied	0.00%	0	0.00%	0	0.00%	0
2 - Dissatisfied	0.00%	0	0.00%	0	0.00%	0
1 - Very Dissatisfied	0.00%	0	0.00%	0	0.00%	0
<b>Total Monthly</b>		<b>7</b>		<b>6</b>		<b>1</b>
<b>Weighted Average Monthly</b>		<b>5.00</b>		<b>4.83</b>		<b>5.00</b>
<i>(Quarterly) Answered Question</i>						<b>14</b>
<i>(Quarterly) Skipped Question</i>						<b>2</b>
<i>(Quarterly) Weighted Average</i>						<b>4.93</b>
YTD Total Answered						<b>67</b>
YTD Weighted Average						<b>4.79</b>

## Staff Training

Customer Service Training is planned to take place in April. This will include the online DWFS Customer Service training on extreme customer service and option for live customer service training in small groups for CSP leadership team.

# KEY PERFORMANCE RESULTS (KPR)



**4,986**

Individuals Assisted



**1,384**

Exited with Employment



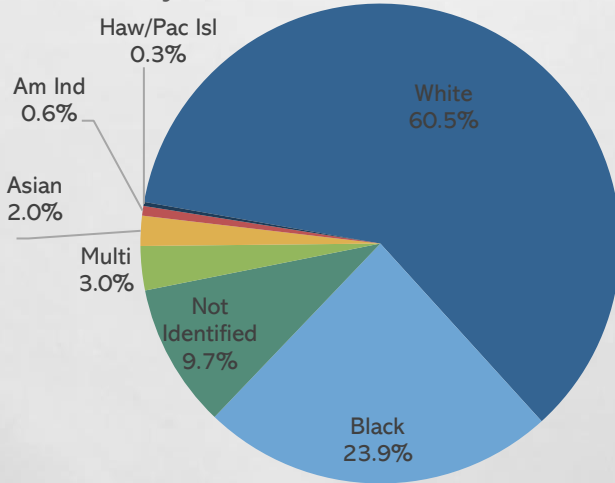
**\$17.13**

Average Wage

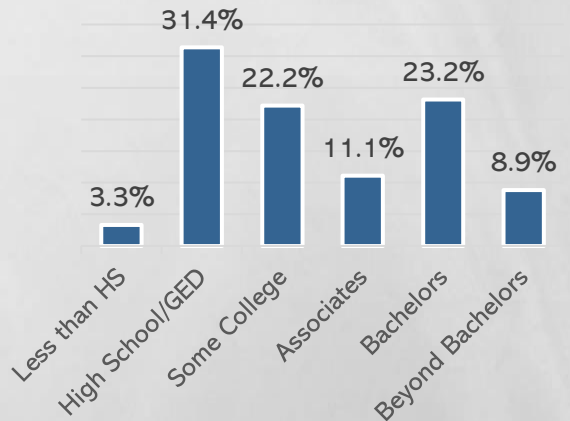
	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	Exited with Employment	Individuals Assisted	Exited with Employment	Individuals Assisted	Exited with Employment
Wagner-Peyser	3,357	1,126	4,315	1,576	5,395	1,823
WIOA	868	73	650	87	613	196
Special Grants	133	8	73	4	76	15
Welfare Transition	554	74	474	96	634	146
SNAP	745	103	603	117	876	162

## Program Year 2023-2024

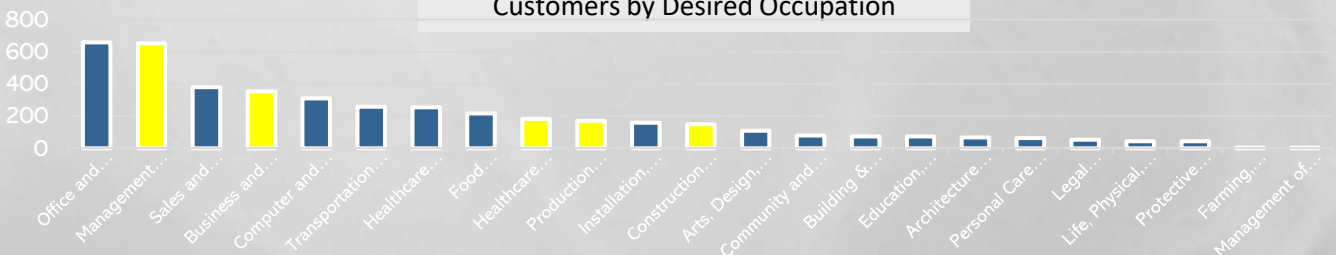
Current Customers by Race/Ethnicity



Current Customers By Education level



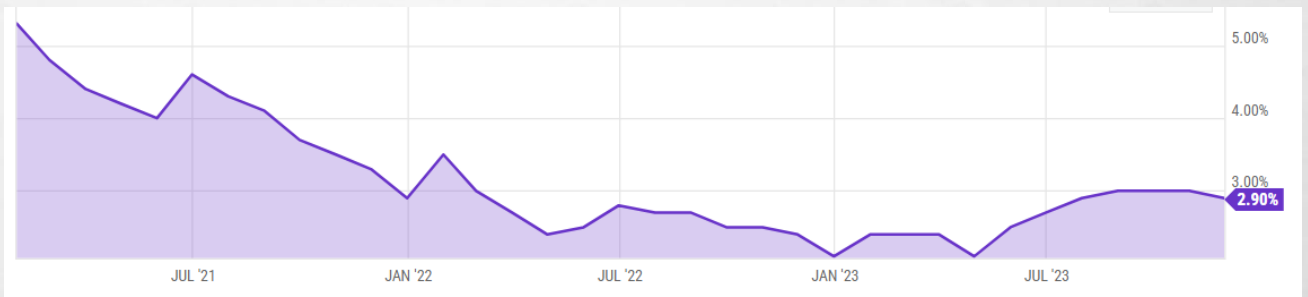
Customers by Desired Occupation



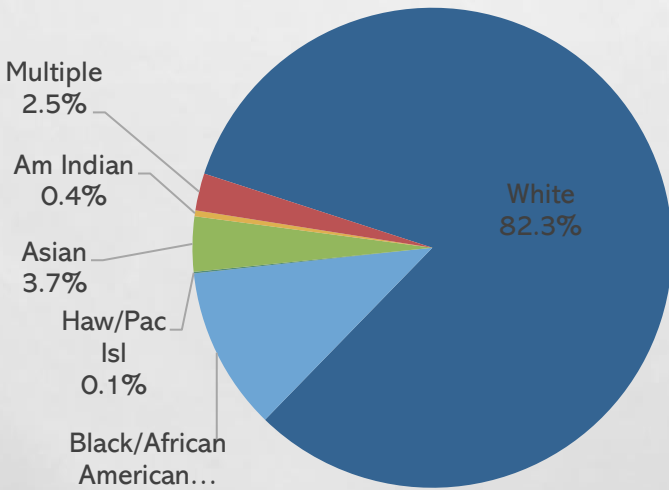
# PINELLAS COUNTY OVERVIEW/SUMMARY

**2.90%**  
Pinellas County  
Unemployment Rate

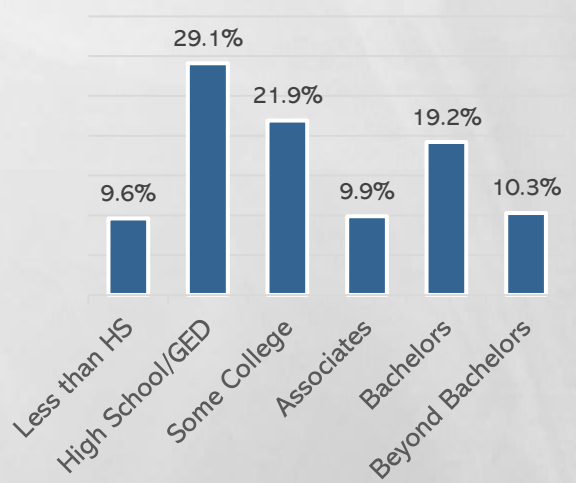
Pinellas County Unemployment Rate Jan 2021 – Nov 2023



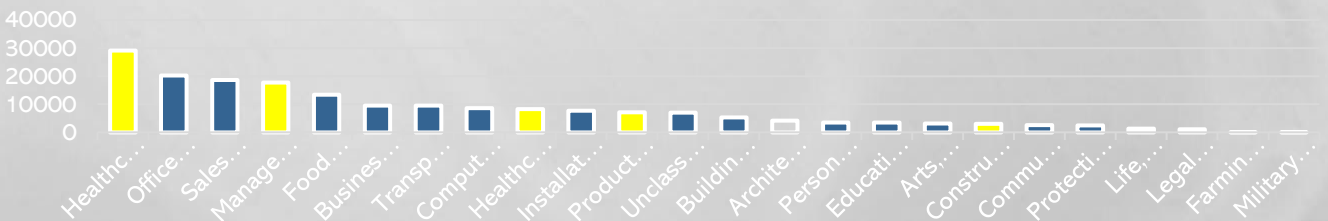
## Residents by Race/Ethnicity



## Residents By Education



## Job Openings by Occupation





# WAGNER-PEYSER



1,257

Staff Assisted who  
Obtained Employment



839

Job Referrals provided  
to Participants



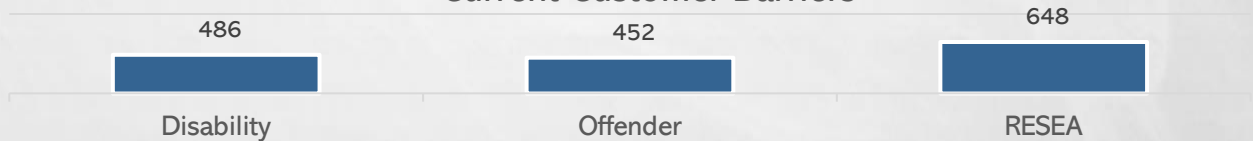
12,175

Staff Assisted Services to  
Participants

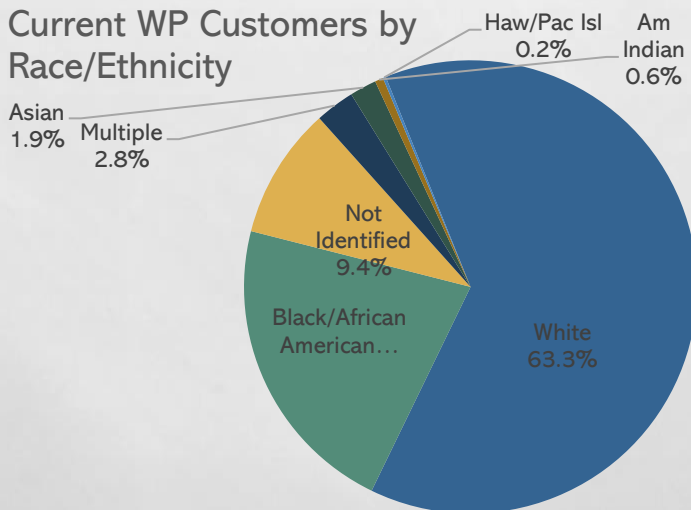
	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	# EF Codes Entered	Individuals Assisted	# EF Codes Entered	Individuals Assisted	# EF Codes Entered
Employment	3,357	1,257	4,315	1,576	5,395	1,823
Job Referrals	282	839	949	3,051	1,425	5,257
Service	3,077	12,175	4,092	21,996	5,270	28,052

## Program Year 2023-2024

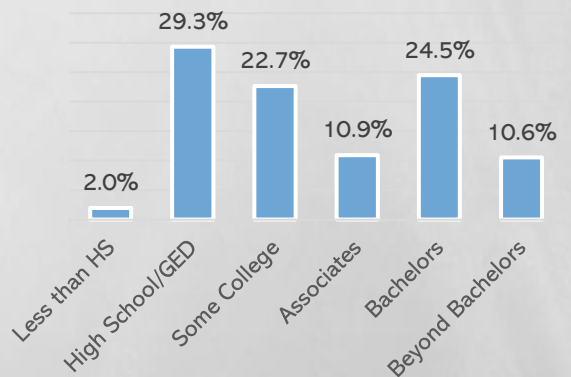
### Current Customer Barriers



### Current WP Customers by Race/Ethnicity



### Current WP Customers By Education level



Measure	PY21/22	PY22/23	PY23/24 (Q2)	Current Goal
Employed 2 <sup>nd</sup> Qtr After Exit	59.6%	65.6%	67.5%	63.2%
Median Wage 2 <sup>nd</sup> Qtr After Exit	\$6,686	\$7,552	\$8,551	\$6,515
Employed 4th Qtr After Exit	60.4%	67.2%	68.0%	63.2%



# WIOA ADULT



479

Individuals Assisted



40

Exited with Employment



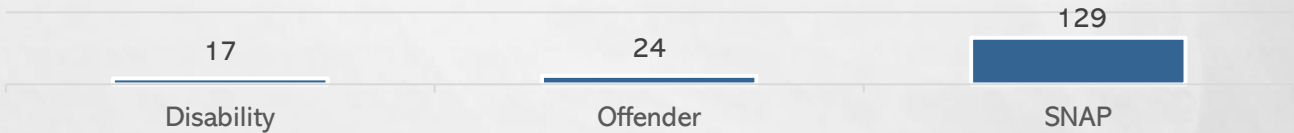
\$22.68

Average Wage

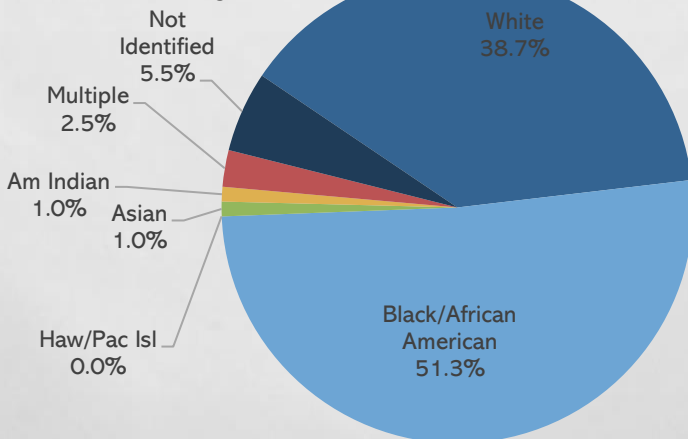
	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	Exited with employment	Individuals Assisted	Exited with employment	Individuals Assisted	Exited with employment
Adult	479	40	585	56	696	39

## Program Year 2023-2024

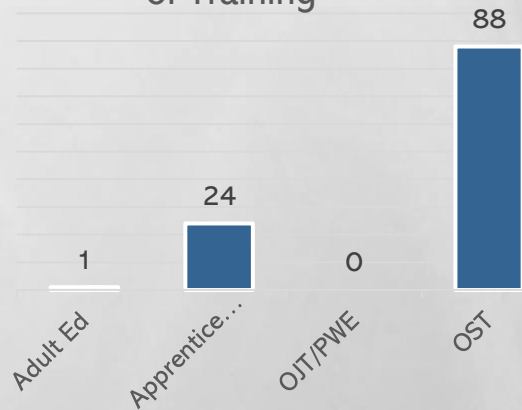
### Current WIOA Adult Barriers



### Current WIOA Adult customers by Race/Ethnicity



### WIOA Adult customers Currently enrolled by Type of Training



Measure	PY21/22	PY22/23	PY23/24 (Q2)	Current Goal
Employed 2 <sup>nd</sup> Qtr After Exit	82.6%	82.9%	86.9%	92.0%
Median Wage 2 <sup>nd</sup> Qtr After Exit	\$11,068	\$9,755	\$10,121	\$10,740
Employed 4th Qtr After Exit	92.9%	83.6%	87.6%	90.2%
Credential Attainment Rate	86.9%	63.9%	80.3%	87.0%
Measurable Skill Gains	66.2%	65.1%	69.8%	65.0%

# WIOA DISLOCATED WORKER



117

Individuals Assisted



16

Exited with Employment



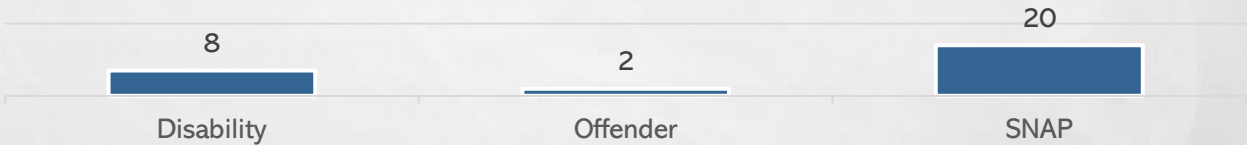
\$32.04

Average Wage

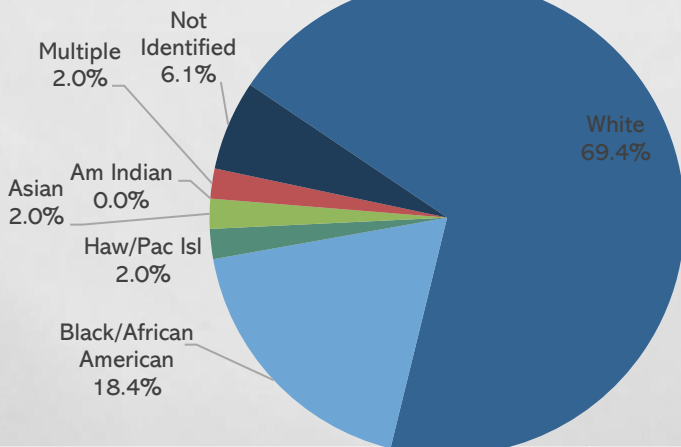
	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	Exited with employment	Individuals Assisted	Exited with employment	Individuals Assisted	Exited with employment
DW	117	16	213	32	515	63

## Program Year 2023-2024

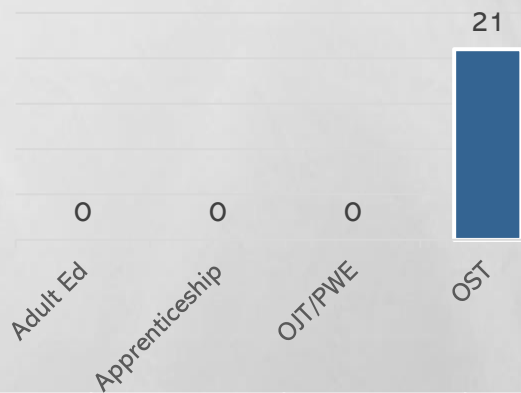
### Current WIOA DW Barriers



### Current WIOA DW customers by Race/Ethnicity



### WIOA DW customers Currently enrolled by Type of Training



Measure	PY21/22	PY22/23	PY23/24 (Q2)	Current Goal
Employed 2 <sup>nd</sup> Qtr After Exit	80.3%	80.5%	84.9%	88.0%
Median Wage 2 <sup>nd</sup> Qtr After Exit	\$12,112	\$12,574	\$12,629	\$9,369
Employed 4 <sup>th</sup> Qtr After Exit	87.5%	76.8%	83.7%	84.2%
Credential Attainment Rate	93.3%	82.5%	72.3%	86.5%
Measurable Skill Gains	57.5%	55.6%	66.7%	65.0%

# WIOA YOUTH



272

Individuals Assisted



87.9%

Out-of-School Youth



\$16.12

Average Wage

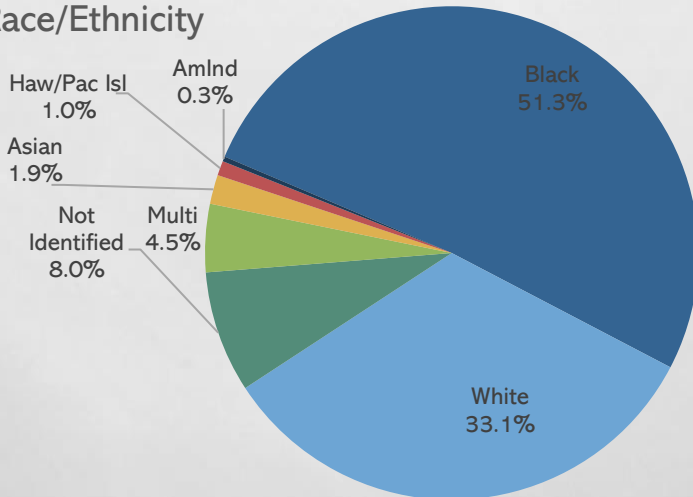
	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	Exited with employment	Individuals Assisted	Exited with employment	Individuals Assisted	Exited with employment
PEF	108	12	167	17	333	68
WIOA Youth	129	5	107	2	109	6
SailFuture	35	0	--	--	--	--

## Program Year 2023-2024

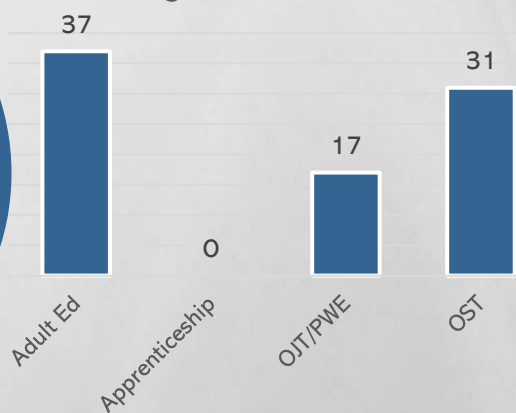
### WIOA Youth Barriers



### Current WIOA Youth customers by Race/Ethnicity



### WIOA Youth customers Currently Enrolled by Type of Training



Measure	PY21/22	PY22/23	PY23/24 (Q2)	Current Goal
Employed 2 <sup>nd</sup> Qtr After Exit	83.5%	86.6%	86.3%	83.5%
Median Wage 2 <sup>nd</sup> Qtr After Exit	\$4,726	\$6,019	\$5,981	\$4,698
Employed 4th Qtr After Exit	86.0%	82.6%	91.9%	81.0%
Credential Attainment Rate	82.9%	80.7%	84.3%	84.1%
Measurable Skill Gains	69.2%	74.8%	54.1%	65.0%

# SNAP

(SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM)



**745**

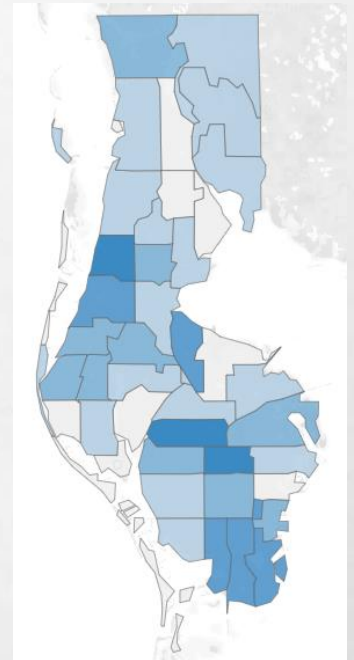
Individuals Assisted



**\$13.83**

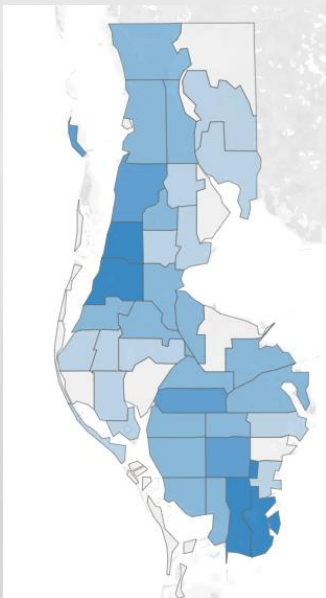
Average Wage

	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	Employed	Individuals Assisted	Employed	Individuals Assisted	Employed
<b>SNAP</b>	650	103	603	112	876	171
<b>Employment Ranking in the state</b>	1 <sup>st</sup> Place in the state		4 <sup>th</sup> Place in the state		2 <sup>nd</sup> Place in the state	



SNAP Recipient Density

Poverty Density



# WELFARE TRANSITION



**554**

Individuals Assisted



**\$16.59**

Average Wage

	PY23/24 (thru Feb)		PY22/23		PY21/22	
	Individuals Assisted	Employed	Individuals Assisted	Employed	Individuals Assisted	Employed
<b>WT</b>	554	74	474	129	634	158

\* Darker shades indicate higher population.

Map data courtesy of Florida Chamber of Commerce <https://www.flchamber.com/floridagapmap/>

# VETERAN



**524**

Individuals Assisted



**96**

Employments



**226**

Outreach Activities



**34**

Vet Specific Workshop Attendance

CareerSource Pinellas offers innovative veteran services to help the those who have served this country thrive in meaningful careers. Veteran services include career exploration, skills training, referral services and more!

To help veterans succeed in their job search, CareerSource Pinellas partners with local employers to expand employment opportunities for military men, women and their spouses. Local Veteran services staff meet directly with over 17 community partners, businesses, VA medical centers, community-based organizations and reserve guard units to create new employment opportunities for veterans in need.

# DISABILITY NAVIGATOR



**871**

Individuals in System



**486**

Individuals Assisted by Staff



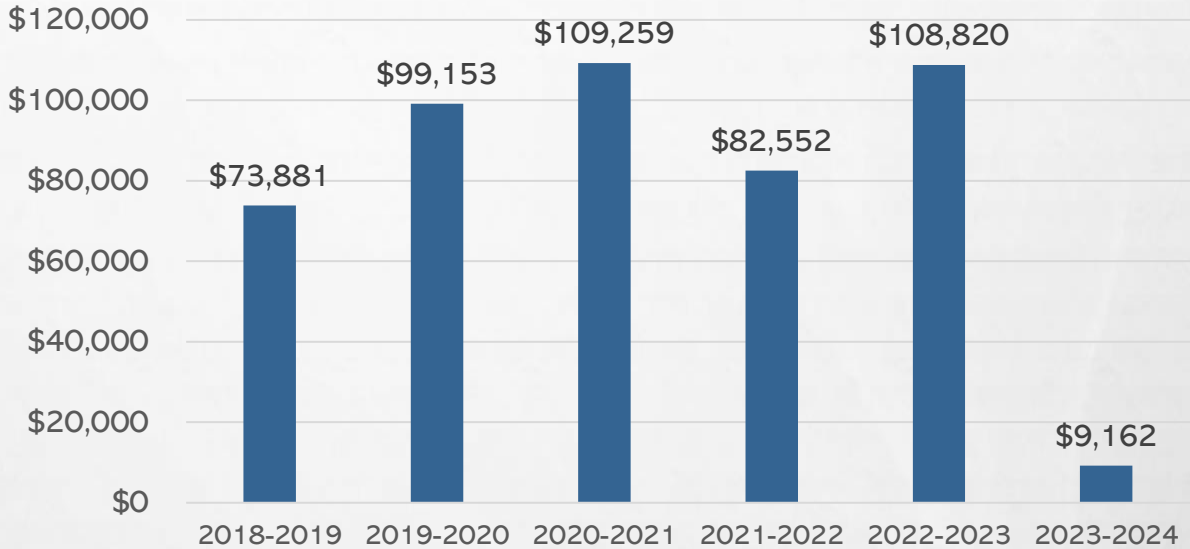
**74**

Working with Disability Navigator Staff

Social Security's Ticket to Work (TTW) program, assists individuals ages 18-64 who receive disability benefits, SSDI (Social Security Disability Insurance) and/or SSI (Supplemental Security Income).

It's a free and voluntary program that supports career development for those that want to work. The purpose of this program is to offer support that one would need to increase both their ability to work, increase their earnings and reduce their reliance on cash benefits. TTW offers resources for improving employability skills and increasing career opportunities to those who are interested in working toward full time employment and being self-sufficient.

## TICKET TO WORK REVENUE



## SPECIAL GRANTS

### GET THERE FASTER



**111**

Participants  
Enrolled



**77**

Credentials



**69%**

Of Enrollments  
have obtained  
a Credential



**51**

Employments

The Get There Faster Grant launched in October 2021. Low-Income Returning Adult Learners provides adults and youth seeking education and training the opportunity to earn industry-recognized cloud computing or other IT related credentials of value identified by the Florida Department of Education (FDOE). This grant has been extended through June 2024.

At-Risk Floridians (Added July 2023)- Provides adults and youth who are justice connected or in recovery from substance use seeking education and training the opportunity to earn industry-recognized credentials within the fields of Construction, Manufacturing, Healthcare, and Hospitality. The projected closing date is June 2024.



# Marketing & Social media

One stop  
committee



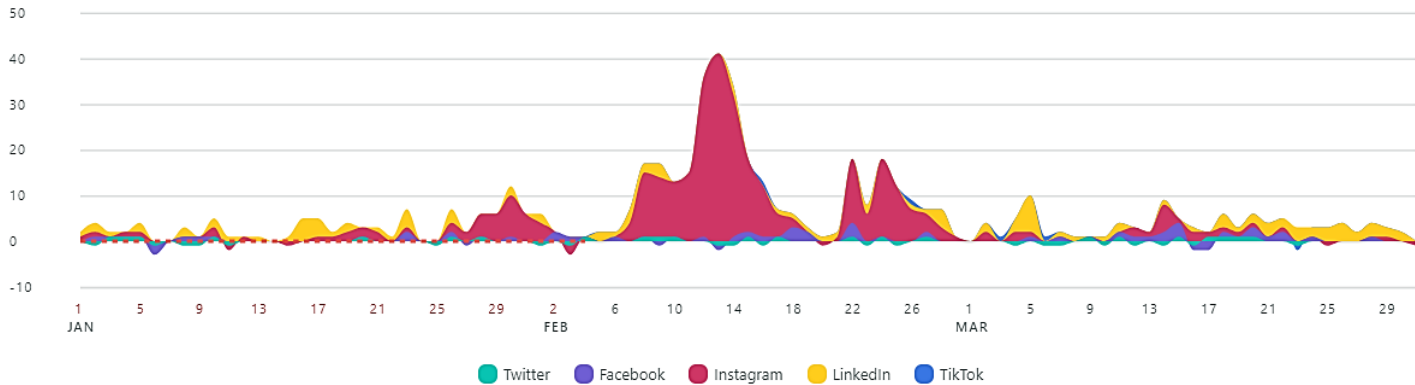
APRIL 11<sup>TH</sup>  
2024



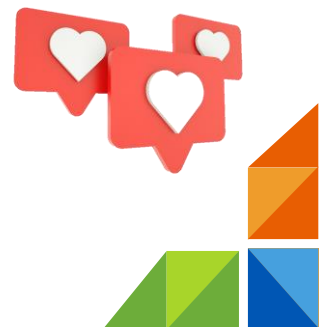
# SOCIAL MEDIA PERFORMANCE SUMMARY

PERIOD (JAN 01 2024- MARCH 31 2024)  
VS (JAN 01 2023- MARCH 31 2023)

## AUDIENCE GROWTH



Total Audience	10,352
Total Net Audience Growth	485
Twitter Net Follower Growth	2
Facebook Net Follower Growth	34
Instagram Net Follower Growth	330
LinkedIn Net Follower Growth	116
TikTok Net Follower Growth	3



Due to a reporting problem with Facebook and Instagram, some data is incomplete. There's a data migration scheduled for April 19<sup>th</sup> to resolve this issue.

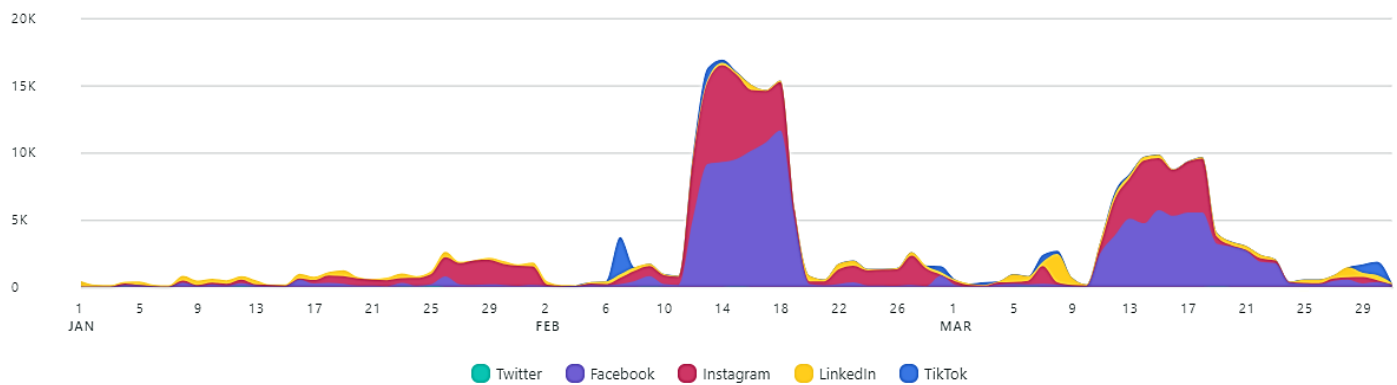


# SOCIAL MEDIA PERFORMANCE SUMMARY

PERIOD (JAN 01 2024- MARCH 31 2024)  
VS (JAN 01 2023- MARCH 31 2023)

## IMPRESSIONS

Impressions, by Day



<b>Total Impressions</b> ⚠️	<b>261,888</b>
Twitter Impressions	633
Facebook Impressions	134,019
Instagram Impressions ⚠️	97,720
LinkedIn Impressions	21,536
TikTok Impressions	7,980



Due to a reporting problem with Facebook and Instagram, some data is incomplete. There's a data migration scheduled for April 19<sup>th</sup> to resolve this issue.



# SOCIAL MEDIA PERFORMANCE SUMMARY

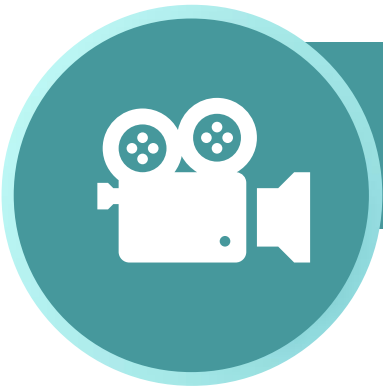
PERIOD (JAN 01 2024- MARCH 31 2024)  
VS (JAN 01 2023- MARCH 31 2023)

## MESSAGES RECEIVED

<u>Total Received Messages</u>	201
<u>Twitter Received Messages</u>	26
<u>Facebook Received Messages</u>	80
<u>Instagram Received Messages</u>	55
<u>LinkedIn Received Comments</u>	40
<u>TikTok Received Messages</u>	0



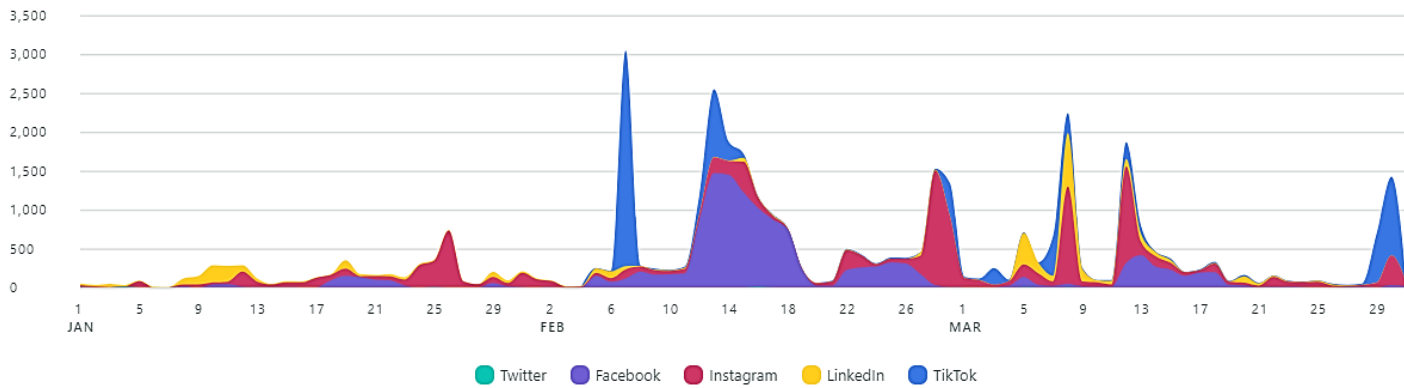
Due to a reporting problem with Facebook and Instagram, some data is incomplete. There's a data migration scheduled for April 19<sup>th</sup> to resolve this issue.



# SOCIAL MEDIA PERFORMANCE SUMMARY

**PERIOD (JAN 01 2024- MARCH 31 2024)  
VS (JAN 01 2023- MARCH 31 2023)**

## VIDEO VIEWS



<b>Video Views</b>	<b>37,748</b>
Twitter Video Views	50
Facebook Video Views	13,448
Instagram Post Video Views	12,557
LinkedIn Video Views	3,713
TikTok Video Views	7,980



Due to a reporting problem with Facebook and Instagram, some data is incomplete. There's a data migration scheduled for April 19<sup>th</sup> to resolve this issue.





# SECOND CHANCE JOB FAIR HIGHLIGHTS

WEDNESDAY, FEBRUARY 21<sup>ST</sup>







# HIRING PERSONS WITH DISABILITY ROUNDTABLE

WEDNESDAY, MARCH 27<sup>TH</sup>





## EARNED MEDIA AND MENTIONS

**JULY 1, 2023 – MARCH 31, 2024**

- [“CareerSource hosts job fair”](#) TBNWeekly.com, July 20, 2023
- [“Regional partnerships are a proven approach for addressing healthcare talent needs”](#) Florida Trend, July 25, 2023
- [“CareerSource Pinellas Board Adds Four New Members”](#) Modern Globe, August 8, 2023
- [“4 join CareerSource board”](#) TBNWeekly.com, August 9, 2023
- [“New partnership helps at-risk teens navigate life”](#) THE ST. PETE CATALYST, August 9, 2023
- [“CareerSource Pinellas taps SailFuture for youth services programming”](#) Florida Politics, August 10, 2023
- [“Students get job training at Pinellas academy”](#) FOX 13 News.com, August 10, 2023
- [“CareerSource Pinellas, SailFuture Academy offering high schoolers job training and hands-on experiences”](#) FOX 13 News.com
- [“CareerSource Pinellas taps SailFuture for youth services programming”](#) Florida Politics, August 10, 2023
- [“CareerSource, SailFuture come together for Pinellas youth program”](#) Tampa Bay Business Journal, August 11, 2023
- [“Appointments to CareerSource Pinellas board”](#) Florida Trend, August 16, 2023
- [“SailFuture to lead youth career services”](#) TBNWeekly.com, August 17, 2023
- [“Finding Jobs for “Missing and Hidden” Workers”](#) Modern Globe, September 5, 2023
- [“Power Lessons”](#) Florida Trend, September 19, 2023
- [“Workforce development is key to shared prosperity”](#) THE ST. PETE CATALYST, September 20, 2023
- [“CareerSource Pinellas Employee Receives Statewide Award”](#) Modern Globe, September 20, 2023
- [“Find second chances at recovery expo”](#) TBNWeekly.com, September 22, 2023
- [“Florida's minimum wage increase not keeping up with inflation”](#) Central Florida News 13, September 27, 2023
- [“Florida's minimum wage increase not keeping up with inflation”](#) Tampa - Spectrum News, September 27, 2023
- [“Florida minimum wage increase not keeping up with inflation”](#) Tampa - Spectrum News, September 27, 2023
- [“Pinellas organizations promote recovery awareness at St. Petersburg job fair”](#) WUSF Public Media, October 2, 2023
- [“CareerSource Pinellas Appoints Jeremy Robinson to Board”](#) Modern Globe, October 19, 2023
- [“Column: Workforce development changes on the horizon for Tampa Bay region”](#) TB Business Journal, October 20, 2023
- [“Hospitality veteran appointed to CareerSource Pinellas Board”](#) TBNWeekly.com, October 26, 2023
- [“Tampa Bay EDCs prioritize workforce development”](#) Tampa Bay Business Journal, November 3, 2023



## EARNED MEDIA AND MENTIONS

**JULY 1, 2023 – MARCH 31, 2024**

- [“These are the strongest job sectors in Pinellas”](#) THE ST. PETE CATALYST, November 4, 2023
- [“Pinellas and Hillsborough establish joint workforce consortium”](#) THE ST. PETE CATALYST, November 16, 2023
- [“CareerSource Tampa and CareerSource Pinellas to Combine”](#) Modern Globe, November 17, 2023
- [“Pinellas and Hillsborough Counties Approve Combining Workforce Boards”](#) Tampa Bay News Wire, November 18, 2023
- [“Counties reach workforce agreement”](#) TBNWeekly.com, November 24, 2023
- [“Counties reach workforce agreement”](#) Suncoast News, November 28, 2023
- [“CareerSource wins national award for veteran recruitment”](#) THE ST. PETE CATALYST, November 28, 2023
- [“Pinellas, Hillsborough officials establish joint workforce agency”](#) THE ST. PETE CATALYST, December 6, 2023
- [“Sunburn — The morning read of what’s hot in Florida politics — 12.7.23”](#) Florida Politics, December 7, 2023
- [“Sunburn — The morning read of what’s hot in Florida politics — 12.8.23”](#) Florida Politics, December 8, 2023
- [“Recruitment for Tampa Bay's new workforce development CEO commences”](#) Tampa Bay Business Journal
- [“Learn About Tampa Bay Job Resources with CareerSource Pinellas”](#) Modern Globe, January 8, 2024
- [“CareerSource Pinellas relaunches professional networking groups”](#) THE ST. PETE CATALYST, January 11, 2024
- [“How to seal or expunge your record workshop”](#) Weekly Challenger, February 10, 2024
- [“FOX 13 – Pinellas County Expungement Workshop”](#) WTVT, February 19, 2024
- [“News Channel 8 - Career Legal Workshop”](#) WFLA, February 20, 2024
- [“Pinellas County P.A.Y.S. Program Helps Students Prepare for a Variety of Careers — ModernGlobe”](#) Modern Globe, March 13, 2024
- [“Teen summer employment program targets new demographic”](#) THE ST. PETE CATALYST, March 14, 2024
- [“CareerSource Pinellas renews focus, expands programming”](#) THE ST. PETE CATALYST, March 15, 2024



## **INFORMATION ITEM 9**

### **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.





## INFORMATION ITEM 9 (cont.)

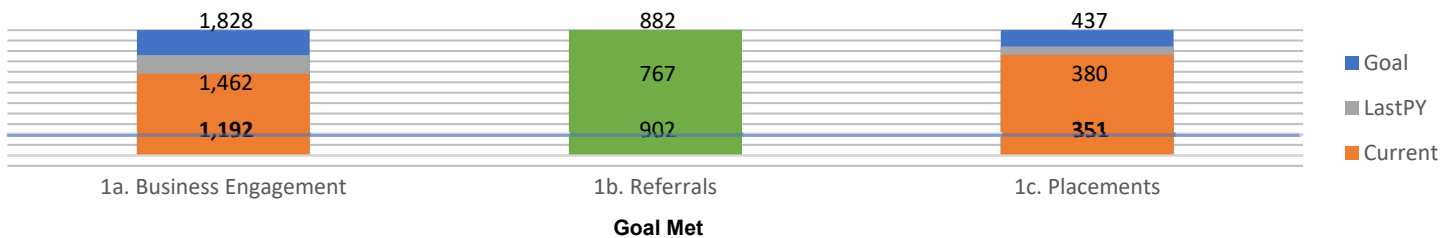
### Workforce Solutions Committee Duties, Responsibilities & Goals for PY'2023 - 2024

Through March 31<sup>st</sup>, 2024

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.
  - *CareerSource Pinellas and CareerSource Tampa Bay adopted a regionalized approach to enhance efficiency of the renewal process. Majority of training providers have completed the process with an effective renewal date of July 1, 2024 with only a few providers missing minimal documents.*

#### 3. Targeted Industries:

- a. Business Services participated in multiple events focused on various employment sectors.
  - *January-staff attended an event with the CodeBoxx Foundation focused on IT/Programming opportunities. A presentation on the consolidation and business services was provided to the Tampa Bay Partnership Workforce Development Work Group. Staff also participated in the Digital Inclusion Project led by Pinellas Education Foundation/Community Foundation Tampa Bay*



## **INFORMATION ITEM 9 (cont.)**

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

- *February-staff participated in a workforce discussion with Mortenson, a construction company who will be bidding on the Hines/Rays Gas Plant District project. The focus was accessibility to a skilled construction/trades workforce and capabilities within Pinellas.*

#### **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
  - *February-CEO and Business Services Director presented to the North County municipal representatives in Oldsmar*
    - *Presented to Forward Pinellas, provided an update on the consolidation and services to the community*
    - *Attended the ribbon cutting at the new Chris Sprowls SPC Workforce Hub in Tarpon Springs*
    - *Presented info on Business Services and Programs to Pinellas Economic Development staff*
    - *Presented info on Business Services via the Small Business Development Center webinar series, "Meeting your Workforce Needs"*
  - *March-presented info to St. Pete Works program staff, to include updates on events and available program funding/services*
    - *Attended the SPC Construction Expo at Midtown Campus*
    - *Hosted the first Business and Education Consortium as mandated by the REACH Act*
    - *Met with the United Ways VP of Community Impact to discuss workforce partnerships*
    - *Attended the Pinellas County Economic Development Partners Meeting*
    - *Attended the Future of Work Task Force meeting with St. Pete Chamber of Commerce*
    - *Attended the City Hall on Tour with City of St. Pete, Workforce focus*
    - *Attended the NAWB Conference in Washington D.C.*
- b. *Hosted the Industry Roundtable: Hiring Persons with Disabilities*





**INFORMATION ITEM 10**  
**Training Provider Spending**  
**For the period July 1, 2023 - February 29, 2024**

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/Per Part
Academy for Dental Assistants, (Pinellas)	5,915			2	2,958
Access Computer Training, (Hillsborough)	56,000			10	5,600
American Manufacturing Skills Initiative (AmSkills)	-				
Applied Technology Academy Distance Learning	4,990			1	4,990
ATA Career Education	2,027			1	2,027
BizTech Learning Centers, Inc., ( Pinellas)	-				
Brewster Technical Center	5,000			1	5,000
Center for Technology Training	45,960			9	5,107
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Champion Truck Driving School	96,420			19	5,075
CodeBoxx Technology Corporation	80,000			13	6,154
Computer Coach IT Training Solutions	47,500			8	5,938
Concorde Career Institute, (Hillsborough)	-				
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College	2,500			1	2,500
Galen College of Nursing, (Pinellas)	202,433			47	4,307
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)	13,406			18	745
Jersey College, (Largo Campus)	12,500			2	6,250
Keiser University	5,000			1	5,000
Masonry (RA)					
MY IT Future Institute (LTJ Group V, LLC)	10,000			2	5,000
National Aviation Academy	13,816			4	3,454
Net Synergy Virtual Solutions LLC					
New Horizon Computer Learning Center, (Hillsborough)	99,650			18	5,536
Pinellas Technical College Education Centers *	40,216	300,000	259,784	24	1,676
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)	6,395			4	1,599
St. Petersburg College *	74,310	500,000	425,690	37	2,008
Superior Aviation Gate					
Tampa Bay Aviation					
Tampa Truck Driving School, Inc.					
Ultimate Medical Academy (Pinellas) *	54,337	250,000	195,663	15	3,622
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>\$ 880,939</b>			<b>240</b>	<b>\$ 3,671</b>
<b>Prior Year - Same Period</b>	<b>\$ 1,016,716</b>			<b>254</b>	<b>\$ 4,003</b>
<b>Variance</b>	<b>\$ (135,777)</b>			<b>(14)</b>	<b>\$ (332)</b>
	<b>-13%</b>			<b>-6%</b>	<b>-8%</b>

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

	Spending	Amount	Remaining	Component
<b>Pinellas Technical Education Centers *</b>	40,216	300,000	259,784	Training (ITA)
	82,687	130,000	47,313	Leases
	<b>122,903</b>	<b>430,000</b>	<b>307,097</b>	
<b>St. Petersburg College *</b>	74,310	500,000	425,690	Training (ITA)
	93,318	160,000	66,682	Leases
	18,000	60,000	42,000	Contracts
	<b>185,628</b>	<b>720,000</b>	<b>534,372</b>	
<b>Ultimate Medical Academy (Pinellas) *</b>	54,337	250,000	195,663	Training (ITA)
	-	100,000	100,000	OJT
	<b>54,337</b>	<b>350,000</b>	<b>295,663</b>	

\* Contracts required two-third board approval.

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

PY20/21 - thru 03/31/2024							
Provider	Enrolled at any time during PY	Training Closed for any reason during PY	Successful Training Completion Rate	Job Placement Rate	Training Related Job Placement Rate	Average Wage at Placement	Credential Attainment Rate
PY23/24	412	261	75.1%	52.0%	26.8%	\$23.98	76.2%
PY22/23	523	323	72.4%	78.2%	39.9%	\$21.75	70.0%
PY21/22	520	358	75.4%	84.1%	44.1%	\$21.79	78.2%
PY23/24 - thru 03/31/2024							
Academy for Applied Technology	0	0	--	--	--	--	--
Academy for Dental Assistants	3	3	33.3%	0.0%	0.0%	\$18.00	66.7%
Access Computer Training	17	15	73.3%	54.5%	20.0%	\$18.33	73.3%
Aguilas International Technical Institute	0	0	--	--	--	--	--
ATA Career Education	1	1	100.0%	0.0%	0.0%	--	100.0%
Career Tech, LLC	0	0	--	--	--	--	--
Center for Technology Training	12	6	100.0%	83.3%	33.3%	\$41.75	100.0%
Champion Truck Driving School	30	25	100.0%	52.0%	48.0%	\$24.33	96.0%
CNA Training Institute	0	0	--	--	--	--	--
Codeboxx Technology School	15	4	50.0%	0.0%		\$25.00	50.0%
Computer Coach IT Training Solutions	9	3	100.0%	66.7%	33.3%	\$16.84	100.0%
Concorde Institute	1	1	0.0%	--	0.0%	\$20.00	100.0%
DATS of Florida, Inc	1	1	100.0%	100.0%	100.0%	\$19.00	100.0%
Finlay Institute of Nursing	0	0	--	--	--	--	--
FleetForce Truck Driving School	0	0	--	--	--	--	--
Florida Career College	0	0	--	--	--	--	--
Florida Technical College	1	0	--	--	--	--	--
Florida Trade Academy	0	0	--	--	--	--	--
Galen College of Nursing, (Sarasota)	0	0	--	--	--	--	--
Galen Health Institute, Inc.	60	27	51.9%	71.4%	37.0%	\$22.95	55.6%
Genuine Healthcare Institute, LLC	1	1	100.0%	100.0%	100.0%	\$18.00	100.0%
Herzing University	0	0	--	--	--	--	--
Hillsborough Community College	0	0	--	--	--	--	--
Hillsborough County School Board	0	0	--	--	--	--	--
Jersey College	7	4	0.0%	--		\$17.19	0.0%

JobWorks dba JobWorks Education and Training Systems	0	0	--	--	--	--	--
Keiser University	1	0	--	--	--	--	--
Learning Alliance Corp	0	0	--	--	--	--	--
National Aviation Academy	8	8	87.5%	14.3%	12.5%	\$14.49	100.0%
Net Synergy Pre-Apprenticeship LT3 Academy	0	0	--	--	--	--	--
New Horizons Computer Learning Center of Tampa Bay	43	43	97.7%	45.2%	20.9%	\$29.83	97.7%
Palm Beach Code School	0	0	--	--	--	--	--
Pinellas County Schools	77	38	65.8%	52.0%	21.1%	\$18.25	65.8%
Rasmussen University	3	2	50.0%	0.0%	0.0%	--	50.0%
Roadmaster Driver's School, Inc.	0	0	--	--	--	--	--
Southern Technical Institute	22	21	57.1%	50.0%	19.0%	\$15.36	61.9%
St. Petersburg College	60	29	72.4%	28.6%	6.9%	\$29.08	72.4%
Suncoast Career Academy	0	0	--	--	--	--	--
Tampa Medical College	0	0	--	--	--	--	--
Tampa Truck Driving School	0	0	--	--	--	--	--
Tampa Vocational Institute	0	0	--	--	--	--	--
Ultimate Medical Academy - Online	0	0	--	--	--	--	--
Ultimate Medical Academy, Inc.	29	20	85.0%	76.5%	55.0%	\$16.58	80.0%
University of South Florida	11	9	66.7%	100.0%	55.6%	\$43.30	66.7%
<b>Grand Total</b>	<b>412</b>	<b>261</b>	<b>75.1%</b>	<b>52.0%</b>	<b>26.8%</b>	<b>\$23.98</b>	<b>76.2%</b>



## INFORMATION ITEM 12

### Work-based Learning and On-the-Job Training Spending For the period July 1, 2023 - February 29, 2024

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./Per Part
Bausch & Lomb	\$ 5,440			1	\$ 5,440
Bert Smith Oldsmobile, Inc.	\$ 1,800			1	\$ 1,800
Builders Automation Machinery	\$ 7,582			1	\$ 7,582
Dependable Marketing Solutions	\$ 1,020			1	\$ 1,020
Manpower	\$ 463,191			249	\$ 1,860
Net Synergy Virtual Solutions, LLC	\$ 18,420			5	\$ 3,684
<b>Total</b>	<b>\$ 497,454</b>			<b>258</b>	<b>\$1,928</b>

<b>Prior Year Same Period</b>	<b>\$ 436,439</b>			<b>161</b>	<b>\$ 2,711</b>
<b>Variance</b>	<b>\$ 61,015</b>			<b>97</b>	<b>\$ (783)</b>

<u>Manpower Breakout</u>	<u>Amount</u>	<u>Participants</u>	<u>Avg/Per Part</u>
WIOA Adult OJT	6,962	4	\$ 1,741
WIOA Youth Paid-Work- Experienc	162,524	73	\$ 2,226
Summer PAYS - TANF	293,706	172	\$ 1,708
	<b>\$ 463,191</b>	<b>249</b>	<b>\$ 1,860</b>

# 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)

July 1, 2023 - March 31, 2024

Employers Served

1,192

Job Orders Posted

9,041

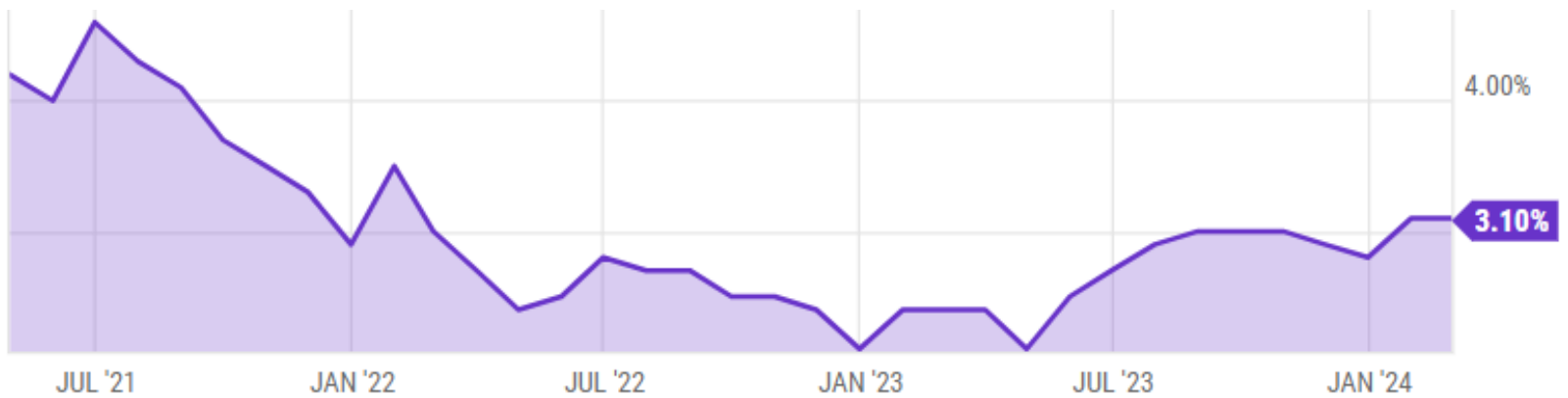
Newly Registered Employers

174

Services Provided by Staff

6,430

The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 3.1 percent in February 2024. This rate was 0.7 percentage point higher than the region's year ago rate of 2.4 percent. The region's February 2024 unemployment rate was equal to the state rate of 3.1 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.

From July 1, 2023 thru March 31, 2024  
**197** Employers participated in career fairs with **1,069** job seekers attending.

Job Seekers during PY

3,696

Placements Recorded

1,250

Services Provided

13,756

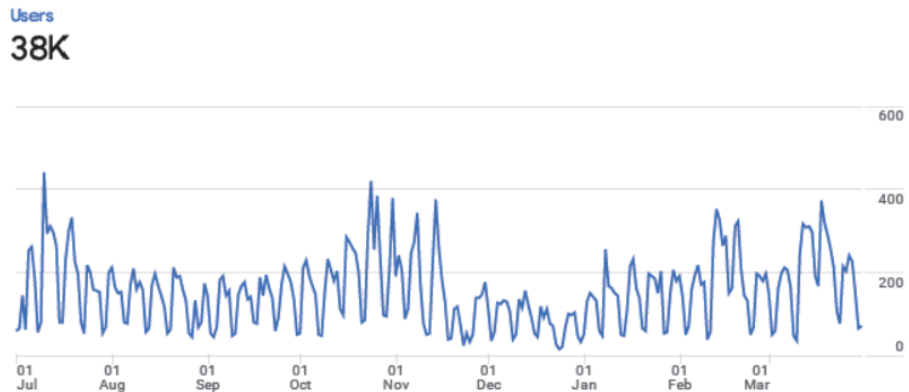
## Professional Networking Group

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.

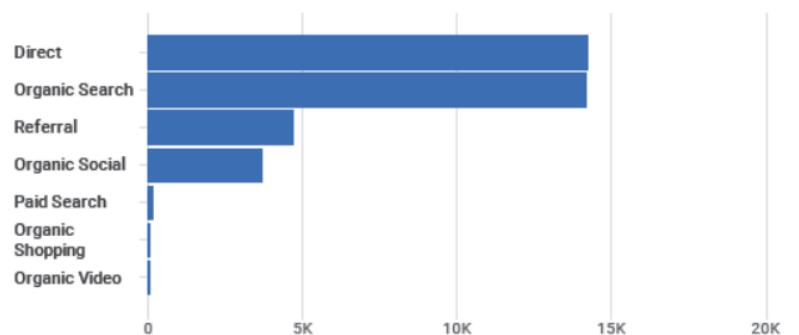
## Website Statistics Jul 1 - March 31, 2024



### Views by Page title and screen class

PAGE TITLE AND SCREEN CLASS	VIEWS
CareerSource Pinellas – Connecting ...	28K
Workforce Innovation & Opportunity ...	11K
Hiring Events – CareerSource Pinellas	8.2K
Professional Skills Workshops – Car...	5.6K
Career Services – CareerSource Pin...	3.5K
Join Our Team – CareerSource Pinell...	3.2K
Contact Us – CareerSource Pinellas	3K

### New users by First user primary channel group (Default Channel Group)



as of 3/31/2024



# 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.

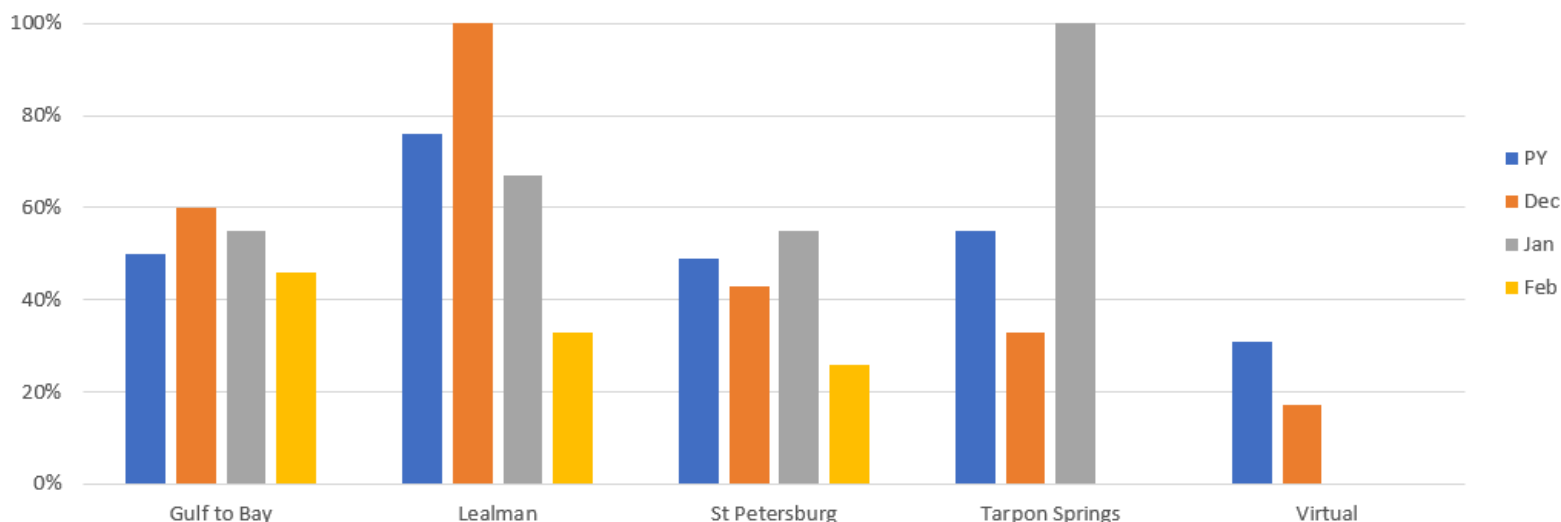
## Strategy

*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.*

## Net Promotor



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%	30.00%	36.07%	36.84%					36.27%
Live or Recorded Online Workshops	30.56%	42.86%	38.55%	41.79%	30.00%	28.00%	39.34%	26.32%					34.68%
Recruitment Event	0.00%	9.09%	6.02%	11.94%	8.33%	12.00%	8.20%	12.28%					8.48%
Reemployment Assistance	69.44%	61.04%	83.13%	71.64%	61.67%	72.00%	63.93%	78.95%					70.23%
Use of Computer Lab	11.11%	10.39%	12.05%	14.93%	8.33%	16.00%	18.03%	15.79%					13.33%
Workforce Program Services (Job Search/WIOA/WTP/SNAP)	19.44%	35.06%	31.33%	23.88%	26.67%	42.00%	32.79%	36.84%					31.00%
Other	5.56%	9.09%	4.82%	10.45%	6.67%	8.00%	11.48%	10.53%					8.33%



## CareerSource Pinellas Letter Grade - Historical Data

Metric	Max Points	Baseline			
		6/30/2022	6/30/2023	9/30/2023	12/31/2023
1. Participants with Increased Earnings	25	20.64	24.01	21.59	19.96
2. Reduction in Public Assistance	25	25.00	25.00	25.00	25.00
3. Employment and Training Outcomes	20	18.89	17.78	16.67	17.78
4. Participants in Work-Related Training	10	5.89	7.44	7.30	7.33
5. Continued Repeat Business	5	2.56	4.00	4.45	4.72
6. Year-over-Year Business Penetration	5	4.00	4.50	4.50	4.50
7. Completion-to-Funding Ratio	10	10.00	10.00	10.00	10.00
Extra Credit: Serving Individuals on Public Assistance	5	1.00	4.00	1.00	2.00
<b>Total Grade</b>	<b>105</b>	<b>87.98</b>	<b>96.73</b>	<b>90.51</b>	<b>91.29</b>
<b>GRADE</b>		<b>B+</b>	<b>A</b>	<b>A-</b>	<b>A-</b>



## Florida Workforce Board Regions Q2 2023-2024 Letter Grades

Ranking	Region	Board	Score	Grade
1	23	South Florida	101.12	A+
2	22	Broward	99.30	A+
3	24	Southwest Florida	98.25	A+
4	12	Central Florida	97.69	A+
5	8	Northeast Florida	96.88	A
6	19	Heartland	94.30	A
7	11	Flagler Volusia	94.25	A
8	15	Tampa Bay	93.29	A
9	14	Pinellas	91.29	A-
10	10	Citrus Levy Marion	90.89	A-
11	3	Chipola	90.60	A-
12	2	Okaloosa Walton	89.28	B+
13	21	Palm Beach County	89.15	B+
14	20	Research Coast	88.97	B+
15	6	North Florida	87.74	B+
16	16	Pasco Hernando	87.21	B+
17	5	Capital Region	87.18	B+
18	13	Brevard	86.46	B
19	4	Gulf Coast	86.35	B
20	1	Escarosa	86.07	B
21	18	Suncoast	85.36	B
22	7	Florida Crown	83.57	B
23	17	Polk	82.92	B-
24	9	North Central Florida	79.62	C+



Data as of: 12/31/2023

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met <sup>1</sup> (%)	Weighted Performance <sup>2</sup> (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,362	3,412	39.92	-	50.00	79.84	<b>19.96</b>
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,707	3,282	52.01	-	50.00	100.00	<b>25.00</b>
3. Employment and Training Outcomes	Employment and Training Services	0.20	16	18	88.89	-	100.00	88.89	<b>17.78</b>
4. Participants in Work-Related Training	Training Services	0.10	910	4,968	18.32	-	25.00	73.28	<b>7.33</b>
5. Continued Repeat Business	Business Services	0.05	871	2,634	33.07	-	35.00	94.49	<b>4.72</b>
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	2.46	100.00	90.00	<b>4.50</b>
PY 2022-2023 Business Penetration		-	1,166	25,411	4.59	-	-	-	-
PY 2023-2024 Business Penetration		-	1,823	25,876	7.05	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	4.20	3.81	100.00	-	100.00	100.00	<b>10.00</b>
Exiters: Local Board (N) / Statewide (D)		-	3,400	81,026	4.20	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$5,647,208	\$148,251,985	3.81	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	2,548	5,413	47.07	-	-	-	<b>2.00</b>
								<b>TOTAL</b>	<b>91.29</b>

<sup>1</sup> Percentage of Target Met for the Business Penetration metric is based on year-over-year percentage point difference as follows:

- ≥ 4 = 100%
- 2 to < 4 = 90%
- 0 to < 2 = 80%
- 2 to < 0 = 70%
- 4 to < -2 = 60%
- 6 to < -4 = 40%
- 8 to < -6 = 20%
- < -8 = 0%

<sup>2</sup> Weighted Performance for the Extra Credit Metric are extra credit points awarded based on the rate as follows:

- ≥ 55% = 5 points
- 51% to < 55% = 4 points
- 49% to < 51% = 3 points
- 47% to < 49% = 2 points
- 45% to < 47% = 1 point



## INFORMATION ITEM 15

### Board Orientation Reminder

#### Background

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

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

The Course covers the following topics:

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

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

Please complete this at your earliest convenience, as the deadline is fast approaching.

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

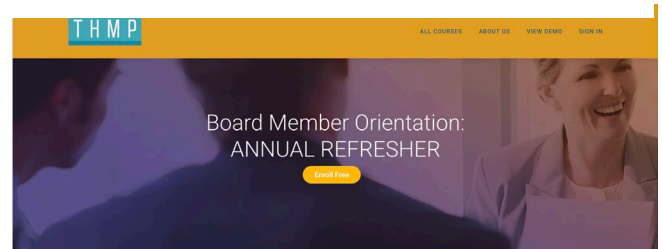
# How to Access BOARD MEMBER ORIENTATION Training – ANNUAL REFRESHER

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

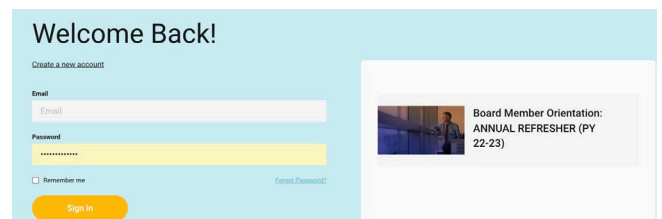
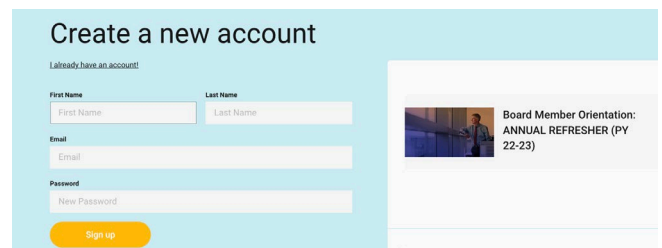
[https://workforce-academy.thinkific.com/courses/board-member-orientation-annual-refresher-py-23-24?th\\_ug=ca435a00](https://workforce-academy.thinkific.com/courses/board-member-orientation-annual-refresher-py-23-24?th_ug=ca435a00)

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

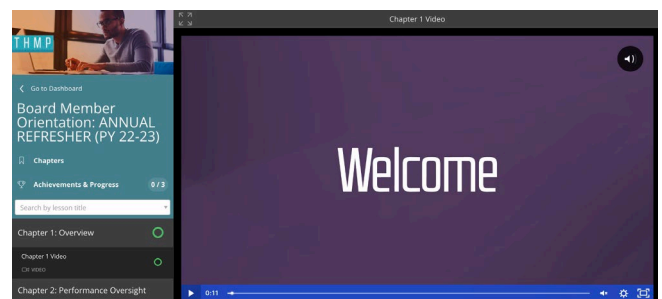
1. First, be sure to log-on to THMP Workforce Academy using the course URL (above), which takes you to the course landing page. Click on “Enroll for Free”:



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



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







## INFORMATION ITEM 16

### Filing Annual Statement of Financial Interest

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

**\*Form 1 filers will file electronically in 2024 via the [Electronic Financial Disclosure Management System \(EFDMS\)](#).**

**Access for Form 1 filers will go live January 1, 2024.**

- The form requirement for Mayors and Elected members of governing bodies of municipalities will change from a Form 1 to a Form 6 in 2024. Those officials who are serving as of December 31, 2023 and those elected to those offices in 2024, will file the Form 6 in 2024 instead of the Form 1. Those filers can access the system beginning January 1, 2024.
- On Friday, January 19, 2024, Senator Pizzo and Senator Gruters hosted a live Form 6 tutorial/Q&A session with the Commission's Deputy Executive Director and General Counsel, Steven Zuilkowski. The [recording](#) is now available.
- If you are a City Commissioner or Mayor with a candidate qualifying period in the month of January, please check your email! Invitations to register in EFDMS went out on January 1.
- If you are new to EFDMS and wish to access the system, visit the login page. Existing financial disclosure filers should click "I am a Filer" and follow the prompts. Individuals who need to file a disclosure form as a part of the process of qualifying for office, and you do not otherwise hold a position that requires you to file financial disclosure, go to the login page and click "I am a Candidate."
- Have questions about the impact of electronic financial disclosure on the process of qualifying for office? We have answers. Read our [FAQs and Tips for Qualifying](#) in the EFDMS era for the information you need to know about how e-filing impacts the qualifying process.
- Questions about e-filing in 2024? Read our [Tips for e-filing](#) in 2024.
- Are you leaving office or being appointed to fill a vacancy? Read our [Fact Sheet](#) outlining what form to file and when to file it, based on your dates of service.
- A [Form 6 e-filing training video](#) is available. A sample [Form 6](#) is also available.
- **Local filers who traditionally filed with their local Supervisors of Elections and had a public records exemption on file for redaction of certain information under Florida's Public Records Law, will need to file a public records exemption request with the Commission.** It is highly recommended that filers make their exemption request with the Commission PRIOR to filing their disclosure form, so that the form can be routed for redaction prior to publishing on the website. Visit our forms page to access the Exemption Request Form. The form must be mailed to the Commission and can be filed now.
- All disclosures filed in EFDMS will be published on this website.

If you have any questions, please do not hesitate to reach out to Leah Geis at [lgeis@careersourcepinellas.com](mailto:lgeis@careersourcepinellas.com) or 727-899-0008.