

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, March 20, 2024, at 11:45 am.

Location: Hybrid meeting – Zoom/EpiCenter, 13805 58th 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 (2/3rd) 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 (2/3rd) 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 (2/3rd) 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 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 Duff – Candida	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board
MAILING ADDRESS 2510 Terminal Dr South	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY St. Petersburg	COUNTY Pinellas
DATE ON WHICH VOTE OCCURRED March 20, 2024	NAME OF POLITICAL SUBDIVISION: Pinellas
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, 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

34C3BDC27F3C44F

Signature

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

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

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

Local Workforce Development Board: CareerSource Pinellas(CSPIN) /LWDB 14

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

Contractor Contact Phone Number: 855-505-7372

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


Description of Financial Benefit*: Referring participants to another Board Member's agency for WBL enrollment & reimbursement for PWE/OJT.

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

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 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

1/30/2024
Date

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

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

LAST NAME—FIRST NAME—MIDDLE NAME Jalazo - Michael	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board
MAILING ADDRESS 12810 US Hwy 19 N # 1	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Clearwater	NAME OF POLITICAL SUBDIVISION: Pinellas
COUNTY Pinellas	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE
DATE ON WHICH VOTE OCCURRED March 20, 2024	

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) /LWDB 14

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

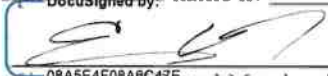
Description or Nature of Contract: Work Based Learning (WBL)

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 th 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.