



# CareerSource Hillsborough Pinellas Special Board of Directors Minutes

CareerSource Hillsborough Pinellas

Monday, June 17, 2024 at 10:30 AM EDT

@ 9215 North Florida Avenue, Tampa FL 33612

## **Board Members Attendance**

### **Present:**

Members: Barclay Harless, Mark Hunt (remote), Michael Jalazo, Commissioner Latvala (remote), Nikisha Lezama (remote), Esther Matthews, Shawn McDonnell (remote), Jeremy Robinson (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Kenneth Williams (remote), Russell Williams (remote), Warren Brooks (remote), Sean Butler, Joseph Eletto (remote), Elizabeth Gutierrez (remote), Gary Hartfield (remote), John Howell, Robert Blount, III, Jim Junecko (remote), Dr. Brian Mann (remote), April Neumann, Roy Sweatman, Ocea Wynn (remote), Mercedes Young

### **Absent:**

Members: Mitch Allen, Belinthia Berry, David Fetkenher, Ben Friedman, Scott Thomas, Commissioner Wostal, Benjamin Hom, Thayne Swenson, Sophia West

## **Others Present**

CareerSource Tampa Bay Staff: Rich Beynon, Leondra Foster, Maritza Morales (remote), April Torregiante, Saleema Bennett, Melissa Carroll, Sheila Doyle, Chad Kunerth, Barry Martin (remote), Anna Munro (remote), Tammy Stahlgren, Doug Tobin (remote), Michelle Zieziula

CareerSource Pinellas Staff: Tameka Austin (remote), Jay Burkey, Jason Druding, Leah Geis, Steve Meier, Michelle Moeller, Lysandra Montijo

Hillsborough County Government: Katherine Benson (remote), Ken Jones (remote), Jonathan Wolf

Legal Counsel: Stephanie Marchman (remote)

Pinellas County Government: Dr. Cynthia Johnson (remote), Cody Ward

Others: Terry Ann Nelson (remote)

### I. Call to Order, Welcome, and Roll Call (Presenters: Barclay Harless)

Barclay Harless, Interim Chair called the meeting to order at 10:30 a.m. There was a quorum present.

### II. Pledge of Allegiance

Joe Eletto led the Pledge of Allegiance. ‘

III. Public Comments

There were none.

IV. Chair's Update

Presenter: Barclay Harless

Since the inaugural meeting a couple of weeks ago, Barclay Harless appointed Ben Hom to lead the CEO search committee. He referenced his experience and leadership along with acknowledging he also felt it was important to have shared leadership responsibilities across the bay as we move forward. He said there will be regular updates as milestones are met, so that individuals who aren't directly involved can keep informed on that process.

He thanked the senior staff on both sides of the Bay for hosting and organizing staff appreciation luncheons. He thanked the board members who attended this wonderful event. It was incredible hearing about the loyalty and tenure of both sides' staff, who have stayed through all the changes.

V. Action/Discussion Items

A. Approval of Agreement between Consortium & CS Hillsborough Pinellas

Presenter: Steve Meier

The agreement defines the respective duties and responsibilities of the consortium and Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas (corporation) as the fiscal agent for the Local Workforce Development Board, effective July 1, 2024. The agreement is for two years and renews automatically unless terminated.

**Motion:**

To approve the Agreement and provide to Hillsborough Pinellas Workforce Development Consortium for their final approval to comply with the state's June 30, 2024 completion date.

Motion moved by Sean Butler and motion seconded by Michael Jalazo. The motion carried.

B. Approval of PY 2024 – 2025 Board Officers

Dr. Sarlo, Chair of the Nominating committee led a meeting on June 11, 2024, where they met to discuss and select nominees who possess the experience and leadership to guide CareerSource Hillsborough Pinellas through the merger/ consolidation.

The Committee reviewed eligibility, term requirements and attendance records of the board members. After discussion and taking into consideration specific

board member's experience and expertise, the recommended slate of officers are as follows.

Slate of Officers:

- Chair - Sean Butler
- Vice-Chair - Barclay Harless
- 2nd Vice Chair -Commissioner Latvala
- Treasurer - Gary Hartfield
- Secretary - Dr. Rebecca Sarlo

As it states in the By-Laws, a slate of nominees for Officers shall be presented to the Board for a vote at the annual meeting and prior to voting on the slate of nominees, nominations will be accepted from the floor. There were no nominations from the floor.

**Motion:**

To accept the slate of officers as presented.

Motion moved by John Howell and motion seconded by Mercedes Young. Motion carried.

There was a brief discussion on who takes over as the chair after the approval of the slate of officers. Is it the newly appointed chair or does interim chair continue the meeting. Sean Butler suggested for continuity that Barclay Harless should continue running the meeting.

C. Approval of Schedule of Operations

Sheila Doyle presented the schedule of operations for approval, detailing daily hours, holiday closures, and emergency shutdown procedures, which require 48-hour notice to FloridaCommerce. The schedule covers administrative and career centers in Hillsborough and Pinellas counties. Staff training closures also require 48-hour notice. There were discussions about following county holidays and future considerations for merging administrative offices. An Ad Hoc committee may be established to review locations post-merger, involving the new CEO in decision-making.

**Motion:**

To approve the CareerSource Hillsborough Pinellas Schedule of Operations.

Motion moved by Sean Butler and motion seconded by Michael Jalazo. Motion carried.

D. Approval of 2024–2025 Regional Demand Occupation List (Presenters: Chad Kunerth)

Chad Kunerth presented the Regional Targeted Occupation List, an annual requirement. He provided an overview of the annual review and recommendation process for the occupations list, highlighting the criteria used to determine which occupations to keep, remove, or add.

The list aligns with ITAs and, in Hillsborough, with PWE justifications. The list incorporates state inputs and local demand assessments.

The proposed list includes:

- 166 unchallenged occupations from the state list.
- 36 occupations to retain (yellow).
- 25 to remove (orange).
- 11 retentions for specific lower-wage positions (blue).
- 5 with regional proximity relevance (green).

A discussion took place on whether to include construction-related occupations like cement, brick, and block masons on the priority occupation list. Despite initial recommendations to remove them due to lack of local training, participants highlighted the need to retain these occupations due to ongoing and upcoming construction projects. They agreed to monitor these occupation's performance and consider future adjustments. Overall, the consensus was to retain construction-related occupations, especially given local projects and training needs.

Brian Mann emphasized the importance of including certain programs on the occupation list to prevent technical colleges and community colleges from discontinuing them. Programs like CNC's, dietitians, and nuclear medicine technologists are essential as graduates are securing jobs. The state audits these programs annually and may eliminate them if they don't meet specific metrics. He stressed the need to vet the list with staff to ensure these programs are maintained.

Roy Sweatman would like to keep 514011 Computer-Controlled Machine Tool Operator, M&P. Chad explained that the data shows we have a negative growth projection. Mr. Sweatman said the data is incorrect every year and being in the business he can tell us that it is a need.

Dr. Cynthia Johnson emphasized the importance of including occupations now due to industry demand, particularly in construction. She recommended moving forward with an inclusive list, noting numerous industry-led construction projects and the need for input from education providers. She suggested reviewing the occupation list later after observing activity and performance, ensuring no premature eliminations that might harm job placement opportunities.

Russ Williams from Power Design echoed the need to focus on construction-related opportunities and emphasized the significant construction activity in Florida and St. Pete. He highlighted a massive hiring gap that will persist due to upcoming projects. He advocated for keeping all construction-related occupations on the list, noting that Power Design is working to educate younger students about trades and collaborating with local developers. He stressed that the private sector won't see the demand for construction skills decrease anytime soon.

Sean Butler expressed concerns about industry expectations for lower wages compared to the higher entry rates expected by trained individuals. He highlighted the recurring challenge of aligning training with actual job market conditions and wage expectations, particularly in labor and construction. Sean Butler cautioned against approving occupations that may lead to inadequate job opportunities post-training. He noted discrepancies in the removal list, suggesting a need for thoughtful review to avoid setting clients up for failure. Approving the list by the 30th might necessitate a blanket approval with modifications.

Approval of the list, with possible amendments and future reviews, was deemed necessary. Additional arrangements were considered for Hillsborough and Pinellas counties to align their occupation needs and trainers.

**Motion:**

To approve the entire list to remain in place, with quarterly reviews to be completed by the blended committee formed from both sides.

Motion moved by Michael Jalazo and motion seconded by Sean Butler. Motion carried.

E. Approval of New Training Programs

1. Hillsborough County (Presenters: Anna Munro, Melissa Carroll)

Anna Munro presented the details for approval of new training programs, emphasizing the combination of eligible training providers from CareerSource Tampa Bay and CareerSource Pinellas. Anna Munro provided context on the approval of new training programs, while Melissa Carroll discussed the applications received from training providers and the recommendation to approve programs for the next program year.

The discussion also addressed concerns about performance and potential exclusion of a provider with lower completion rates, which led the board to remove Southern Technical College from the recommendation.

#### Discussion on Training Programs and Institutions

Dr. Sarlow emphasized the differences in training and costs between medical assistant and home health aide programs, as well as the distinctions between private and public institutions. Additionally, Jim Junecko raised questions about the list and the lack of inclusion of union apprenticeships, which do not charge any tuition fees.

**Motion:**

To approve Aguilas International Technical Institutes, Finlay Institute of Nursing, FleetForce Truck Driving School, Florida Technical College, and Tampa Vocational Institute applications for new training program(s) for the program year 2024/2025.

Motion moved by Esther Matthews and motion seconded by Sean Butler.  
Motion carried.

2. Pinellas County (Presenters: Michelle Moeller)

**Motion:**

To approve adding the new (ATA Career Education Program) training program to the Eligible Training Provider List (ETPL) effective July 1, 2024.

Motion moved by Michael Jazalo and motion seconded by Esther Matthews. Mark Hunt verbally abstained. Motion carried.

F. Approval of New Training Provider

1. Hillsborough County

Presenters: Anna Munro and Melissa Carroll

**Motion:**

To approve Faith Academy Nursing School new training provider application to include the aforementioned training program for program year 2024-2025.

Motion moved by Esther Matthews and motion seconded by John Howell.  
Motion carried.

2. Pinellas County

Presenter: Michelle Moeller

**Motion:**

To approve adding Evara Health Institute and these training programs to the CareerSource Hillsborough Pinellas Eligible Training Provider List (ETPL).

Motion moved by Michael Jalazo and motion seconded by Mark Hunt. Dr. Rebecca Sarlo verbally abstained. Motion carried.

G. Approval of Related Party Contract

1. Hillsborough County (Presenters: Anna Munro, Melissa Carroll)

Related Party Training Provider Agreement:

Hillsborough Community College, amount not to exceed \$136,588.

Dr. Brian Mann has been identified as having a conflict of interest and was notified prior to the meeting.

Dr. Brian Mann has completed and submitted a Voting Abstention Form.

Dr. Brian Mann was placed in a virtual waiting room during the vote and discussion.

**Motion:**

To approve Hillsborough Community College as a Training Provider for PY 2024/2025 for a total not to exceed \$136,588 and the addition of the new program, contingent upon FloridaCommerce and CareerSource Florida approval.

Motion moved by Sean Butler and motion seconded by Esther Matthews. Motion carried.

Related Party Training Provider Agreement:

Hillsborough County Public Schools, amount not to exceed \$232,762.

Warren "Scott" Brooks has been identified as having a conflict of interest and was notified prior to the meeting.

Warren "Scott" Brooks has completed and submitted a Voting Abstention Form.

Warren "Scott" Brooks was not present during the vote and discussion.

**Motion:**

To approve Hillsborough County School Board as a Training Provider for PY 2024/2025, for approval of a total not to exceed of \$232,762, and the addition of the new programs, contingent upon FloridaCommerce and CareerSource Florida approval.

Motion moved by Mark Hunt and motion seconded by Sean Butler.  
Motion carried.

2. Pinellas County (Presenters: Michelle Moeller)

Related Party Training Provider Agreement:

Evara Health Institute, amount not to exceed \$150,000.

Dr. Rebecca Sarlo has been identified as having a conflict of interest and was notified prior to the meeting.

Dr. Rebecca Sarlo has completed and submitted a Voting Abstention Form.

Dr. Rebecca Sarlo was placed in a virtual waiting room during the vote and discussion.

**Motion:**

To approve the related party contract with Evara Health Institute by a two-thirds (2/3rd) vote with a spending cap of \$150,000.

Motion moved by Michael Jalazo and motion seconded by Ken Williams.  
Motion carried.

H. Discuss Board Meeting Calendar (Presenters: Sheila Doyle)

Sheila Doyle presented potential dates and frequency for future board meetings, emphasizing the need to accommodate the upcoming agenda items and ensure everyone's availability. The group discussed the challenges of finding consensus on meeting days and times, considering the need for early morning meetings, traffic concerns, and room availability. They agreed to have staff come up with a schedule based on the feedback to ensure a quorum at upcoming meetings.

VI. Future Action / Discussion Items

- A. Board Committee Structure and Assignments
- B. Sunshine Law and Ethics Presentation
- C. Board Orientation
- D. Administrative Policy Approvals
- E. One-Stop Operator and Required Partner Agreement
- F. Request to Serve as Direct Provider of Workforce Service



G. 4-Year Local Plan

VII. Open Discussion

CEO Selection Committee Imbalance

The CEO selection committee is currently unbalanced, with five members from Hillsborough County and four from Pinellas County, plus John Howell who served on both boards. The discussion revolved around the need to address this imbalance by either having someone from Hillsborough step down or adding an additional member from Pinellas. The time commitment and challenges of finding a solution were also being considered. Sean Butler (Hillsborough) has agreed to step down from the committee. This will allow four (4) board members from both Hillsborough and Pinellas. John Howell will be the ninth (9) board member.

VIII. Adjournment

The meeting was adjourned at 12:01 p.m.

Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.



**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 June 17, 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 Evara Health, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

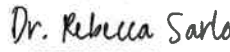
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for Individual Training Accounts with Evara Health Institute

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.

6/11/2024

Date Filed

DocuSigned by:  
  
 96002020000400...  
 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, Barclay Harless, 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 Institute and CareerSource Hillsborough Pinellas

Contractor Name & Address: Evara Health Institute 4100 58th Stree N Clearwater 33760

Contractor Contact Phone Number: 727-824-8181

Contract Number or Other Identifying Information, if any: Individual Training Accounts

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 (ITA)

Method of procurement for the goods and/or services to be procured: Individual Training Accounts

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 Institute

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.

Barclay Harless  
Signature of Board Chair / Vice Chair\*

Barclay Harless

Print Name

6/7/2024

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 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 Hillsborough Pinellas  
Contractor Name & Address: Evava Health Institute 14100 58th Stree N Clearwater 33760  
Contractor Contact Phone Number: 727-824-8181  
Description or Nature of Contract: Training Provider approved for Individual Training Accounts  
Description of Financial Benefit\*: Individual Training Accounts 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's/owner's name is: \_\_\_\_\_

Dr. Rebecca Sarlo  
Signature of Board Member/Employee

Rebecca Sarlo  
Print Name

6/6/2024  
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 D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, Dr. Brian Mann, 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 Hillsborough Pinellas

Contractor Name & Address: Hillsborough Community College - 2112 N. 15th Street, Tampa, FL, 33605

Contractor Contact Phone Number: 813- 253-7022

Description or Nature of Contract: Training Provider of Training Programs

Description of Financial Benefit\*: Employee of Organization

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: Dr. Brian Mann

Brian W. Mann

Digitally signed by Brian W. Mann  
Date: 2024.06.13 10:53:51 -04'00'

Signature of Board Member/Employee

Dr. Brian Mann

Print Name

6/13/24

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.

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

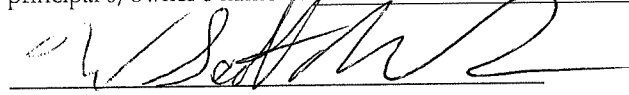
I, Warren Scott Brooks, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe) \_\_\_\_\_ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas  
Contractor Name & Address: Hillsborough County School Board - 901 E. Kennedy Blvd, Tampa, FL, 33602  
Contractor Contact Phone Number: 813-231-1860  
Description or Nature of Contract: Training Provider of Training Programs  
Description of Financial Benefit\*: Employee of Organization

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: Warren Scott Brooks

  
Signature of Board Member/Employee

Warren Scott Brooks  
Print Name  
6/13/24  
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.  
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