

Hillsborough/Pinellas Workforce Development Consortium Meeting Minutes

Date: Tuesday, February 6, 2024, at 1:00 pm.

Location: Hybrid meeting – Zoom/The Palm Room, 333 Chestnut Street, Clearwater, FL 33756

I. CALL TO ORDER

Chair, Gwendolyn Myers, called the meeting to order at 1:00 p.m. There was a quorum present with the following Consortium members in attendance.

Consortium Members in Attendance

Commissioner René Flowers (In person), Commissioner Chris Latvala (In person), Commissioner Gwendolyn Myers (In person), Commissioner Joshua Wostal (In person)

Consortium Members Not in Attendance

None

Others in Attendance

- **CareerSource Pinellas (Staff)** – Steven Meier (In person), Jay Burkey (In person), Leah Geis (In person), Troy Casper (In person), Jason Druding (Zoom), Michelle Moeller (Zoom)
- **CareerSource Pinellas (Board Members)** – Scott Thomas (In person), Barclay Harless (Zoom)
- **Gray|Robinson, Attorneys** - Stephanie Marchman (Zoom), Scott Cole (Zoom)
- **Pinellas County Attorney's Office** – Cody Ward (In person)
- **Pinellas County Government** – Kevin Knutson (In person), Corey McCaster (Zoom)
- **Pinellas County Legislative Aide** – Tyler Bonneau (Commissioner Latvala's assistant)
- **CareerSource Tampa Bay (Staff)** – Michelle Zieziula (In person), Sheila Doyle (In person), Anna Munro (In person), Barry Martin (Zoom), Doug Tobin (In person), April Torregiante (In person), Dolores Martinez (Zoom), Tammy Stahlgren (Zoom)
- **CareerSource Tampa Bay (Board Members)** – Gary Hartfield (In person), Sean Butler (Zoom)
- **Hillsborough County Government** – Ron Barton (In person), Ken Jones (Zoom), Jonathan Wolf (In person)
- **Hillsborough County Attorney's Office** – Katherine Benson (Zoom), Mary Helen Farris (In person)
- **Other** – Carla Ortiz-Pagan (Zoom)

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

There were no public comments.

IV. ACTION/DISCUSSION ITEMS

A. Approval of Minutes – December 5, 2023 Hillsborough/Pinellas Workforce Development Consortium Meeting

The minutes of the December 5, 2023, Consortium meeting were presented for approval.

RECOMMENDATION

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

Motion:	Commissioner Wostal
Second:	Commissioner Latvala

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

B. Approval of Issuance of Request for Proposal for General Counsel

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay and WorkNet Pinellas, Inc. dba CareerSource Pinellas, 501(c)(3) non-profit entities, have been appointed and designated by their respective County Commissions to act as the local area workforce boards for Hillsborough and Pinellas Counties, respectively. Effective July 1, 2024, all incorporated and unincorporated areas within Hillsborough County and Pinellas County will be consolidated as a multi-county regional workforce development area. The consolidation is a required component of the Reimagining Education and Career Help (REACH) Act, passed by the legislature and signed into law by Governor Desantis in 2021, which mandates a reduction in the number of local workforce development boards. A Hillsborough/Pinellas Workforce Development Consortium composed of, the Chief Elected Officials from Hillsborough County Board of County Commissioners and the Pinellas County Board of County Commissioners, has been delegated the responsibility of Chief Local Elected Official for the multi-county regional workforce development area.

In accordance with the approved Interlocal Agreement between the Hillsborough County Board of County Commissioners and the Pinellas County Board of County Commissioners, the Consortium must approve a process for the Local Workforce Development Board to select General Counsel for the new entity.

RECOMMENDATION

Approval of the issuance of an RFP for the provision of Legal Services General Counsel for the CareerSource Hillsborough/Pinellas Workforce Board.

Motion:	Commissioner Latvala
Second:	Commissioner Wostal

The Consortium members made a motion for approval for the issuance of an RFP for the provision of Legal Services General Counsel for the CareerSource Hillsborough/Pinellas Workforce Board. The motion carried unanimously.

V. UPDATE/INFORMATIONAL ITEMS

Staff provided an overview of the following future action/discussion items:

A. Merger Letter of Intent

In 2021, the Florida Legislature passed, and the Governor signed into law, the Reimagining Education and Career Help Act (Reach Act). CareerSource Florida thereafter implemented the Florida Workforce System Transformation, which, among other initiatives, directed that CareerSource Tampa Bay and CareerSource Pinellas be combined into a single entity.

Effective November 2023, the Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioner, acting in their capacities as Chief Elected Official for their respective counties, entered into an Interlocal Agreement to create a new Consortium to oversee the combined entity, provide for governance and oversight of such entity, and act as Local Grant Recipient for WIOA funds. CareerSource Tampa Bay and CareerSource Pinellas propose to enter into a non-binding LOI to outline the process for accomplishing the merger and identify the responsibilities of each party in furtherance of that goal. The Consortium has requested GrayRobinson, P.A., legal counsel for CareerSource Pinellas, to perform due diligence services and develop a mutually agreeable Plan of Merger and Articles of Merger for the new entity.

The Letter of Intent for the abovementioned services was attached in the meeting packet for review.

B. Plan of Merger

The Consortium has requested GrayRobinson, P.A., legal counsel for CareerSource Pinellas, to perform due diligence services and develop a mutually agreeable Plan of Merger and Articles of Merger for the new entity.

The draft Agreement and Plan of Merger merging WorkNet Pinellas, Inc. dba CareerSource Pinellas with and into Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay was included in the meeting packet for review.

C. Bylaws for New Regional LWDB

Staff has begun looking at the current Bylaws from both organizations and seeing what has worked well for both organizations and is working on combining said items into one combined document. Staff has been collaborating with county staff and the county attorney's office in both counties, as well as Gray|Robinson, and a draft set of Bylaws has been created and sent to the Advisory Committee for review. Following approval/recommendation from the Advisory Committee, the Bylaws will be brought to the next Consortium meeting for final approval and will be sent to the Consortium members prior to said meeting.

D. LWDB Structure/Appointment Process

The Advisory Committee, staff, individuals from county government and the county attorney's offices from both sides, as well as Gray|Robinson, are currently looking at Board members from both sides to see what their current functions and roles are and are comparing them to select an appropriate number of individuals in order to have a decent sized board composed of current members. If all current members from both boards were included in the new Board of Directors, the Board would be too large. Commissioner Flowers suggested we ask all Board members directly if they even have any interest in serving on the new Board of Directors, because if any do not, that could help the selection process.

E. CEO Selection Process

The process started a few weeks ago and the process has continued to be talked about in the Advisory Committee meetings. The Advisory Committee gave direction to negotiate with a top ranked selection firm and staff is currently working on that. Once the company is on board, a timeline will be brought to the Consortium for review/discussion.

VI. FUTURE ACTION/DISCUSSION ITEMS (APRIL 2)

A. Approval of Consolidation/Merger

Will be brought back to the Consortium for approval.

B. Bylaws for New Regional LWDB

Will be brought back to the Consortium for approval.

C. Appointment of Members to the New Regional LWDB

Will be brought back to the Consortium for approval.

D. Approval of CEO Selection Process

Commissioner Latvala asked about the price of the CEO selection firm. Kevin Knutson said he believed it was somewhere around 53K, but it was also being negotiated. Commissioner Latvala also asked if the CEO selection process would include internal as well as external candidates. Kevin Knutson confirmed that was correct. Kevin Knutson also indicated that the money being used to hire a CEO selection firm was granted to us from the state.

VII. FUTURE ACTION/DISCUSSION ITEMS (JUNE 4)

Kevin Knutson indicated that some items may not take place until after July 1.

- A. Approval of Agreement with New Administrative Entity/Fiscal Agent**
- B. Approve & Oversee the New Regional LWDB FY'25 Planning Budget**
- C. Request New Regional LWDB Designation & Certification**
- D. Request Approval as Direct Services Provider (?)**
- E. Approval of Grantee/Sub-Grantee Agreement**
- F. Request 1-year Extension for Submission of Local Area Workforce Plan (?)**
- G. Request 1-year Extensions of One-Stop Operator Agreements (?)**
- H. Request 1-year Extensions of MOU's with One-Stop Partners (?)**

VIII. FUTURE ITEMS

All future items were presented in sections VI. & VII.

IX. OPEN DISCUSSION

Commissioner Wostal asked about the CEO Search timeline. Kevin Knutson indicated that most of the proposals received from the search companies indicated a timeline somewhere between 14 – 16 weeks.

X. ADJOURNMENT

Chair Gwendolyn Myers adjourned the meeting at 1:20pm.