

**Hillsborough/Pinellas Workforce Development Consortium
Meeting Minutes**

Date: Tuesday, June 4, 2024, at 10:30 am.

Location: Hybrid meeting – Zoom/EpiCenter, 13805 58th St. N., Rooms 1 - 451 & 1 - 453, Clearwater, FL 33760

CALL TO ORDER

Chair, Commissioner Gwendolyn Myers, called the meeting to order at 10:30 am. There was a quorum present with the following Consortium members in attendance.

Consortium Members in Attendance

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

- **Gray|Robinson Attorneys**
Stephanie Marchman (In person), **Scott Cole** (Zoom)
- **CSPIN Staff in Attendance (all attended in person)**
Steven Meier, Leah Geis, Jay Burkey, Juan Toribio, Raymond Westergard, Amelia Campbell
Attended via Zoom: Lysandra Montijo, Troy Casper, Caroline Kenney
- **CareerSource Pinellas (Board Members) – Barclay Harless** (In person)
- **Pinellas County Attorney’s Office – Cody Ward** (In person)
- **Pinellas County Economic Development – Dr. Cynthia Johnson** (In person)
- **Pinellas County Legislative Aide – Tyler Bonneau** (Commissioner Latvala’s assistant – In person)
- **CareerSource Tampa Bay Staff – Michelle Ziezuela** (Zoom), **Sheila Doyle** (In person), **Anna Munro** (Zoom), **Barry Martin** (Zoom), **Doug Tobin** (In person), **Tammy Stahlgren** (Zoom), **Rich Beynon** (Zoom)
- **Hillsborough County Government – Ron Barton** (In person), Ken Jones (In person, Jonathan Wolf (In person)
- **Hillsborough County Attorney’s Office – Mary Helen Farris** (In person), **Katherine Benson** (Zoom)
- **CareerSource Florida – Garrick Wright** (In person), **Anuj Kapadia** (In person), **Molly Langsdorf** (In person)
- **Other – Michelle Epstein, Newland Associates** (Zoom), **Bill Deyoung** (Zoom)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

There were no public comments.

Commissioner René Flowers requested that Financial Renumeration be added to the agenda prior to the start of the meeting. Chair Commissioner Gwen Myers stated that the Consortium would address that when they came to open discussion on the agenda.

ACTION Item A – Approval of Minutes

The minutes of the April 2, 2024, Hillsborough/Pinellas Workforce Development Consortium meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Commissioner Joshua Wostal
Second:	Commissioner Chris Latvala

The Consortium made a motion to approve the minutes as presented. This motion carried unanimously.

ACTION Item B – Approval of the New Regional LWDB PY’25 Planning Budget

Background Information

The CareerSource Hillsborough Pinellas (CSHP) 2024-2025 Planning Budget was prepared jointly by Hillsborough and Pinellas staff and was prepared based on preliminary information received from FloridaCommerce for our primary formula-based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). The preliminary WIOA allocations indicate an approximate decrease of 10% overall for the combined entity compared to the prior year while the preliminary WTP allocations indicate an approximate decrease of 5.5% when compared to the prior year. Wagner Peyser funding is projected to be level funded. Estimates for other recurring funding sources have been based on prior year allocations received by each County. Carryforward amounts by County are estimated based on current available information and anticipated expenditures through the end of the current fiscal year, June 30, 2024. A budget modification will be presented in the first quarter of FY2025 once all final allocations and carryforward amounts are known.

The budget was approved by the CareerSource Hillsborough Pinellas Board of Directors on May 30, 2024. Once approved of the budget will be forwarded to FloridaCommerce by October 1st in accordance with the FloridaCommerce Grantee Subgrantee agreement.

*A 2024 – 2025 Budgeted Revenues Funding by County and Combined report was included in the packet for review.

RECOMMENDATION

Approve the FY’2025 Planning Budget, which was approved by the CareerSource Hillsborough Pinellas Board of Directors at their May 30, 2024, Board meeting. Final approval will allow for required submission to FloridaCommerce for review and for the Organization to have a budget in place for the beginning of the new fiscal year starting July 1, 2024.

Discussion: None

Motion:	Commissioner Joshua Wostal
Second:	Commissioner Chris Latvala

The Consortium made a motion to approve the FY’2025 Planning Budget, which was approved by the CareerSource Hillsborough Pinellas Board of Directors at their May 30, 2024, Board meeting. Final approval will allow for required submission to FloridaCommerce for review and for the Organization to have a budget in place for the beginning of the new fiscal year starting July 1, 2024. This motion carried unanimously.

ACTION Item C – Approval of Selection of Legal Firm

Background

Per Section 4.5 of the Bylaws of Tampa Bay Workforce Alliance, Inc., doing business as CareerSource Hillsborough Pinellas, “The Board shall have the power to select and recommend Legal Counsel for the provision of advice, support, and guidance on legal services to the Corporation for Consortium approval. The Consortium must approve the process for the Board to select Legal Counsel. The Legal Counsel shall report to the Board, shall provide and be responsible for provision of legal services, and give updates at Board meetings, as requested.”

Per Section 4.7 of the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, “the Consortium must approve a process for the LWDB (Local Workforce Development Board) to select General Counsel for the new entity.” Accordingly, on February 6, 2024, the Hillsborough Pinellas Workforce Development Consortium approved the issuance of an RFP (Request for Proposal) for the provision of Legal Services General Counsel for the CareerSource Hillsborough Pinellas Workforce Board as well as Counsel to CareerSource Hillsborough Pinellas.

Information

In response to this RFP, the following companies submitted proposals:

1. Bush, Graziano Rice & Hearing, P.A.
2. GrayRobinson, P.A.
3. Shumaker, Loop & Kendrick, LLP.

Aggregated scores (out of 100 points) from the reviewers were as follows: Gray|Robinson, P.A. 89.0, Shumaker, Loop & Kendrick, LLP 85.2, Bush Graziano Rice & Hearing, P.A. 70.4

Considerations for top-two rated firms:

GrayRobinson, P.A.

- Current legal counsel for CareerSource Pinellas (since December 2019). Ms. Stephanie Marchman would continue as general counsel. Ms. Heather Ramos would serve, and currently serves, as assistant general counsel.
- Consortium approved GrayRobinson as the Consortium's legal counsel for the merger.
- Current legal counsel for CareerSource Central Florida (Ms. Heather Ramos). GrayRobinson has also performed legal services for CareerSource Citrus Levy Marion, CareerSource Brevard, CareerSource Florida, CareerSource Florida Crown, CareerSource Flagler Volusia, CareerSource North Central Florida, and CareerSource Tampa Bay in various legal and lobbying capacities, since 2012.
- Lead counsel would serve CareerSource Hillsborough Pinellas from their Gainesville, FL office and has nearly 20 years of experience. The proposed team, except for the Associate, are located in Gainesville and Orlando, FL. In addition to the lead counsel, the team is comprised of three partners who each provide a wide range of legal services, as follows:
 - Advise on board governance, open meeting, public records, and ethics requirements, labor and employment matters and litigation.
 - Advise on Corporate and Tax-Exempt issues.
 - Advise on Governance Policies and Procedures
 - Provide Human Resource and Labor and Employment Services
 - Negotiate, draft, and review contracts essential for day-to-day operations
 - Ensure Merged Entity's compliance with all applicable laws and regulations, especially Workforce Innovation and Opportunity Act and Chapter 445, Florida Statutes.
 - Provides lobbying services to CareerSource Pinellas.
 - Fee schedule (Counsel Services by fixed hourly fee): Senior Partner - \$425, Partner - \$325, Counsel - \$300, Associate - \$225, Paralegal - \$125

Shumaker, Loop & Kendrick, LLP

- Represents public entities and 501(c)(3) nonprofit organizations throughout the State of Florida, ranging from economic development corporations and public-school systems to port and housing authorities. No workforce boards as current clients.
- Ms. Jennie Tarr, previously at the Hillsborough County Attorney's Office, spent over 35 years serving as legal counsel for entities throughout Hillsborough County, including CareerSource Tampa Bay.
- Attorney who is certified in city, county, and local government law.
- Lead counsel would serve CareerSource Hillsborough Pinellas from their St. Petersburg, FL office, has nearly 40 years of experience and was the former Senior Assistant County Attorney for Hillsborough County. In addition to the Lead Counsel, the Team is comprised of five additional partners who each provide legal counsel to a specific area, such as:
 - o Government law and federally funded grants and contracts as they relate to workforce development programs,
 - o Florida's Sunshine Law, Public Records Act, Chapter 445, Florida Statutes
 - o Assist in Human Resources Department with investigations on labor law and employee relations concerns.
 - o Tax-exempt organization legal issues related to the Merged Entity.
- Provides lobbying services to CareerSource Tampa Bay.
- Fee schedule (Counsel Services by fixed hourly fee): Senior Partner - \$395, Partner - \$395, Counsel - \$395, Associate - \$250, Paralegal - \$200

The CareerSource Hillsborough Pinellas Board of Directors approved the selection of GrayRobinson, P.A. as legal counsel at their May 30, 2024, Board meeting.

RECOMMENDATION

Approve the selection of Gray|Robinson, P.A. to be legal counsel for CareerSource Hillsborough Pinellas. The anticipated commencement date of the engagement for the initial term will be on or before July 1, 2024, with an end date of June 30, 2025. The contract will be renewable for up to three one-year terms.

Discussion: None

Motion:	Commissioner Chris Latvala
Second:	Commissioner Joshua Wostal

The Consortium made a motion to approve the selection of Gray|Robinson, P.A. to be legal counsel for CareerSource Hillsborough Pinellas. The anticipated commencement date of the engagement for the initial term will be on or before July 1, 2024, with an end date of June 30, 2025. The contract will be renewable for up to three one-year terms. This motion carried unanimously.

ACTION Item D – Discussion/Approval of PY’25 Meeting Calendar

In accordance with the Interlocal Agreement, Section 4.8, the Consortium will meet from time-to-time as it deems necessary and appropriate, but not less than quarterly, to conduct business as may be necessary.

At the December 5, 2023, Consortium meeting, the Consortium approved the PY23-24 Meeting Calendar, scheduling meetings bi-monthly on the 1st Tuesday of the respective months from 10:30am – 12:00pm, alternating meeting locations between Meridian One in Hillsborough County and the EpiCenter in Pinellas County.

Information

The Consortium has addressed the mandatory requirements of the State regarding the consolidation and realignment of CareerSource Tampa Bay and CareerSource Pinellas, which may make it inessential to meet bi-monthly moving forward.

Special meetings may also be scheduled as needed to approve additional items as they arise throughout the PY.

RECOMMENDATION

Approval of the PY’25 Consortium meeting schedule to begin in August 2024, at Meridian One in Hillsborough County, and then continue quarterly alternating locations between the two counties.

Discussion: Ron Barton stated the material indicated the next meeting would be in August, and there after it would be useful to go to quarterly meetings, as bi-monthly does not seem necessary. Commissioner Wostal questioned what the function of the Consortium would be going forward. Ron Barton answered that question. Bringing mandated items to vote on before the Consortium that used to be brought to each counties respective Board of County Commissioners. Commissioner Flowers supports meeting as needed, so if a special meeting needs to be scheduled between regularly scheduled meetings, a meeting will be scheduled.

Motion:	Commissioner René Flowers
Second:	Commissioner Chris Latvala

The Consortium made a motion for approval of the PY’25 Consortium meeting schedule to begin in August 2024, at Meridian One in Hillsborough County, and then continue quarterly alternating locations between the two counties. The motion carried unanimously.

ACTION Item E – Discussion/Approval of LWDB Recommendation of Co-Interim CEOs

Background

Per Section 4.4 of the Bylaws of CareerSource Hillsborough Pinellas “the Board shall have the power to select and recommend a Director, Interim Director, or designated person(s) responsible for the operational and administrative functions of Corporation subject to final approval by the Consortium.”

Per Section 4.6 of the INTERLOCAL AGREEMENT BETWEEN HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS AND PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS “the Consortium must approve a LWDB process to select the director, interim director or designated person responsible for the operational and administrative functions of the LWDB, and subsequently approve the selection as recommended by the LWDB.”

Information

The CareerSource Hillsborough Pinellas Board of Directors, at its May 30, 2024, Board of Directors meeting, recommended Sheila Doyle, CFO and Interim CEO of CareerSource Tampa Bay, and Steven Meier, CEO of CareerSource Pinellas, to be Co-Interim CEOs of CareerSource Hillsborough Pinellas until such time as a permanent CEO is hired.

RECOMMENDATION

Approve the recommendation of the CareerSource Hillsborough Pinellas Board of Director to appoint Sheila Doyle, CFO and Interim CEO of CareerSource Tampa Bay, and Steven Meier, CEO of CareerSource Pinellas, to be Co-Interim CEOs of CareerSource Hillsborough Pinellas until such time as a permanent CEO is hired.

Discussion: None.

Motion:	Commissioner Chris Latvala
Second:	Commissioner Joshua Wostal

The Consortium made a motion to approve the recommendation of the CareerSource Hillsborough Pinellas Board of Director to appoint Sheila Doyle, CFO and Interim CEO of CareerSource Tampa Bay, and Steven Meier, CEO of CareerSource Pinellas, to be Co-Interim CEOs of CareerSource Hillsborough Pinellas until such time as a permanent CEO is hired. The motion carried unanimously.

FUTURE ACTION Item A – Approval of Agreement with Administrative Entity & Fiscal Agent

Background

Per Section 4.4 of the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, the Consortium, having been designated as the Local Grant Recipient by the State, must develop and administer a process to designate and enter into agreement(s) with an Administrative Entity and Fiscal Agent for all programs promulgated under the Acts for the Local Area no later than June 30, 2024.

The Consortium must define the specific functions, duties and responsibilities of the Administrative Entity for the administration and operation of workforce development programs in the Local Area in accordance with the Acts and corresponding regulations.

The Consortium must define the specific functions, duties and responsibilities of the Fiscal Agent in accordance with the Acts and corresponding regulations. The Fiscal Agent must ensure sustained fiscal integrity, internal controls and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA, 2 CFR 200 and other Federal Regulations and State policies.

Information

The drafted Services Agreement between Hillsborough Pinellas Workforce Development Consortium and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, designates Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, to serve as the Administrative Entity and Fiscal Agent for the Local Area.

The Services Agreement was prepared in partnership and coordination with the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff), and was created by comparing, merging and updating the existing Agreements of CareerSource Tampa Bay and CareerSource Pinellas.

FUTURE RECOMMENDATION

Approve the Services Agreement between Hillsborough Pinellas Workforce Development Consortium and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, as drafted by staff, designating Tampa Bay

Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, to serve as the Administrative Entity and Fiscal Agent for the Local Area.

Discussion: Dr. Cynthia Johnson stated that more time was requested for this item as there was not enough time to complete the item to bring to this meeting for review. Additional time will also allow more time for legal counsel to review the document.

Motion:	Commissioner René Flowers
Second:	Commissioner Chris Latvala

Commissioner Flowers made a motion that the approval of the Services Agreement between Hillsborough Pinellas Workforce Development Consortium and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, as drafted by staff, designating Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, to serve as the Administrative Entity and Fiscal Agent for the Local Area, be deferred to June 20th with a time to be determined and disseminated to the members of the Consortium. The motion carried unanimously.

INFORMATION ITEM A – LWDB CEO Selection Process

At the May 30 Board of Directors meeting, the LWDB decided to create a CEO Selection Committee that would be in charge of the process of searching for and hiring a new CEO for the merged entity. Decisions made at the CEO Selection Committee meetings will be brought before the Consortium for approval as well. Gary Hartfield was elected to chair this committee. There is representation from both counties on the committee as well.

Stephanie Marchman stated that a motion was made at the May 30 Board of Directors meeting to have the general counsel explore options to terminate Newland Associates agreement. Gray|Robinson will be reviewing the agreement and making recommendations to the board about their options. Those options should come out before the next scheduled Consortium meeting. Commissioner Flowers requested a copy of the contract to review. After Stephanie Marchman’s comments, Commissioner Flowers withdrew her request to have Financial Renumeration fall under open discussion because Stephanie would not currently have the answers to the questions that Commissioner Flowers originally had.

INFORMATION ITEM B – Plan of Merger Approved by Both CareerSource Entities

The plan of merger was approved by both CareerSource entities and signed off on and Gray|Robinson will be filing the articles of merger at the end of June. Once that happens, CareerSource Pinellas will cease to exist and at that point all of the employees of CareerSource Pinellas will become employees of the new entity and all contracts etc. will also become the property of the merged entity and that will complete the merger process.

Open Discussion – None

Adjournment – Chair, Commissioner Gwen Myers, adjourned the meeting at 10:57am.