

November 21, 2024 - 10:00 A.M.

Hybrid Meeting – EpiCenter

13805 58th St. N.

Room 1-451 & 1-453

Clearwater, FL 33760

Zoom

*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

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

Phone: +1 646-558-8656

Board of Directors

Agenda

I. Welcome and Introductions	Barclay Harless, Chair
II. Pledge of Allegiance	Page 1
III. Public Comment	
<i>Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.</i>	
IV. Roll Call	
V. Chair's Report	
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2. Approval of Solicitation of Managed Service Provider	Page 46
3. Approval of PY'24 – 25 FloridaCommerce ICQ & Assessment	Page 47
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CEO Selection Committee

6. Presentation of Candidate	Page 74
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XII. Open Discussion

XIII. Adjournment

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Lead.





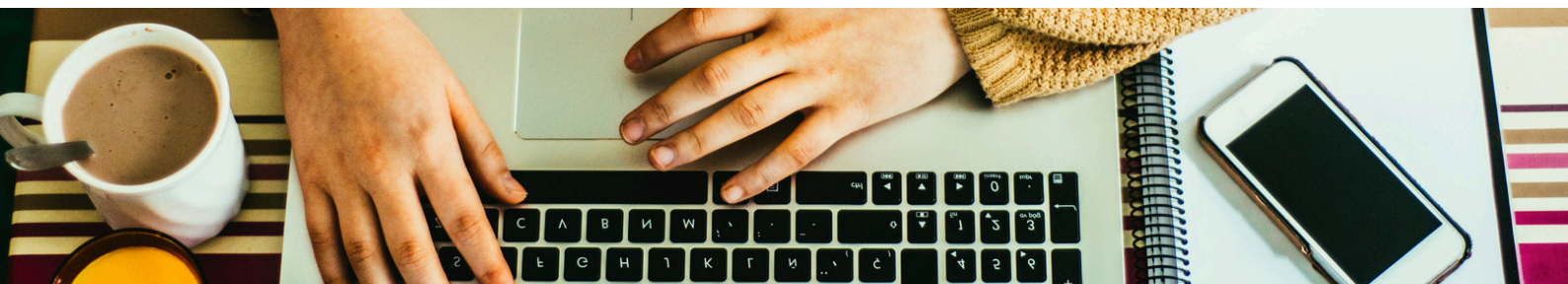
Pledge of Allegiance

NOVEMBER 2024

CHAIRMAN'S REPORT



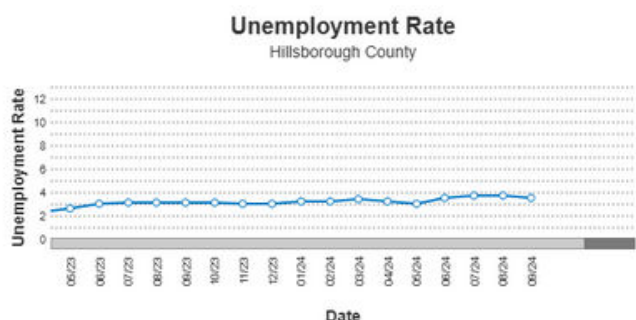
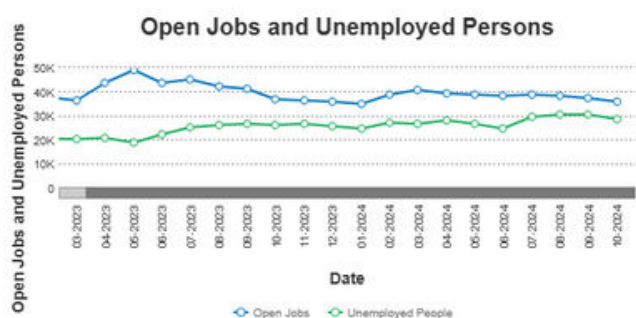
Updates for the Board of CareerSource Hillsborough Pinellas



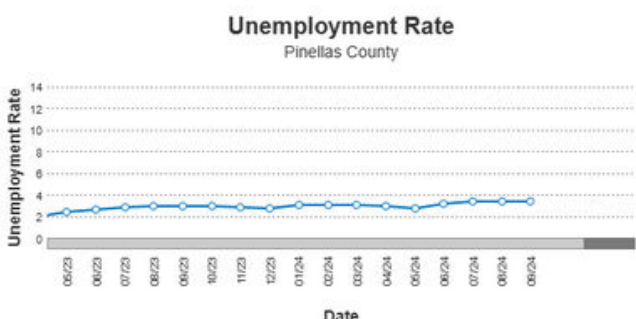
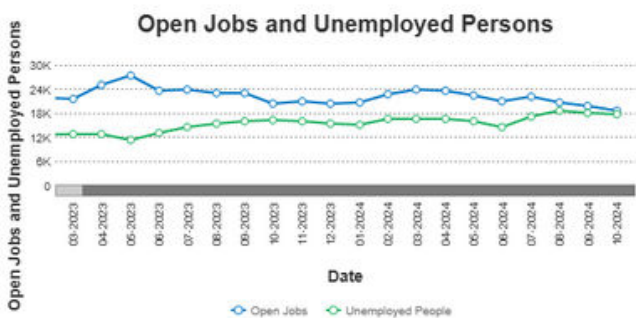
Local Unemployment

Unemployment (Oct)	# of Unemployed People
Regional 3.8%	Per 100 Open Jobs (Sept)
Hillsborough 3.5%	Hillsborough 81
Pinellas 3.8%	Pinellas 95

HILLSBOROUGH



PINELLAS



CareerSource Hillsborough Pinellas Success Story



Yadira Veron Gonzalez originally received services through WIOA Youth, where she earned her medical assistant certification. As an adult, she enrolled in the WIOA program after being out of work for more than 6 months and knowing she wanted to progress in her healthcare career. As a single parent of two, she needed a career path that would increase her earnings and her ability to support her family.

Yadira attended Southern Technical College Diagnostic Medical Sonography AS Degree program and was able to maintain a 3.72 GPA while caring for her family.

Yadira graduated from Diagnostic Medical Sonography program at Southern Technical College, Tampa in June of this year. Two months later she was hired by Lakeland Regional Health where she is employed as an ultra-sonographer I ; she went from being unemployed to earning \$42.00 per hour. The services provided to her through the WIOA Adult program are life changing. Yadira now has a stable career and can support her family.

Hiring Events By the Numbers

Career Fairs
Job Seekers

12
1,912



Industries Gaining in Jobs

The top industries gaining jobs over the year in the Tampa-St. Petersburg-Clearwater Metro area are:

- Education & Health Services (+9,000 jobs)
- Trade, Transportation & Utilities (+4,200 jobs)
- Mining, Logging & Construction (+3,100 jobs)
- Government (+2,200 jobs)
- Other Services (+1,700 jobs)



CareerSource Hillsborough Pinellas Board Welcomes Donald Noble



We are pleased to welcome Donald Noble to the CareerSource Hillsborough Pinellas board after approving his application in October.

Noble currently serves as a Partner of Florida CFO Group. As a seasoned financial leader, Noble brings over three decades of comprehensive expertise in accounting, finance, and operations across diverse industries such as franchising, legal, technology and high growth sectors. Noble began his career with the United States Air Force before transitioning to the private sector.

Event Highlight: Paychecks for Patriots



CareerSource Hillsborough Pinellas hosted three veteran-focused resource and job fairs during Paychecks for Patriots this year, and served 434 job seekers. At the Veterans Resource Fair on October 30, attendees received crucial career readiness resources, such as resume reviews, interview coaching, mock interview sessions, and professional headshots.

In response to the impacts of Hurricanes Helene and Milton across the Tampa Bay area, the Job Fairs on November 6 and 7 were also open to individuals whose businesses or employment were disrupted by the storms. This year, there was a special focus on integrating the Hope Florida initiative to provide additional support to veterans and their families. 3



Co-Interim CEO Report

Steven Meier & Sheila Doyle

MEMORANDUM

TO: CareerSource Hillsborough Pinellas Board of Directors
FROM: Stephanie Marchman, CareerSource Hillsborough Pinellas General Counsel
DATE: November 7, 2024
SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Hillsborough Pinellas since September 13, 2024:

- Reviewed and provided legal advice regarding Board Agenda materials; attended Board of Directors meeting.
- Reviewed CEO Selection Committee agenda packet as to form and legality; attended CEO Selection Committee meeting.
- Reviewed Ex-Offender/Returning Citizen Workforce Training Program Agreement as to form and legality.
- Responded to Drug-Free Workplace inquiry.
- Reviewed Local Workforce Innovation and Opportunity Act Workforce Services Plan as to form and legality.
- Reviewed Kaiser Group One-Stop Operator Subaward Agreement as to form and legality.
- Provided guidance regarding resignation of Board Chair and application to CEO position within company.
- Provided guidance on sunshine law.

Pending litigation report:

Jerome Gray v. CareerSource Tampa Bay, in the Circuit Court of the Thirteenth Judicial Circuit in Hillsborough County, Case Number 23-CA-010204, has been closed since March 3, 2024, due to lack of service. However, in May 2024, Mr. Gray filed a motion with the Court to reopen the case. The Court has not yet changed the case status in this matter to reflect a re-opening.



CareerSource Hillsborough Pinellas

Annual Performance Presentation

November 2024

Objectives



Current Year Allocations



Financial Expenditure Requirements



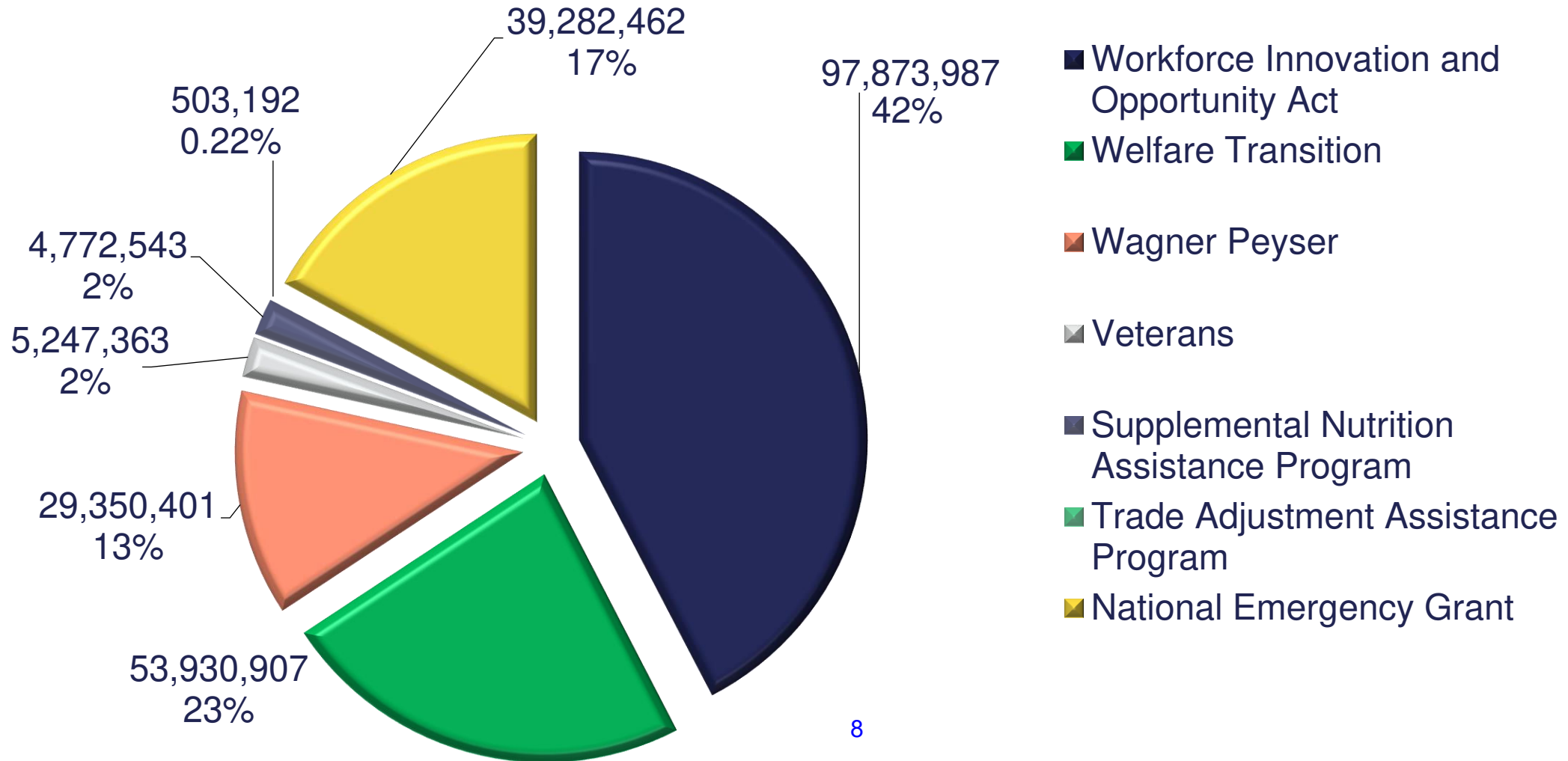
Performance Accountability Metrics



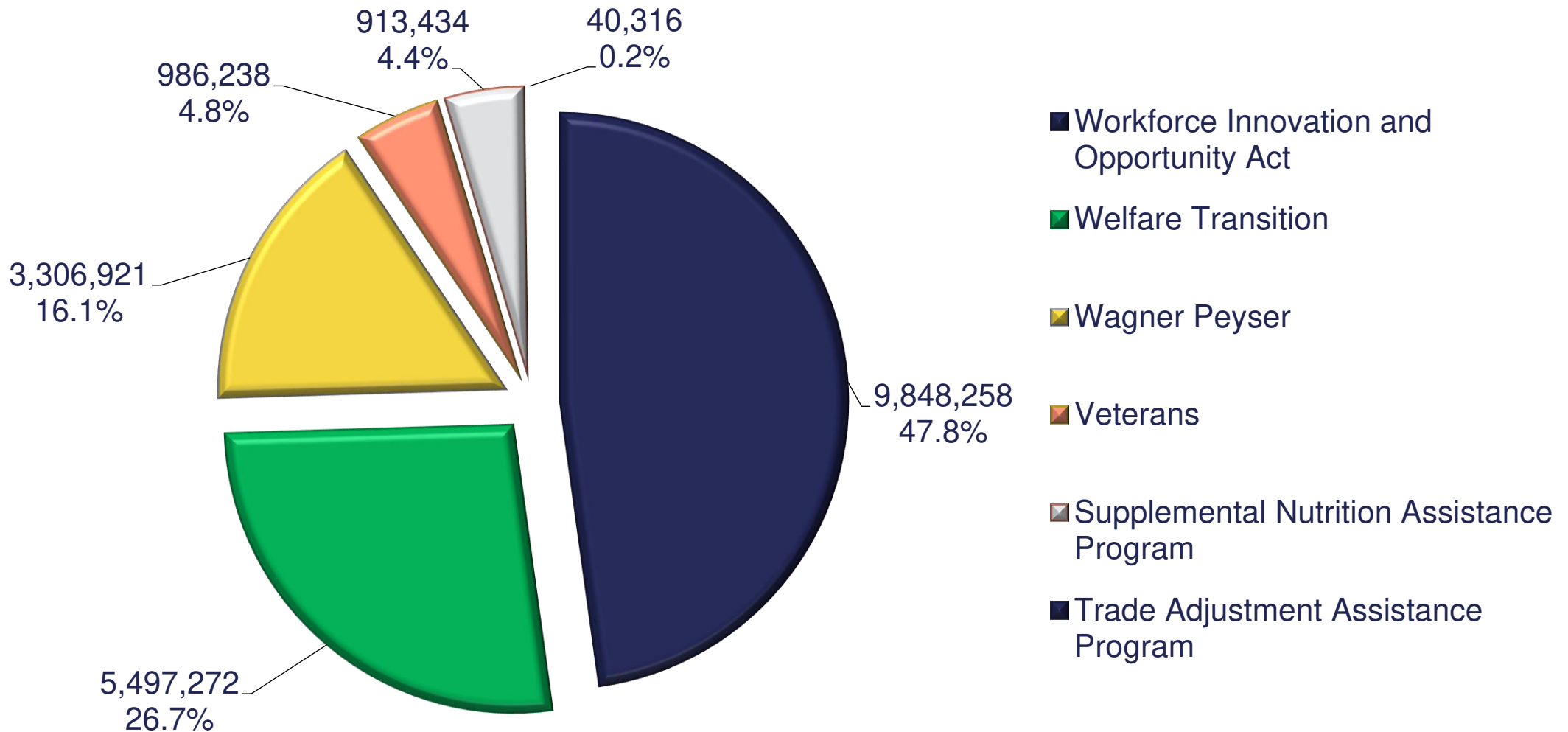
Programmatic and Financial Monitoring
Results



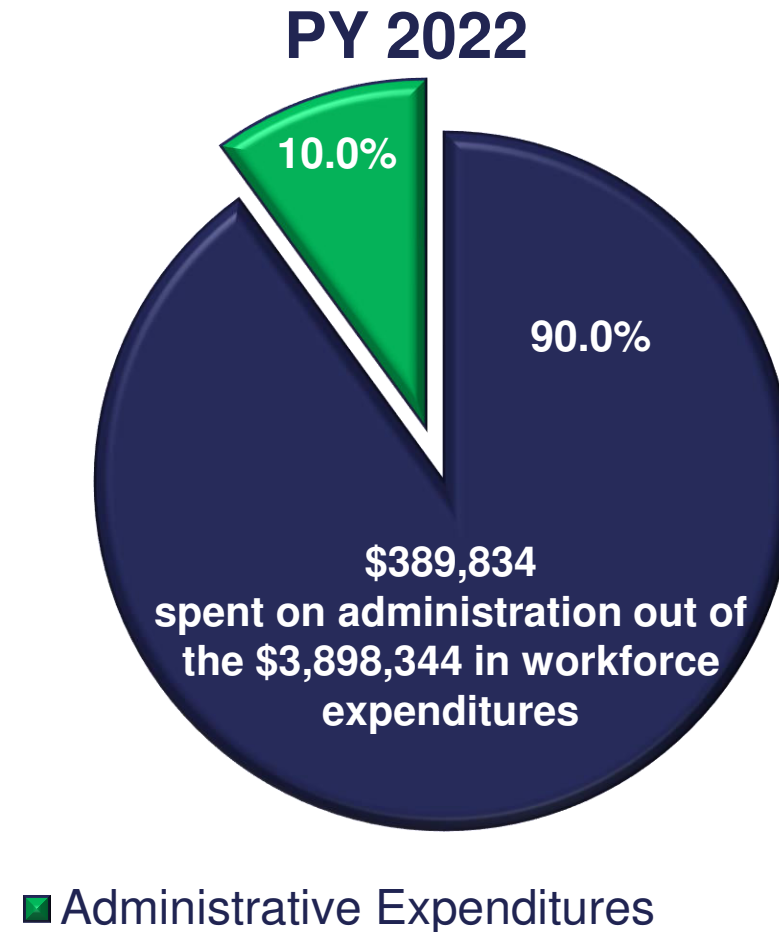
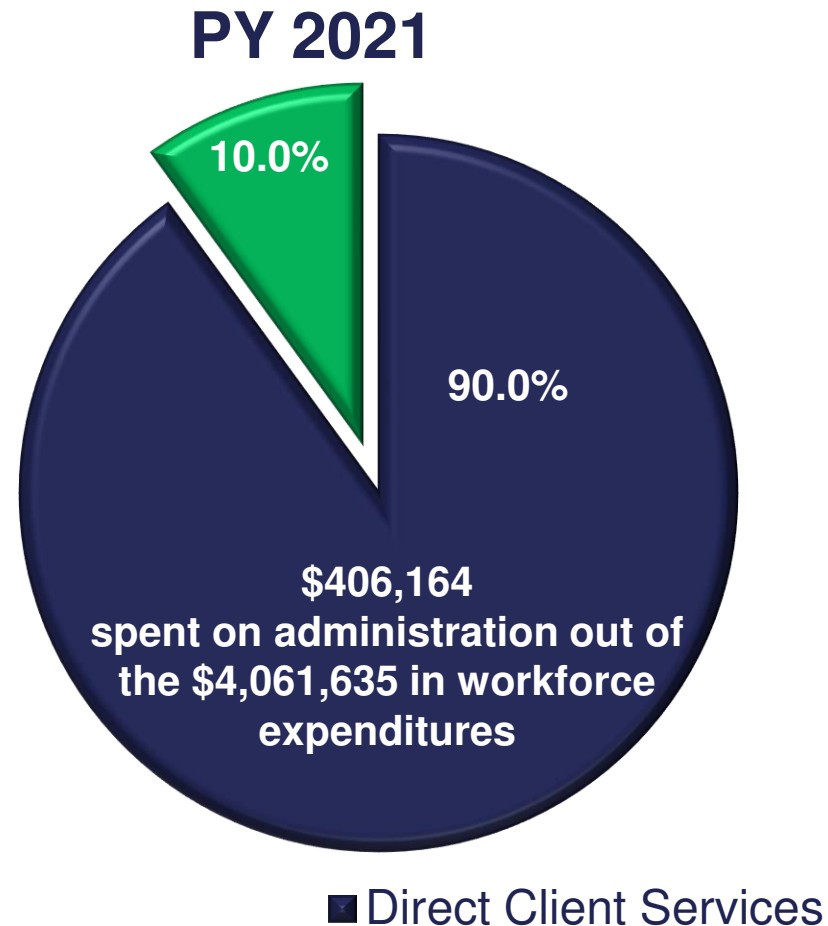
Statewide Funding 2024: \$230,960,855



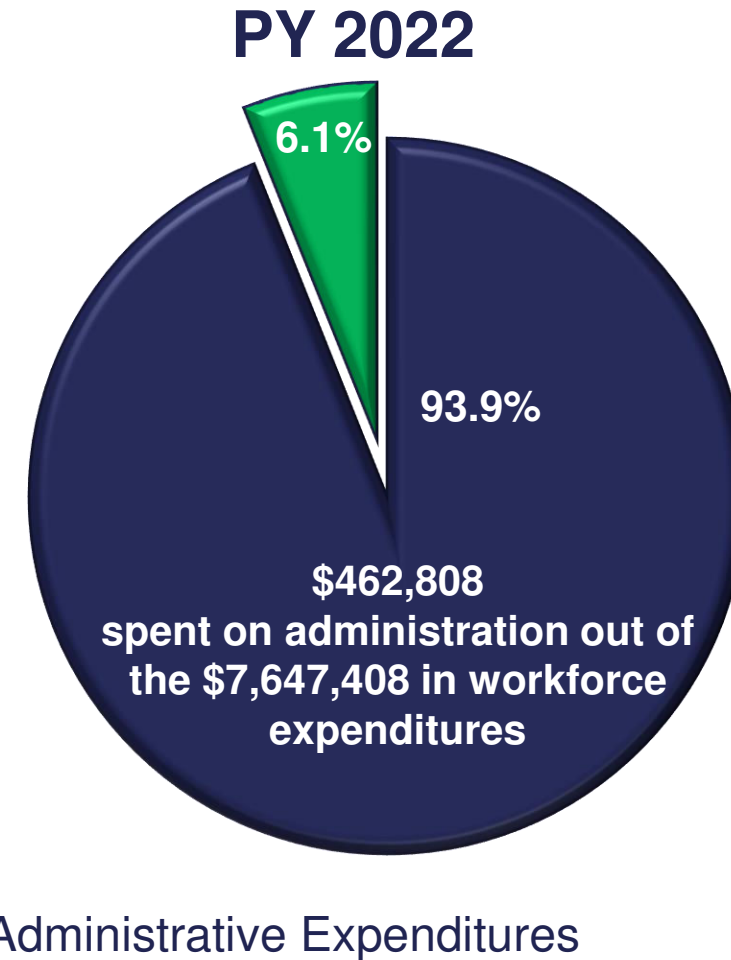
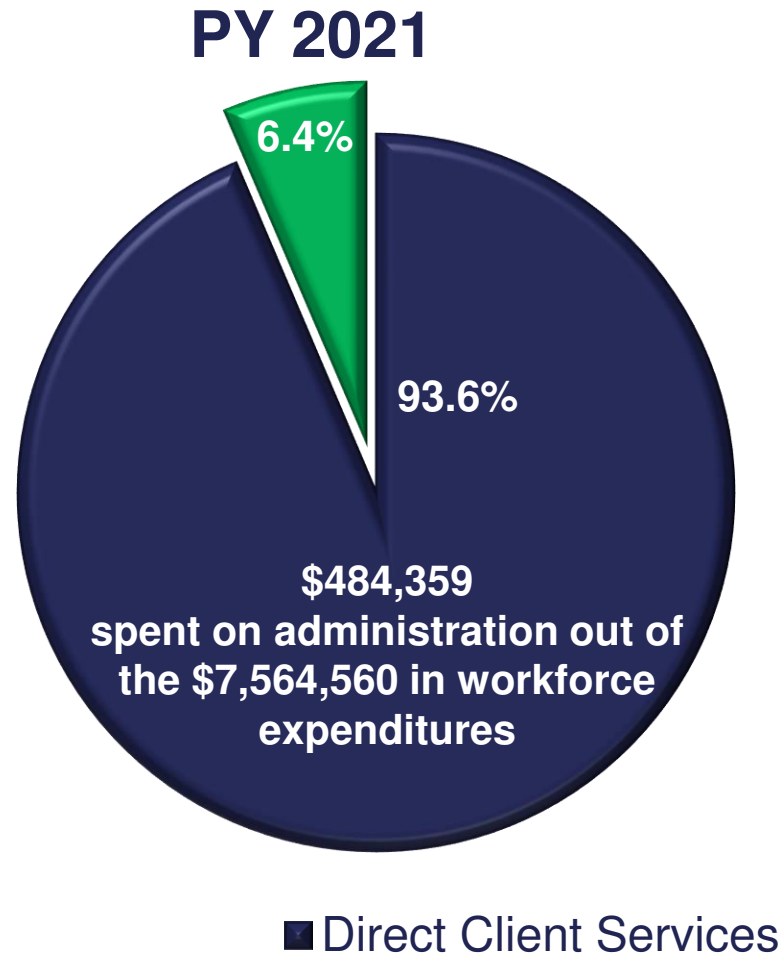
Local Board Funding 2024: \$20,572,439



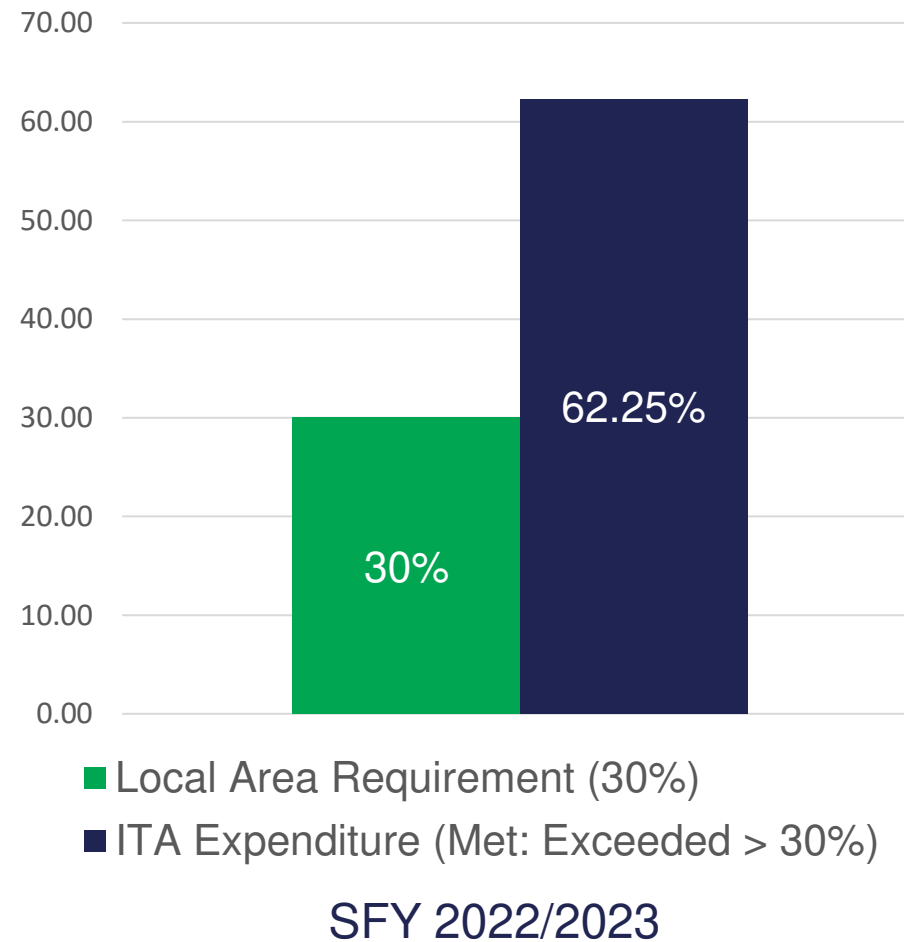
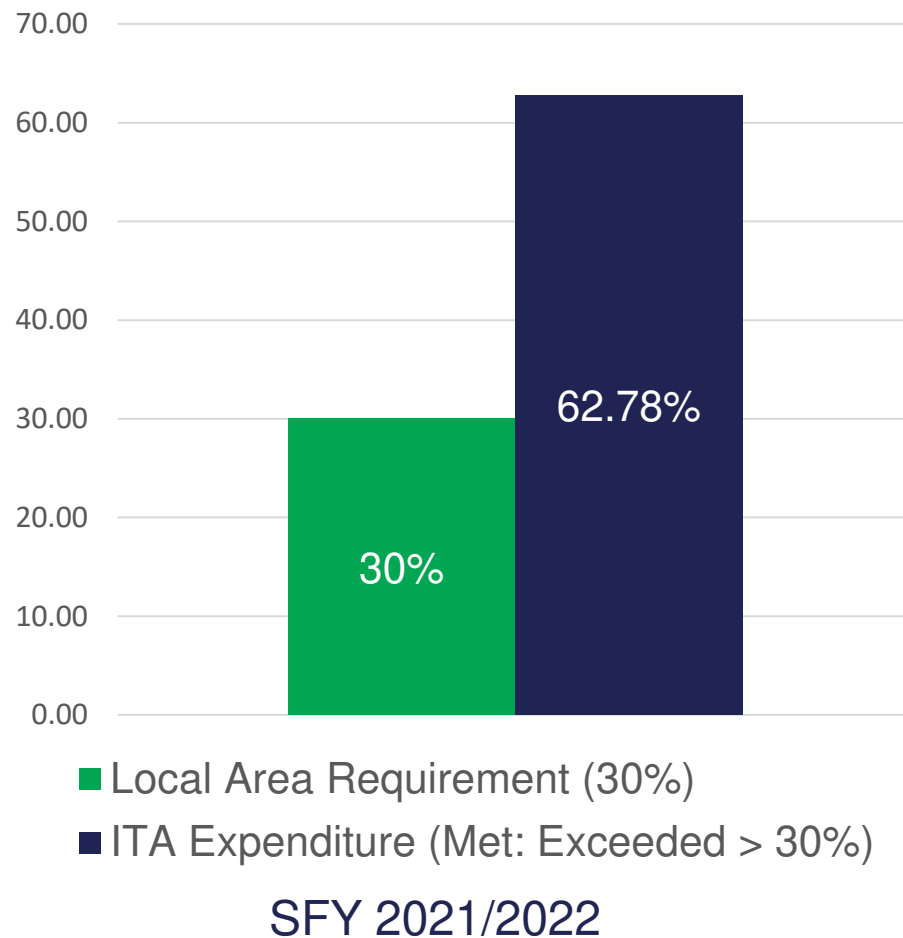
LWDB 14 - Client Services and Administrative Expenditures



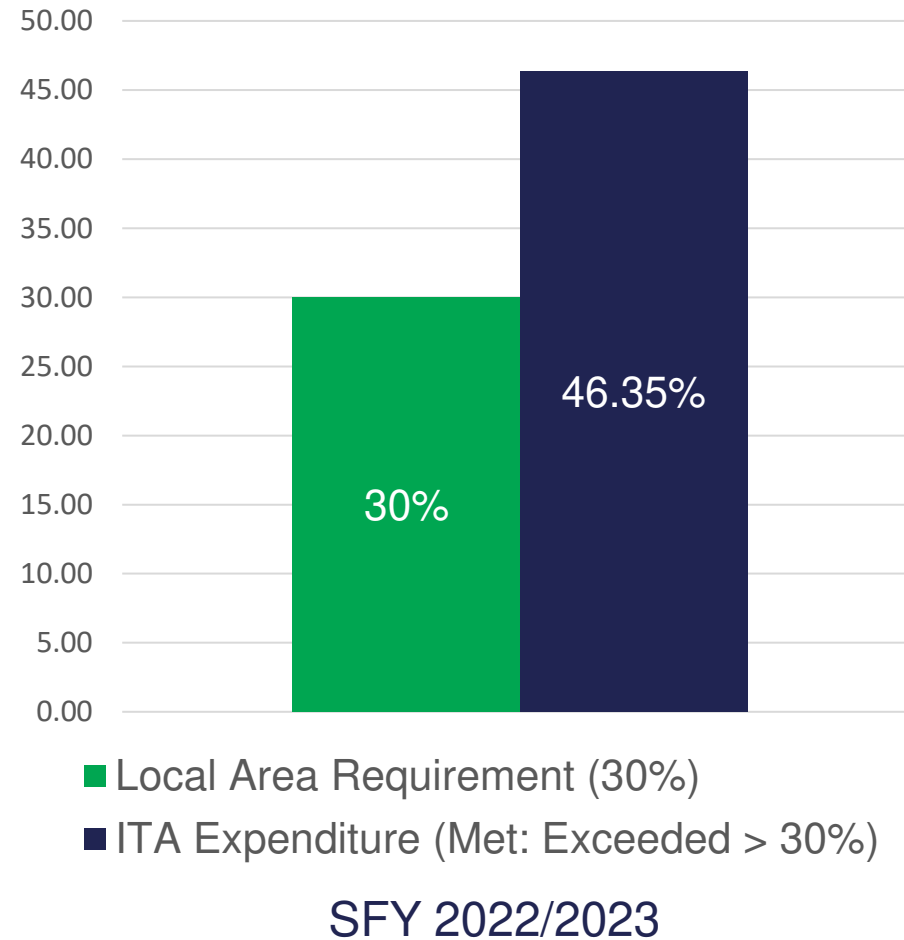
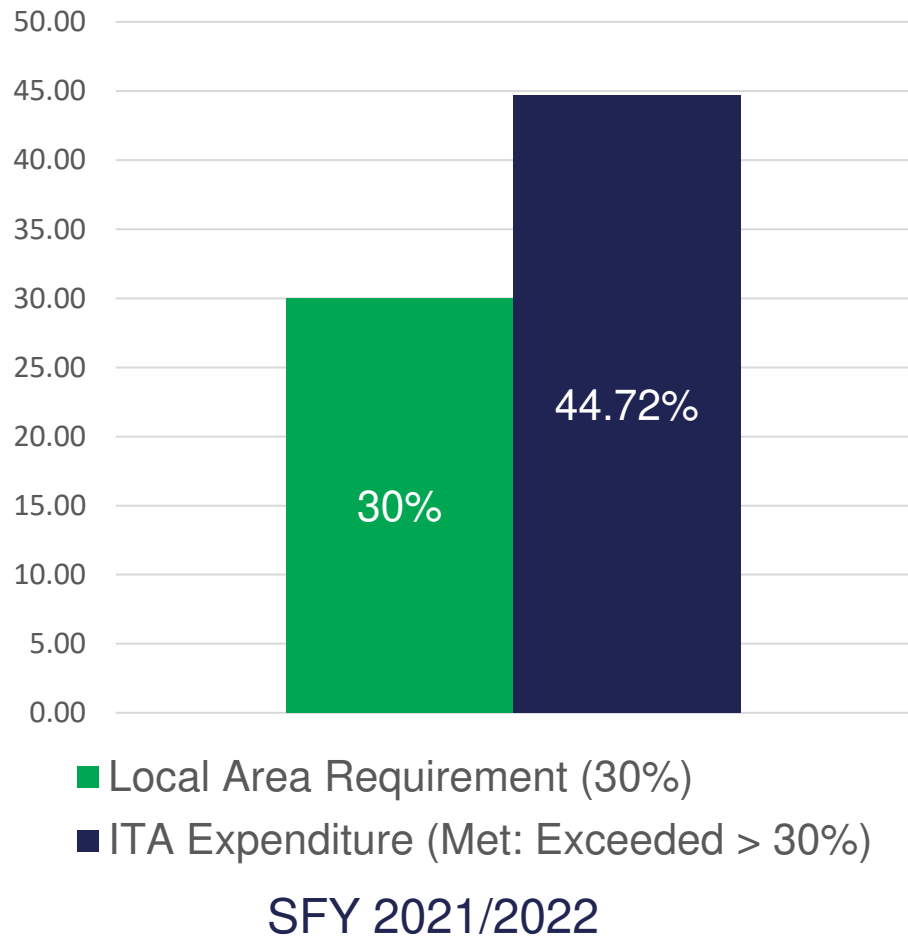
LWDB 15 - Client Services and Administrative Expenditures



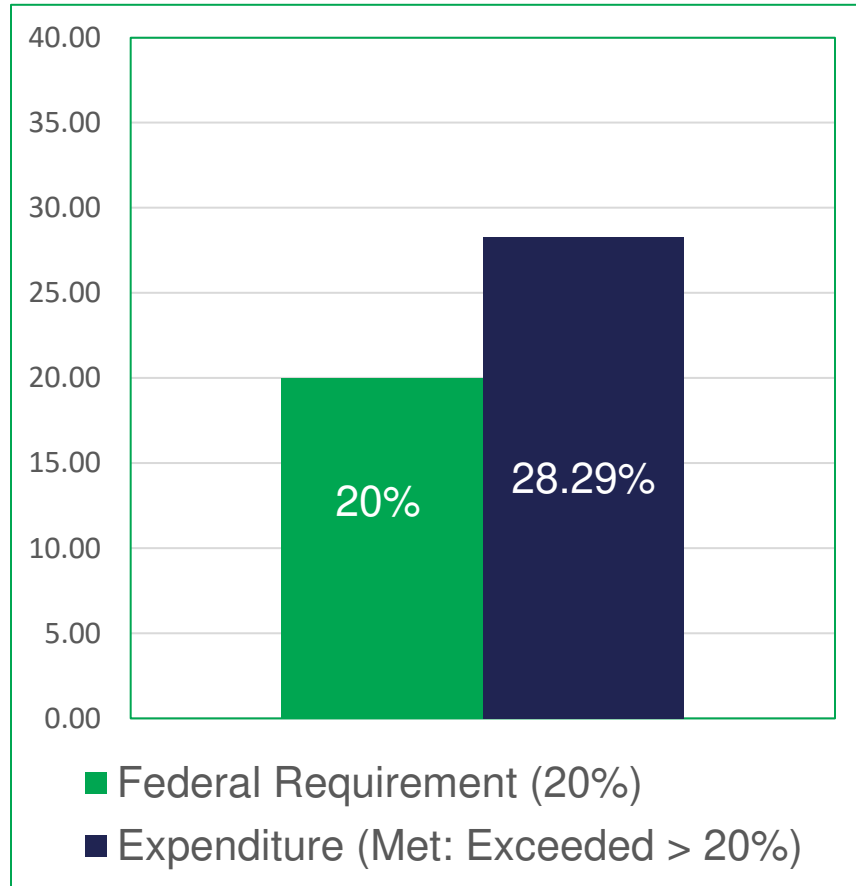
LWDB 14 - Individual Training Account Expenditures



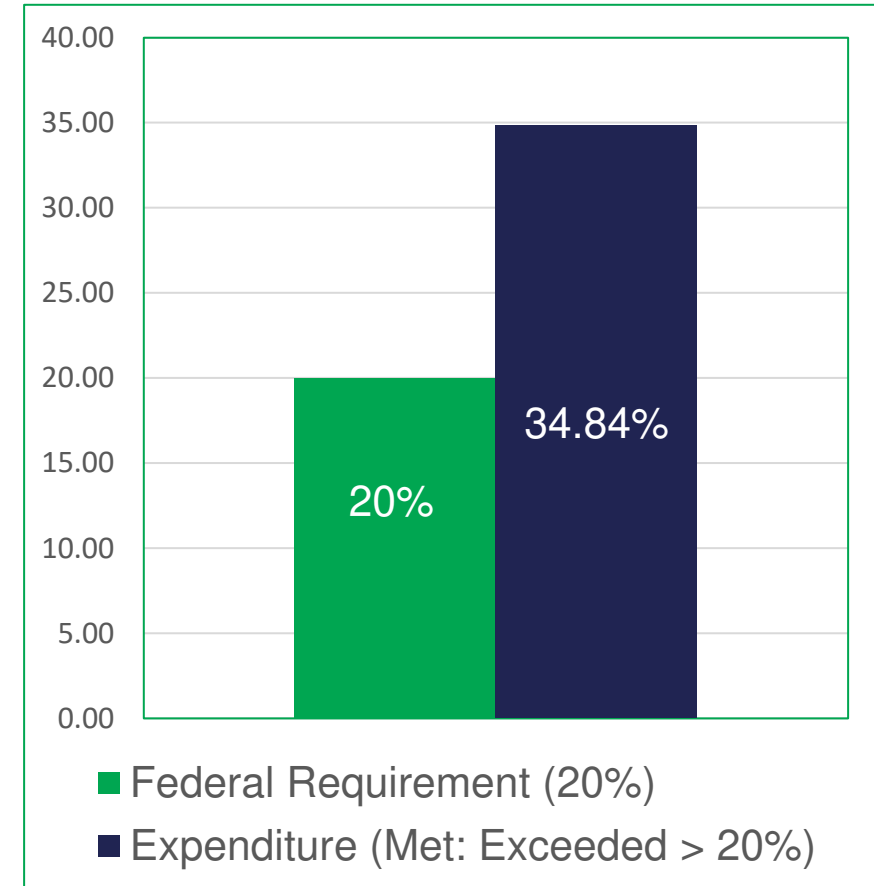
LWDB 15 - Individual Training Account Expenditures



LWDB 14 - Work Experience Expenditures



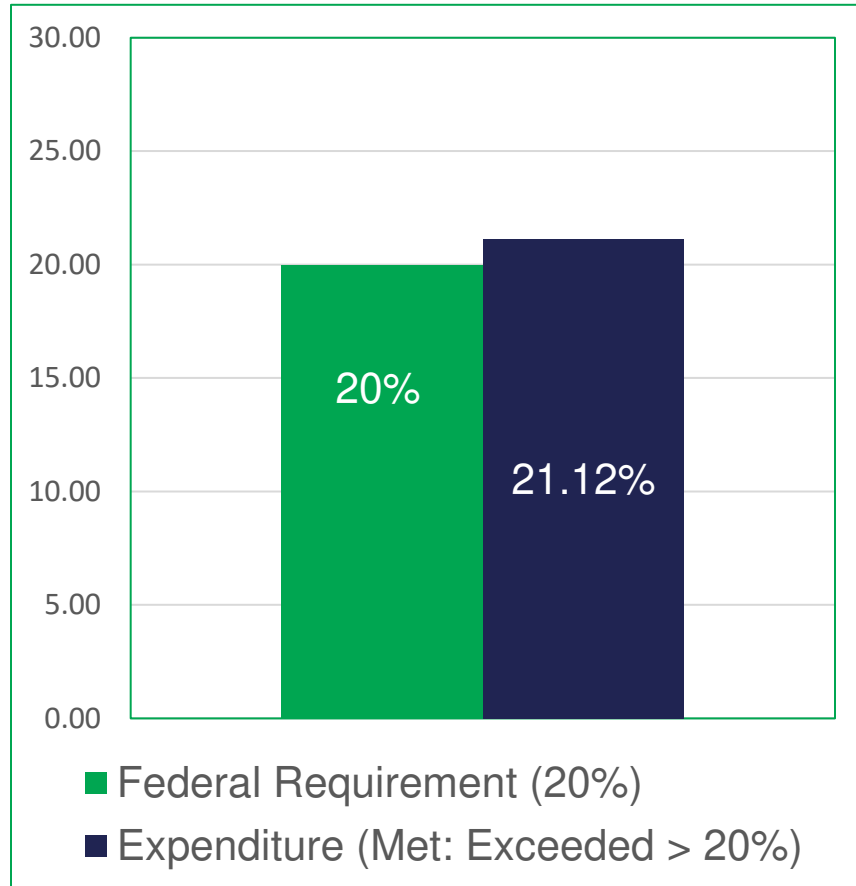
FFY 2021



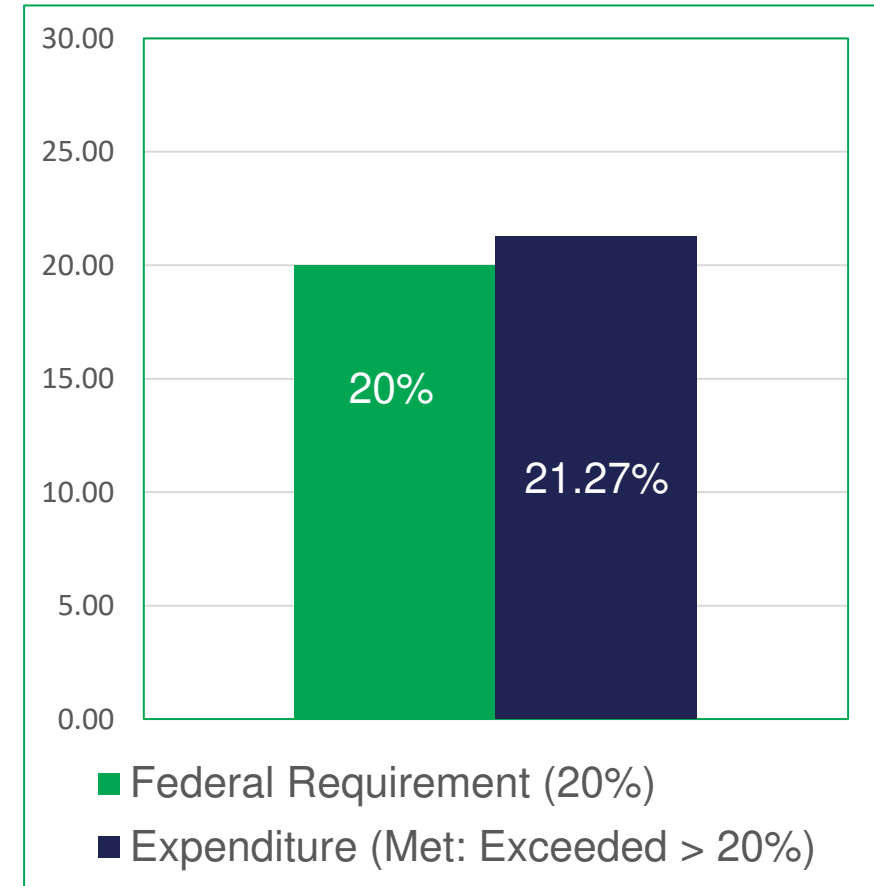
FFY 2022



LWDB 15 - Work Experience Expenditures



FFY 2021

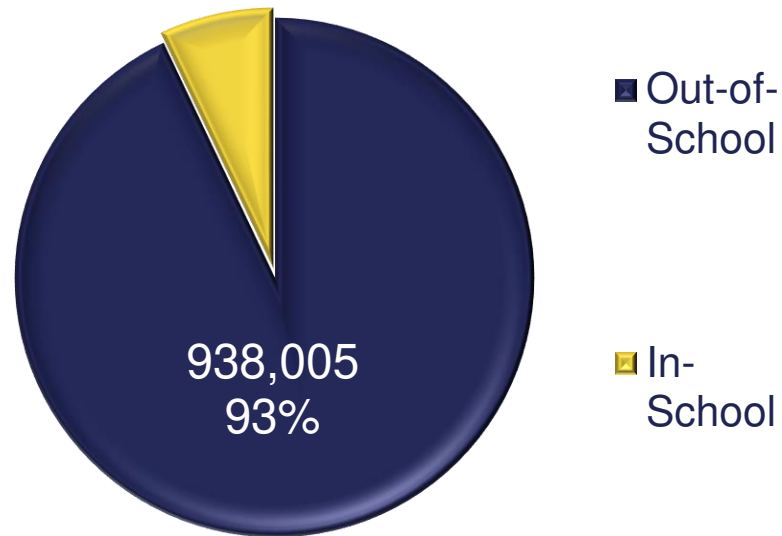


FFY 2022



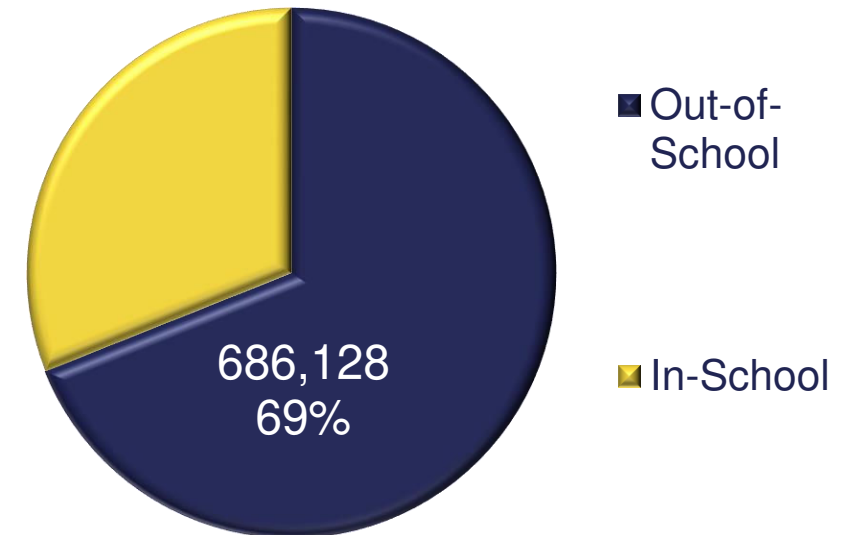
LWDB 14 - Out-of-School Youth Expenditures

Program Year 2021



Federal Requirement = 75%

Program Year 2022

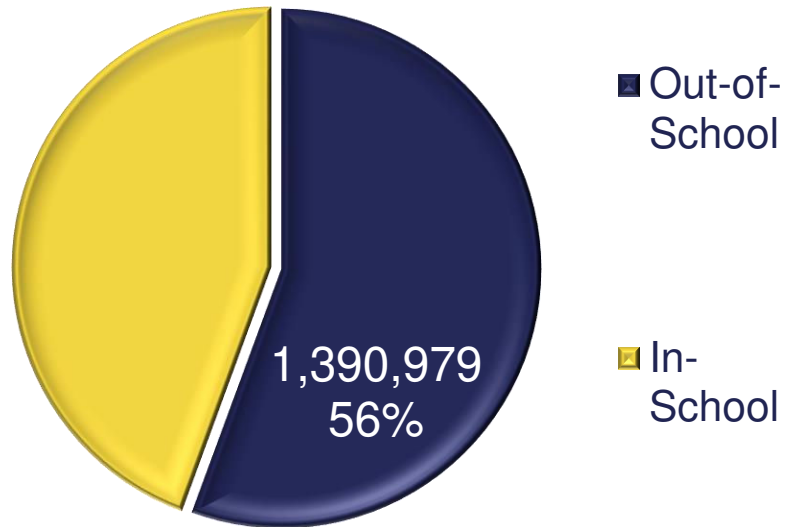


Federal Requirement = 50%



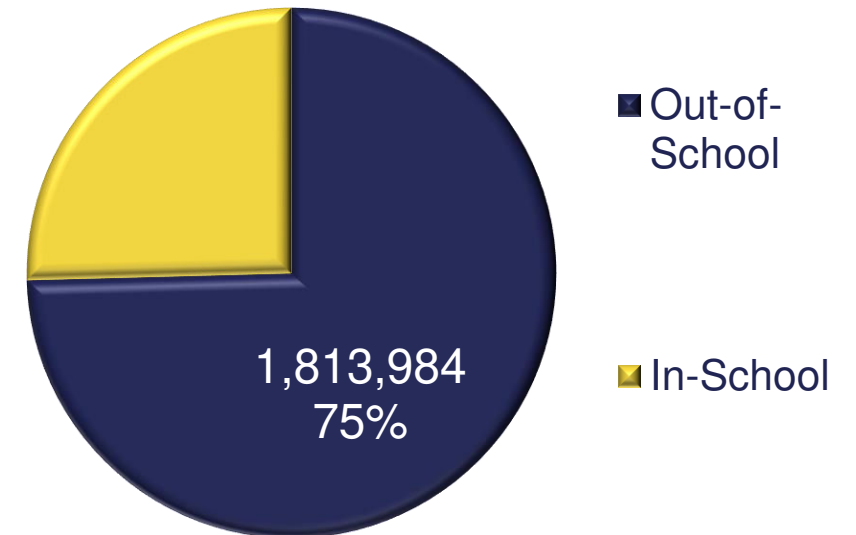
LWDB 15 - Out-of-School Youth Expenditures

Program Year 2021



Federal Requirement = 75%

Program Year 2022



Federal Requirement = 50%



Primary Indicators of Performance

Customer Groups

1. Adult Metrics (5)
2. Dislocated Worker Metrics (5)
3. Youth Metrics (5)
4. Wagner Peyser Metrics (3)

Metrics

1. Employed in 2nd quarter after exiting the program
2. Employed in 4th quarter after exiting the program
3. Median wages in 2nd quarter after exiting the program
4. Credential attainment rate (Not applicable for Wagner Peyser)
5. Measurable Skill Gains (Not applicable for Wagner Peyser)



Primary Indicators of Performance Results

LWDB 14 Program Year (PY) 2022 & 2023 Performance for July 1– June 30	PY2022 Negotiated Performance Goals	PY2022 Adjusted Performance Goals	PY2022 4th Quarter Performance	PY2023 Negotiated Performance Goals	PY2023 4th Quarter Performance
Adult Programs:					
Employed 2nd Quarter After Exit	92.0	89.3	82.9	92.0	83.3
Median Wage 2nd Quarter After Exit	\$10,740	\$9,730	\$9,755	\$10,740	\$8,875
Employed 4th Quarter After Exit	90.2	87.8	83.6	90.2	87.4
Credential Attainment Rate	87.0	85.4	63.9	87.0	76.8
Measurable Skill Gains	65.0	66.2	65.1	68.0	77.9
Dislocated Workers Programs:					
Employed 2nd Quarter After Exit	88.0	89.4	80.5	88.0	80.7
Median Wage 2nd Quarter After Exit	\$9,369	\$13,118	\$12,574	\$9,369	\$12,064
Employed 4th Quarter After Exit	84.2	84.7	76.8	84.2	89.0
Credential Attainment Rate	86.5	90.5	82.5	86.5	60.9
Measurable Skill Gains	65.0	58.6	55.6	68.0	83.3
Youth Programs:					
Employed 2nd Quarter After Exit	83.5	86.1	88.6	83.5	79.8
Median Wage 2nd Quarter After Exit	\$4,698	\$4,796	\$6,019	\$4,698	\$5,550
Employed 4th Quarter After Exit	81.0	80.6	82.6	81.0	89.5
Credential Attainment Rate	84.1	86.6	80.7	84.1	79.6
Measurable Skill Gains	65.0	43.3	74.8	68.0	61.4
Wagner Peyser Programs:					
Employed 2nd Quarter After Exit	63.2	64.0	65.6	63.2	68.5
Median Wage 2nd Quarter After Exit	\$6,515	\$7,179	\$7,552	\$6,515	\$8,616
Employed 4th Quarter After Exit	63.2	63.1	67.2	63.2	69.0



Not Met (less than 90% of adjusted)



Met (90 - 100% of adjusted)



Exceeded (greater than 100% of adjusted)



Primary Indicators of Performance Results

LWDB 15 Program Year (PY) 2022 & 2023 Performance for July 1– June 30	PY2022 Negotiated Performance Goals	PY2022 Adjusted Performance Goals	PY2022 4th Quarter Performance	PY2023 Negotiated Performance Goals	PY2023 4th Quarter Performance
Adult Programs:					
Employed 2nd Quarter After Exit	82.4	84.9	77.5	82.4	85.4
Median Wage 2nd Quarter After Exit	\$8,500	\$8,903	\$7,028	\$8,500	\$7,970
Employed 4th Quarter After Exit	77.0	76.7	76.8	80.0	86.8
Credential Attainment Rate	65.0	67.0	50.4	74.0	74.5
Measurable Skill Gains	73.2	80.1	85.2	73.2	77.2
Dislocated Workers Programs:					
Employed 2nd Quarter After Exit	82.9	86.1	75.9	82.9	81.6
Median Wage 2nd Quarter After Exit	\$10,125	\$12,341	\$9,641	\$10,125	\$9,100
Employed 4th Quarter After Exit	81.8	83.9	76.4	81.8	90.0
Credential Attainment Rate	70.0	76.7	53.6	84.0	77.8
Measurable Skill Gains	77.4	74.7	92.6	77.4	87.8
Youth Programs:					
Employed 2nd Quarter After Exit	77.9	85.1	80.8	77.9	83.0
Median Wage 2nd Quarter After Exit	\$4,708	\$4,398	\$4,384	\$4,708	\$5,436
Employed 4th Quarter After Exit	73.0	72.7	78.0	75.0	82.3
Credential Attainment Rate	50.0	54.7	55.1	60.0	76.2
Measurable Skill Gains	27.8	10.9	61.5	27.8	58.2
Wagner Peyser Programs:					
Employed 2nd Quarter After Exit	64.7	68.6	68.1	64.7	68.2
Median Wage 2nd Quarter After Exit	\$6,591	\$6,806	\$7,120	\$6,591	\$7,704
Employed 4th Quarter After Exit	63.5	65.3	68.6	63.5	68.9



Not Met (less than 90% of adjusted)



Met (90 - 100% of adjusted)



Exceeded (greater than 100% of adjusted)



Letter Grades

Customer Groups

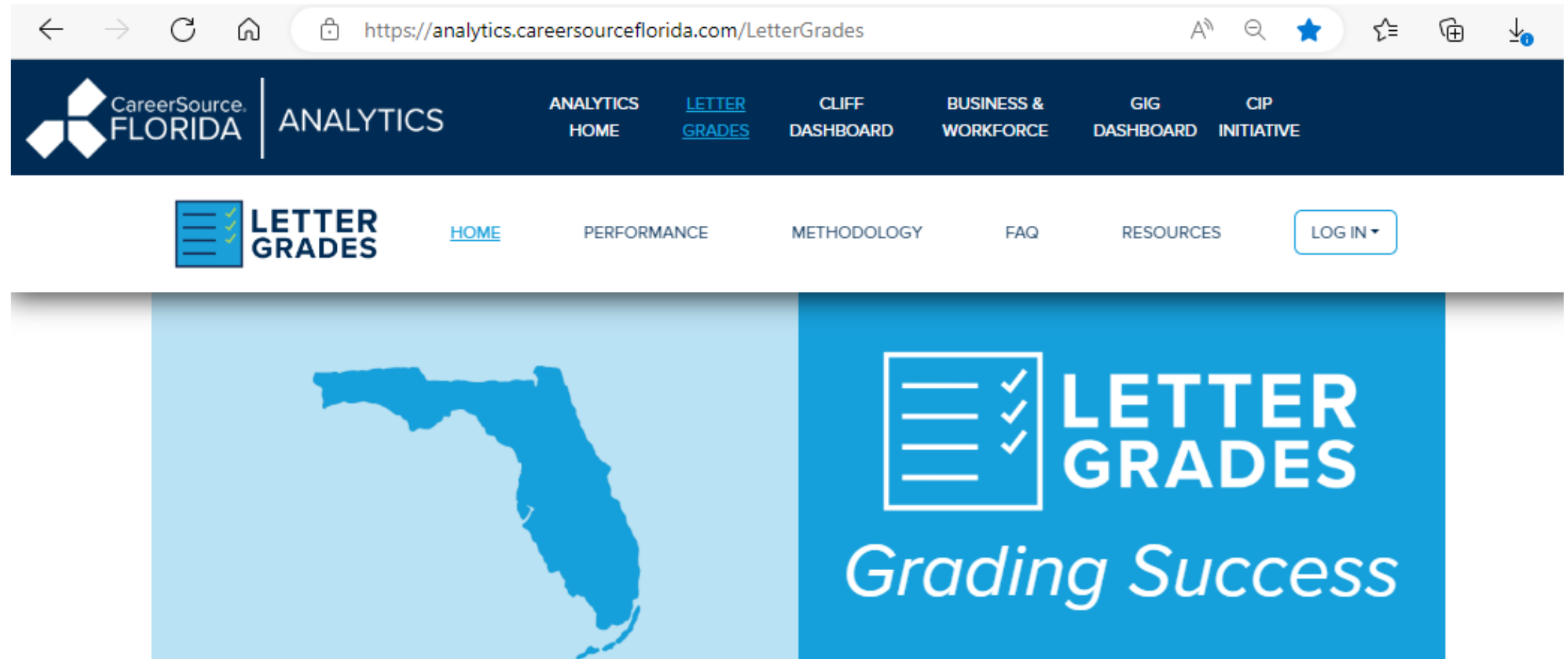
WIOA (Adult, Dislocated Worker, Youth), Wagner-Peyser, Supplemental Nutrition Assistance Program, Welfare Transition, National Dislocated Worker Grant, Trade Adjustment Assistance, Employers

Metrics

1. Participants with Increased Earnings
2. Reduction in Public Assistance
3. Employment and Training Outcomes
4. Participants in Work-Related Training
5. Continued Repeat Business
6. Year-Over-Year Business Penetration
7. Completion-To-Funding
8. Extra Credit: Serving Individuals on Public Assistance



Letter Grades, Cont.



Visit: <https://analytics.careersourceflorida.com>



Programmatic Monitoring Activities

LWDB 14 Program Year (PY) 2022-23	PY 2021-22 Findings	PY 2022-23 Findings
Welfare Transition	4	1
Wagner-Peyser	7	3
Supplemental Nutrition Assistance Program - Employment and Training	1	0
WIOA Adult / Dislocated Worker / Youth / Special Initiatives	5	8
Trade Adjustment Assistance	0	2
Jobs for Veterans State Grants	0	1
Other: Local Board Governance / Management Information Systems	0	2
Total Findings	17	17



Programmatic Monitoring Activities

LWDB 15 Program Year (PY) 2022-23	PY 2021-22 Findings	PY 2022-23 Findings
Welfare Transition	0	1
Wagner-Peyser	4	2
Supplemental Nutrition Assistance Program - Employment and Training	2	0
WIOA Adult / Dislocated Worker / Youth / Special Initiatives	3	3
Trade Adjustment Assistance	2	0
Jobs for Veterans State Grants	0	3
Migrant and Seasonal Farmworker	1	2
Other: Local Board Governance	0	2
Total Findings	12	13



Financial Monitoring Activities

LWDB 14 Program Year (PY) 2022-23 January 1, 2022–June 30, 2022	PY 2021	PY 2022
Findings	0	0
Issues of Non-Compliance	2	2
Observations	0	0
Technical Assistance	0	0



Financial Monitoring Activities

LWDB 15 Program Year (PY) 2022-23 October 1, 2022 –June 30, 2022	PY 2021	PY 2022
Findings	0	0
Issues of Non-Compliance	1	2
Observations	0	0
Technical Assistance	1	0



Questions & Answers



Contact Us

Thank You.

If you have questions or comments about this presentation, please contact us.



Karmyn Hill

Email: Karmyn.Hill@Commerce.fl.gov

Office: Bureau of One-Stop and Program Support





CONSENT AGENDA ITEMS

The Consent Agenda is intended to allow the LWDB to spend its time on more complex items and initiatives. Consent agenda items group routine business and various reports into one agenda item which can be approved in one action, rather than filing motions on each item separately. Board members may ask that an item be removed from the Consent Agenda for individual Consideration.

1. Approval of Minutes

- a. September 19, 2024 CareerSource Hillsborough Pinellas Board of Directors Meeting
- b. October 30, 2024 CareerSource Hillsborough Pinellas Special Board of Directors Meeting

RECOMMENDATION

Approval of the consent agenda as presented, to include any amendments necessary.



CareerSource Hillsborough Pinellas Board of Directors Minutes

CareerSource Hillsborough Pinellas

Thursday, September 19, 2024 at 10:00 AM EDT

@ 9215 North Florida Avenue, Tampa FL 33612

Attendance

Present:

Members: Mitch Allen, Belinthia Berry (remote), Joseph Eletto, Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless, Gary Hartfield, John Howell, Mark Hunt (remote), Robert Blount, III (remote), Michael Jalazo, Commissioner Chris Latvala (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), Shawn McDonnell (remote), April Neumann, Jeremy Robinson (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Roy Sweatman, Scott Thomas (remote), Sophia West (remote)

Absent:

Members: Warren Brooks, David Fetkener, Esther Matthews, Thayne Swenson, Kenneth Williams, Russell Williams, Commissioner Joshua Wostal, Ocea Wynn, Mercedes Young

Other Present

CareerSource Hillsborough Pinellas Staff: Saleema Bennett, Rich Beynon, Jay Burkey, Dr. Byron Clayton (remote), Sheila Doyle, Jason Druding, Leondra Foster, Leah Geis, Barry Martin, Steve Meier, Michelle Moeller, Maritza Morales (remote), Anna Munro, Mario Rodriguez (remote), Michelle Schultz, Don Shepherd, Tammy Stahlgren, Doug Tobin, Michelle Zieziula

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

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

Legal Counsel: Stephanie Marchman (remote)

One Stop Operator (Hillsborough County): Paul Casebolt

Absolute Quality Interpreting Services, LLC (AQI Services): Janelle Barnes (remote), Melissa Higginbotham (remote)

- I. Others in Attendance: Sean Butler - Public Comment, Tameka Austin - Florida Department of Commerce (remote), Breanne Williams (remote), Kendra Denzik - M.E. Wilson (remote), Call to Order, Welcome, and Roll Call (Presenters: Barclay Harless)
Barclay Harless called the meeting to order at 10:01 a.m. There was a quorum present.
- I. Pledge of Allegiance
Joe Eletto led the Pledge of Allegiance.
- II. Public Comments

Sean Butler explained the circumstances leading to his resignation from the board and his application for the CEO position, emphasizing the importance of maintaining integrity and credibility throughout the process.

III. Chair's Update (Presenters: Barclay Harless)

Jim Junecko resigned from the CareerSource Hillsborough Pinellas board due to job relocation. We extend our gratitude to Jim for his years of dedicated service to the organization.

Scott Thomas was appointed as the new Compensation Committee Chair.

The Nominating committee will meet to fill the Vice-Chair position.

IV. Legal Counsel Report (Presenters: Stephanie Marchman)

Please refer to the agenda packet for the Legal Counsel Report. No discussion occurred.

V. Co-Interim CEO Report (Presenters: Sheila Doyle, Steve Meier)

The Florida Workforce Professional Development Summit was held in Orlando, September 9th through the 11th. This conference is held every year in coordination with Workforce Development Month, which is September. Workforce professionals can attend, from all levels in the various workforce boards, come together to collaborate and network and share best practices.

Congratulations to Brittany Munier and Ted Davis for winning the Workforce Professional Champion Award for 2024. Brittany is a WIOA career counselor in Pinellas County, and Ted is a Business Development Manager for the military family program in Hillsborough County.

Reminder that the Opportunity Youth Summit is on Tuesday, October 1st, from 8:00 AM to 3:30 PM at the Tampa Marriott Water Street. The event focuses on disconnected youth aged 16-24 in Hillsborough and Pinellas counties. Gary Hartfield will be the emcee, and former NBA All-Star Jayson Williams will be a featured speaker. Everyone received a complimentary registration code via email.

Steve Meier attended the Board of Governors for the St. Pete EDC meeting where the Hines group provided an update on the Historic Gas Plant project. Phase one is scheduled to open in 2027. It will include over a million square feet of mixed-use space, including medical offices, a 350-room hotel, an entertainment venue, residential and affordable housing units, and the Woodson Museum. Construction is set to begin in January.

Mitchell Allen (Tampa Bay EDC) responded to an RFP in Tampa, focusing on a 5–6-acre land in East Tampa. Aim is to build 117 affordable housing units and a 65,000 sq ft maker space for a Smart Manufacturing Innovation (SMII) institute in partnership with USF. The plan includes a food hall, collaborating with Hillsborough Community

College's Culinary Institute. Negotiations with the city are in progress, aiming for final approval by year-end and starting construction soon. This project aims to significantly impact the East Tampa area.

Bay News 9 will be airing a story about Noah Grega, an 18-year-old from foster care in Pinellas County. He expressed interest in coding last December, leading to support from CodeBoxx Academy and Sail Future Academy. He enrolled in the program and graduated in May. Noah is a teaching artist at the Arts Conservatory for Teens, teaching coding concepts. It's a heartwarming story, and we hope to share more at the next board meeting for those who miss the airing.

VI. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

Motion:

To approve the consent agenda as presented

Motion moved by Michael Jalazo and motion seconded by Mitch Allen.

Motion carried

1. April 18, 2024, CareerSource Pinellas Workforce Solutions Committee Meeting
2. May 22, 2024, CareerSource Pinellas Board of Directors Meeting
3. July 18, 2024, CareerSource Hillsborough Pinellas Board of Directors Meeting

VII. Action/Discussion Items

A. Health Benefit Analysis (Presenters: Barry Martin, Kendra Denzik)

Motion:

To accept the recommendations of ME Wilson Health Benefit Analysis subject to the following changes: (1) removal of the \$1,200 annual employer contribution to the Health Savings Account (HSA) and providing management the flexibility in determining the HSA contribution strategy and annual amount and (2) provide management the flexibility in the selection of an alternative solution to Telehealth on Medical Plans.

Motion moved by Mark Hunt and motion seconded by Scott Thomas. Motion carried.

B. 2024-2025 Planning Budget Modification #1

Presenter: Sheila Doyle

Motion:

To approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield. Motion carried.

C. WIOA Dislocated Worker Fund Transfer Approval (Presenters: Steve Meier)

Motion:

To approve the funds transfer from Dislocated Worker to Adult as stated in the above table and more fully described in the attached Florida Commerce Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield. Motion carried.

D. Request to Waive ITA Expenditure Requirement (Presenters: Sheila Doyle)

Motion:

To approve the CareerSource Hillsborough Pinellas ITA Waiver Request of a 35% waiver level for PY2024-2025, subject to Hillsborough Pinellas Workforce Development Consortium (CLEO) approval.

Motion moved by Michael Jalazo and motion seconded by Mitchell Allen. Motion carried.

E. Grantee-Subgrantee Agreement (Presenters: Anna Munro)

Motion:

To approve the Florida Department of Commerce Grantee Sub-Grantee Agreement for the period July 1, 2024, through June 30, 2027, pending final approval by the Consortium.

Motion moved by Michael Jalazo and motion seconded by Mitchell Allen. Motion carried

F. Related Party Contract (Presenters: Anna Munro)

Related Party MOU:

Tampa Bay Economic Development, amount not to exceed \$100,000.

- Mitchell Allen has been identified as having a conflict of interest and was notified prior to the meeting.
- Mitchell Allen has completed and submitted a Voting Abstention Form.
- Mitch Allen verbally abstained.
- Mitch Allen was not present during the vote and discussion.

Motion:

To approve the PY 2024/2025, MOU with Tampa Bay Economic Development Council for a total not to exceed of \$100,000, contingent upon FloridaCommerce and CareerSource Florida approval.

Motion moved by Michael Jalazo and motion seconded by April Neumann.
Motion carried.

G. Required Partner Agreements

Presenter: Anna Munro

Motion:

To approve to execute MOU and IFA agreements with applicable Required Partners for the period July 1, 2024, through June 30, 2027, subject to Consortium final approval.

Motion moved by Mitchell Allen and motion seconded by Michael Jalazo. Motion carried.

H. 2025-2028 Regional and Local WIOA Workforce Services Plan (Presenters: Michelle Schultz)

Motion:

To approve the 2025-2028 Regional and Local WIOA Workforce Services Plan with final approval by the Consortium.

Motion moved by Gary Hartfield and motion seconded by Mark Hunt. Motion carried.

I. Regional Alignment – Letter of Intent (Presenters: Steve Meier)

Motion:

To approve CareerSource Hillsborough Pinellas' Board Chair to sign the formal letter of intent to collaborate together with CareerSource Pasco Hernando, CareerSource Polk and CareerSource Suncoast as a regional planning area and to seek designation as a regional planning area from CareerSource Florida by its June 2025 board meeting.

Motion moved by Michael Jalazo and motion seconded by Mitchell Allen. Motion carried.

J. Co-Interim CEO Compensation (Presenters: Barclay Harless)

Motion:

To approve an allowable separate amount for each Co-Interim CEO, which will not impact their base pay, where the separate amount includes (1) additional pay, where the additional pay plus the individual's base pay totals \$200,000 per calendar year and (2) related benefits associated with the additional pay, retroactive to July 1, 2024, through 60 days after a new CEO is formerly hired and signs a contract.

Motion moved by Michael Jalazo and motion seconded by April Neumann.
Motion carried.

VIII. Information Items / Discussion Items

A. CEO Selection Process - Update (Presenters: Gary Hartfield)

The Committee selected five candidates for interviews after reviewing 7 candidates' dossier and open dialogue. Selection of the slate of candidates is a culmination of several committee meetings that fostered active participation, collective decision-making, and open communication of a member's ideas and perspective.

The interviews are a two-phased process – initial followed by a 2nd round of interviews. The initial interview includes all five candidates (9/27 and 10/4 dates have been saved). The 2nd round of interviews includes only those candidates from the initial interview who have been selected to move forward. The date(s) for the 2nd round of interviews will be determined. Newland will continue to source qualified candidates.

B. WorkNet Pinellas, Inc. Auditor Communications (Presenters: Steve Meier)

There was no discussion, refer to agenda packet for details.

IX. Future Action / Discussion Items

- A. Employee Handbook
- B. Employee Benefit Plan Design & Employer Contribution
- C. Hillsborough County Ex-Offender/Returning Citizen Agreement
- D. FloridaCommerce Internal Control Questionnaire

E. Final Financial Statement Audit & 990 for WorkNet Pinellas, Inc.

X. Open Discussion

There was none.

XI. Adjournment

The meeting was adjourned at 11:18 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

DRAFT

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

LAST NAME—FIRST NAME—MIDDLE NAME Allen Mitchell		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough		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 Tampa, Florida 33607	COUNTY	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County	
DATE ON WHICH VOTE OCCURRED		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, Mitchell Allen, hereby disclose that on September 19, 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 The Tampa Bay Economic Development Council (EDC), 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 MOU with EDC

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.

09/23/2024

Date Filed

Mitchel Allen

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 Hillsborough Pinellas (CSHP) 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: The Tampa Bay Economic Development Council (EDC) and CSHP
Contractor Name & Address: The Tampa Bay Economic Development Council - 101 East Kennedy Blvd., Suite 1750, Tampa, FL 33602
Contractor Contact Phone Number: 813-518-2630
Contract Number or Other Identifying Information, if any:
Contract Term: July 1, 2024 - June 30, 2025
Value of the Contract with no extensions or renewals exercised: \$100,000 (Estimated annual costs for CSHP staff equivalent to 1 FTE onsite at EDC)
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Workforce Services
Method of procurement for the contracted goods and/or services, if applicable:
Not applicable. EDC is Hillsborough County's branch for economic development
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Mitchell Allen

The nature of the conflicting interest in the contract: Employee of EDC

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. 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.
- b. 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.
- c. A draft copy of the related party contract and amendments, as applicable.
- d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
- e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Barclay R. Harless
Signature of Board Chairperson / Vice Chairperson*

Barclay Harless
Print Name

10/2/24
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, MITCHEL ALLEN, 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: The Tampa Bay Economic Development Council - 101 East Kennedy Blvd. Suite 1750, Tampa, FL, 33602

Contractor Contact Phone Number: 813-518-2630

Description or Nature of Contract: Workforce Services

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: MITCHELL ALLEN

Mitchel Allen
Signature of Board Member/Employee

MITCHEL ALLEN
Print Name

8.13.2024

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.



Special CareerSource Hillsborough Pinellas Board of Directors Meeting Minutes

CareerSource Hillsborough Pinellas
10/30/2024 2:00 PM EDT

@ Zoom only

Board Members

Present:

Members: Mitch Allen (remote), Belinthia Berry (remote), Robert Blount III, (remote), Warren Brooks (remote), David Fetkenher (remote), Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless (remote), Gary Hartfield (remote), John Howell (remote), Michael Jalazo (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), April Neumann (remote), Don Noble (remote), Jeremy Robinson (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Roy Sweatman (remote), Scott Thomas (remote), Ken Williams (remote), Commissioner Wostal (remote), Ocea Wynn (remote)

Absent:

Members: Joseph Eletto, Mark Hunt, Commissioner Latvala, , Esther Matthews, Shawn McDonnell, Thayne Swenson, Sophia West, Russell Williams, Mercedes Young

Others Present

CareerSource Hillsborough Pinellas Staff: Kiani Bowman (remote), Jay Burkey (remote), Paul Casebolt (remote), Jason Druding (remote), Leondra Foster (remote), Leah Geis (remote), Chad Kunerth (remote), Barry Martin (remote), Dolores Martinez (remote), Steve Meier (remote), Don Shepherd (remote), Tammy Stahlgren (remote), Doug Tobin (remote), April Torregiante (remote), Michelle Moeller (remote), Lysandra Montijo (remote), Maritza Morales (remote), Anna Munro (remote), Mario Rodriquez (remote), Michelle Schultz (remote),
Hillsborough County Government: Katherine Benson (remote), Ken Jones (remote), Jonathan Wolf (remote)

Pinellas County Government: Cody Ward (remote), Corey McCaster (remote),

Legal Counsel: Stephanie Marchman (remote)

FloridaCommerce: Tameka Austin (remote)

Hubb International: Anne Grabetz (remote), Neil Sellers (remote), Craig Urquhart (remote)

Power Financial Partners, LLC: Roger Machlin (remote)

TuckerHall: Danielle Weitlauf (remote)

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

Barclay Harless called the meeting to order at 2:01 p.m. There was a quorum present.

II. Public Comments (Presenters: Barclay Harless)

There were none.

III. Chair Update (Presenters: Barclay Harless)

- Don Noble was welcomed back to the CareerSource Hillsborough Pinellas board.
- Reactivating the Nominating Committee to fill the vacant Vice-Chair position. This will be led by Dr. Sarlo.
- An action item regarding PTO pay-out was added due to the recent natural disasters.

IV. Action/Discussion Items

A. Health Benefits Vendor Selection

Motion:

To approve the selection of United Healthcare to provide Medical Insurance Plans and UNUM to provide Dental, Vision, Basic Life Insurance, Voluntary Life Insurance, Short-Term and Long-Term Disability and Supplemental Insurance plans to CareerSource Hillsborough Pinellas for the 2025 Plan Year.

Motion moved by Scott Thomas and motion seconded by Don Noble. Motion carried.

B. 401(K) Plan Change to Safe Harbor Plan

Motion:

To approve converting the 401(k) plan to a QACA Safe Harbor Plan effective January 1, 2025.

Motion moved by Scott Thomas and motion seconded by David Fetkenher. Motion carried.

C. Ex-Offender/Returning Citizen Workforce Training Program Agreement

It was noted that there will be changes in the terms of the contract, however this will not affect the basis of the program.

Motion:

To approve the Ex-Offender/Returning Citizen Workforce Training Program Agreement, subject to review of the Agreement as to form and legality by CSHP's General Counsel.

Motion moved by Commissioner Wostal and motion seconded by Scott Thomas.
Motion carried.

D. PTO

Due to recent storms and its impact to employees, management proposed an exception to the PTO policy to allow an employee to elect a payout of any amount as long as the employee retained a 40-hour PTO balance. Employees who make the election must submit their request to HR by November 8th.

Motion:

To approve a one-time additional PTO payout for employees who make the election and whose PTO balance is at a minimum of 40 hours after the payout. Employees who make the election must submit their request to HR by November 8th.

Motion moved by Michael Jalazo and motion seconded by Mitch Allen. Motion carried.

V. Information Items

A. Advocacy Firm

There was no discussion.

VI. Adjournment

The meeting was adjourned at 2:30 p.m. Minutes submitted by Tammy Stahlgren, Assistant Administrative Assistant.



ACTION ITEM 1

Solicitation of One-Stop Operator

Purpose

To solicit services for a One Stop Operator (OSO) for the period beginning 7/1/2024.

Background

Governance

	Consortium	Board of Directors
RESPONSIBILITY	The Local Board, with the agreement of Chief Elected Official , must designate and certify One-Stop operators in each local area. The One-Stop operator is designated or certified through a competitive process. [CFR 662.410]	Select one-stop operators in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement [By-Laws, section 4.3(K)]

Competitive Procurement

WIOA requires Local Workforce Development Boards (LWDBs) to use a competitive procurement process to select its one-stop operator, and to conduct a re-competition of one-stop operators every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for LWDBs to periodically evaluate performance and costs against original expectations.

Current One Stop Operators

The Board and Consortium approved executing two separate contracts for the period 7/1/24 to 6/30/25, as follows:

Area	Contracted Provider
Hillsborough County	Educational Data Systems, Inc.
Pinellas County	Kaiser Group D/B/A Dynamic Workforce Solutions



ACTION ITEM 1 (cont.)

Solicitation of One-Stop Operator

Information

At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including, but not limited to: Coordinating service providers across the one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The RFP for a one-stop operator must clearly articulate the role of the one-stop operator.

The contract term will be a one-year term, beginning July 1, 2025, renewable for up to three additional one-year terms at the option of the Board and Consortium.

Timeline of Key Events

Dates	Event/Action
11/21/24 Board of Directors Meeting	Approval of One Stop Operator Solicitation
January '25/ February '25	Draft & Finalize RFP, compile bidders list, etcetera.
March '25	RFP to be posted/distributed (to potential bidders) and Q & A period.
April 2025	Review/evaluate responses, obtain additional information, if needed, reference checks, select vendor
05/15/25 Board of Directors Meeting	Present for Approval recommended OSO to enter contract
TBD Consortium Meeting – targeting May/early June 2025	Present for Approval recommended OSO to enter contract

RECOMMENDATION

Competitively procure an OSO with the approval of the CSHP Board of Directors and agreement of the Consortium.



ACTION ITEM 2

Solicitation of Managed Service Provider

Purpose

To solicit services from a Managed IT Service Provider (MSP).

Background

CSHP's procurement process requires formal procurement procedures for services that cost \$250,000 or more and approval by the Board of Directors of the solicitation and to engage in contract with the selected vendor. Bids are publicly solicited and the vendor whose proposal conforms with the material terms and conditions of the Request for Proposal (RFP) is recommended to the Board to award a contract.

Information

Consistent with its current function, the MSP will be engaged in providing technology-related services to support CSHP's IT staff. MSP services include but are not limited to initial, front-line help-desk support, either by phone, chat or email and resolving issues with password resets, software, printers, etcetera. The MSP also provides network engineering services to help manage the network equipment and monitoring services to help ensure no malicious actors gain access to the entity's systems. In addition, the MSP assists CSHP's VP of Technology in product and service selection to continuously improve the services and security the entity provides to our users and clients. The annual contract term will be renewable for up to four additional one-year terms.

Timeline of Key Events

Dates	Event/Action
11/21/24 Board of Directors Meeting	Approval of MSP Solicitation
March 2025 (3 – 4 weeks)	RFP to be posted/distributed (to potential bidders) and Q & A period.
April 2025 (3 weeks)	Review/evaluate responses, obtain additional information, if needed, reference checks, select vendor
05/15/25 Board of Directors Meeting	Present for approval recommended vendor to enter contract (negotiations)
May 2025	Contract negotiations/finalize contract
June 2025	Side-By-Side transition of services, as needed

RECOMMENDATION

To approve staff to solicit for MSP services.



ACTION ITEM 3

PY'24 – 25 FloridaCommerce ICQ & Assessment

Background

In accordance with the FloridaCommerce Grantee/Subgrantee agreement, the Completed Internal Control Questionnaire (ICQ) signed by the Board Chairperson and Executive Director is due by September 30 or within 30 calendar days after the Internal Control Questionnaire is provided to the LWDB, whichever is later. The ICQ is a self-assessment tool to evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

Makeup of the ICQ

The ICQ document emphasizes the “17 Principles” of internal controls developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and presented in the Internal Controls – Integrated Framework. The five components of internal controls (Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring) are fundamentally the same as the five standards of internal controls and reflect the same concepts the “Standards for Internal Control in the Federal Government” utilizes.

The principles are reflected in groupings of questions related to major areas of control focus (Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring) within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

Self-Assessment Rating

The self-assessment ratings and responses reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Ratings are on a scale of 1 to 5, with “1” indicating the greatest need for improvements in internal controls and “5” indicating that a strong system of internal controls already exists.

Information

FloridaCommerce approved an extension to provide the completed ICQ by 11/25/2024. There were minimal changes to the 2024-25 ICQ and Assessment questions from the prior year.

CSHP reviewed each question and considered the controls in place. Based on CSHP’s self-assessment, a strong system of internal controls is in place and deemed a rating of 4 reflects the level of controls in place for each major area of control focus.

RECOMMENDATION

Approval of MOU with Enterprising Latinas, Inc for a total not to exceed \$9,000 for the period 11/25/24 to 6/30/25.

2024-2025 Internal Control Questionnaire and Assessment

**Bureau of Financial Monitoring and Accountability
Florida Department of Commerce**

September 4, 2024

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OVERVIEW

Introduction and Purpose

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce (FloridaCommerce), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal control.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, LWDBs submit them to FloridaCommerce by uploading to SharePoint.

Definition and Objectives of Internal Control

Internal control is a process, effected by an entity's board of directors, management, and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity will offer a reasonable level of assurance that operating objectives can be achieved.

Need for Internal Control

Internal control helps to ensure the direction, policies, procedures, and practices designed and approved by management and the governing board are put in place and are functioning as designed/desired. Internal control should be designed to achieve the objectives and adequately safeguard assets from loss or unauthorized use or disposition, and to provide assurance that assets are used solely for authorized purposes in compliance with federal and state laws, regulations, and program compliance requirements. Additionally, Title 2, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, § 200.303 Internal controls, states:

The non-federal entity must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the non-federal entity's compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive, or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

What Internal Control Cannot Do

As important as an internal control system is to an organization, an effective system will not guarantee an organization's success. Effective internal control can keep the right people, such as management and the governing board members, informed about the organization's operations and progress toward goals and objectives. However, this control cannot protect against economic downturns or make an understaffed entity operate at full capacity. Internal control can only provide reasonable, but not absolute, assurance the entity's objectives can be met. Due to limitations inherent to all internal control systems, breakdowns in the internal control system may be caused by a simple error or mistake, or by faulty judgments made at any level of management. In addition, control may be circumvented by collusion or by management override. The design of the internal control system is dependent upon the resources available, which means there must be a cost-benefit analysis performed as part of designing the internal control system.

Five Components of Internal Control

- **Control Environment** – is the set of standards, processes, and structures that provide the basis for carrying out internal control across the organization. The board of directors and senior

management establish the tone at the top regarding the importance of internal control and expected standards of conduct.

- **Risk Assessment** – involves a dynamic and iterative process for identifying and analyzing risks to achieving the entity’s objectives, forming a basis for determining how risks should be managed. Management considers possible changes in the external environment and within its own business model that may impede its ability to achieve objectives.
- **Control Activities** – are the actions established by policies and procedures to help ensure that management directives mitigate risks so the achievement of objectives are carried out. Control activities are performed at all levels of the entity and at various stages within business processes, and over the technology environment.
- **Information and Communication** – are necessary for the entity to carry out internal control responsibilities in support of achieving its objectives. Communication occurs both internally and externally and provides the organization with the information needed to carry out day-to-day internal control activities. Communication enables personnel to understand internal control responsibilities and their importance to the achievement of objectives.
- **Monitoring** – are ongoing evaluations, separate evaluations, or some combination of the two used to ascertain whether the components of internal controls, including controls to affect the principles within each component, are present and functioning. Findings are evaluated and deficiencies are communicated in a timely manner, with serious matters reported to senior management and to the board of directors.

Makeup of the ICQ

Subsequent sections of this document emphasize the “17 Principles” of internal control developed by the COSO and presented in the Internal Controls – Integrated Framework. The five components of internal control listed above are fundamentally the same as the five standards of internal control and reflect the same concepts as the “Standards for Internal Control in the Federal Government.”

The principles are reflected in groupings of questions related to major areas of control focus within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

It should be noted that entities may have adequate internal control even though some or all of the listed characteristics are not present. Entities could have other appropriate internal control operating effectively that are not included here. The entity will need to exercise judgment in determining the most appropriate

and cost-effective internal control in any given environment or circumstance to provide reasonable assurance for compliance with federal program requirements.

Completing the Questionnaire

On a scale of 1 to 5, with “1” indicating the area of greatest need for improvements in internal control and “5” indicating that a very strong internal control exists, select the number that best describes your current operating environment. Please provide details in the comments/explanations column for each statement with a score of 1 or 2. **For questions requiring a narrative, please provide in the comments/explanations column.**

Certification of Self-Assessment of Internal Controls

Attachment A includes a certification which should be completed and signed by the LWDB Executive Director, then reviewed, and signed by the LWDB Chair or their designee, and uploaded to SharePoint.

CONTROL ENVIRONMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
Principle 1. The organization demonstrates a commitment to integrity and ethical values.							
1.	The LWDB's management and board of directors' commitment to integrity and ethical behavior is consistently and effectively communicated throughout the LWDB, both in words and deeds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integrity and ethical behavior is an integral component to the LWDB's beliefs, values and standards of conduct. Management and the Board of Directors attitude and actions
2.	The LWDB has a code of conduct and/or ethics policy that is periodically updated and has been communicated to all staff, board members, and contracted service providers. Provide the date of the last code of conduct/ethics policy update. How was this update communicated to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code of ethics and Code of conduct is included in the LWDB's employee handbook. Each new hire is required to sign an acknowledgment form that they have read and understood the requirements of the employee handbook. The handbook is currently under review. The new
3.	When the LWDB hires employees from outside of the organization the person is trained or made aware of the importance of high ethical standards and sound internal control. How is ethics training provided to new staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	When hiring from outside the organization the person is trained and made aware of the importance of high ethics and sound internal controls. The code of conduct and code of ethics
4.	The LWDB management has processes in place to evaluate the performance of staff and contracted service providers against the expected standards of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each employee will receive at a minimum an annual coaching session completed by his/her manager. Probationary employees will be coached during and at the end of their
Principle 2. The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal controls.							
5.	The board of directors define, maintain, and periodically evaluate the skills and expertise needed among its members to enable them to question and scrutinize management's activities and present alternate views, and act when faced with obvious or suspected wrongdoing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Consortium (Chief Elected Officials) appointed members of the Board consistent with criteria established under the guidelines established in the Consortium Agreement, WIOA, criteria established by the Governor, and
6.	The board of directors oversees the LWDB's design, implementation, and operation of the organizational structure so the board of directors can fulfill its responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All corporate powers are exercised by or under the authority of the Board in conjunction with the approval of the Consortium, and the business and affairs of CSHP managed under direction of
7.	The board of directors and/or audit committee maintains a direct line of communication with the LDWB's external auditors and internal monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Finance/Audit Committee maintains a direct line of communication with the LWDB external auditors and internal monitors. The external
8.	The board of directors establishes the expectations and evaluates the performance of the chief executive officer or equivalent role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Board conducts regular performance reviews, at a minimum annually, for the Chief Executive Officer (CEO). Performance reviews

Principle 3. Management establishes, with LDWB oversight, organizational structure, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.							
9.	Management periodically reviews and modifies the organizational structure of the LWDB in light of anticipated changing conditions or revised priorities. Please provide the date of last review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review is ongoing, Most recent review was conducted in 8/2024 for 2025-2028 Local and Regional Plan. It is anticipated that a review of the organization will occur upon the hiring of a
10.	Specific lines of authority and responsibility are established to ensure compliance with federal and state laws and regulations and a proper segregation of duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The organizational structure makes best use of available resources while maintaining adequate controls to ensure compliance with federal and state rules and regulations and other applicable
11.	The LWDB management maintains documentation of controls, including changes to controls, to meet operational needs and retain organizational knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CSHP updated its Financial Policies and Procedures, Procurement Policies and Procedures as well as conducted a review of its entity-wide policies.
Principle 4. The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.							
12.	The LWDB's recruitment processes are centered on competencies necessary for success in the proposed role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All positions are posted and open to all qualified applicants. Candidates are screened, interviewed and selected based on skill level, experience, and best fit for
13.	The LWDB provides training opportunities or continuing education to develop and retain sufficient and competent personnel. Training includes a focus on managing awards in compliance with federal and state statutes, regulations, and the terms and conditions of the award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training is identified at the group and individual level. Training via FloridaCommerce, Industry training and other 3rd party training is utilized to provide staff opportunities for continuing education. In addition, the LWDB offers all staff in-service training days for employees
14.	The LWDB has succession plans for senior management positions and contingency plans for assignments of responsibilities important for internal control. Describe the succession and/or contingency planning for senior management positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In accordance with sections 4.6 and 5.3 of Hillsborough/Pinellas Workforce Development Consortium (Consortium) Interlocal Agreement, the Consortium must approve the LWDB process to select the Director, Interim director, or designated person responsible for the
Principle 5. The organization evaluates performance and holds individuals accountable for their internal control responsibilities in the pursuit of objectives.							
15.	Job descriptions include appropriate knowledge and skill requirements for all employees. Components of performance expectations are consistent with federal and state requirements applicable to each position. For all employees, the LWDB regularly evaluates performance and shares the results with the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Periodically, the LWDB engages an entity to complete a Compensation Analysis. its compensation and job description. The analysis consisted of a review of wage bands and recommending adjustments based on comparative industry data and geographic region. The entity also also reviewed Job

16.	The LWDB has mechanisms in place to ensure that all required information is timely published to the LWDB's website in a manner easily accessed by the public in compliance with laws, regulations, and provisions of grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local trackers serve as internal controls to ensure compliance along with periodic review and inventory of the website, and independent internal monitoring. Selected staff have ability to edit the website to allow for timely publishing of
17.	The LWDB's management structure and tone at the top helps establish and enforce individual accountability for performance of internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employees are responsible for their actions, behaviors, performance and take ownership in their decisions. This is reinforced through regular communication, review of performance goals vs
18.	The LWDB has policies, processes, and controls in place to evaluate performance and promote accountability of contracted service providers (and other business partners) and their internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service providers performance is reviewed in relation to outcomes. Also, vendors are monitored and reviewed to ensure compliance with deliverables. The respective agreements

RISK ASSESSMENT

RISK ASSESSMENT		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
Principle 6. The organization defines objectives clearly to enable the identification of risks and define risks tolerances.							
19.	Management establishes a materiality threshold for each of its major objectives and identifies risk at each location where the LWDB conducts activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executive leadership identifies risks for each career center and establishes a materiality threshold commensurate with the acceptable level of risk tolerance.
20.	Management uses operational objectives as a basis for allocating the resources needed to achieve desired operational and financial performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Co-Interim CEOs, COO perform an assessment of desired operational objectives, goals, performance
21.	The LWDB sets entity-wide financial reporting controls and assesses the risks that those controls will not prevent material misstatements, errors, or omissions in the financial statements. Financial reporting controls are consistent with the requirements of federal awards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Segregation of Duties. VP of Fiscal & Administrative Compliance (1) reviews the underlying documentation that supports the fiscal year-end numbers (2) prepares the year-end financial statements and (3) serves as the administrator of the accounting software. The CEO
Principle 7. The organization identifies risks to the achievement of its objectives across the organization and analyzes risks as a basis for determining how the risks should be managed.							
22.	Management ensures that risk identification and analysis consider internal and external factors and their potential impact on the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finance and Administrative: The LWDB has a finance and administrative team that identifies risks and considers internal and external factors and the potential impact

RISK ASSESSMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					
		<i>Weak</i>		<i>Strong</i>			Comments/Explanations
		1	2	3	4	5	
23.	The LWDB adequately and effectively manages risks to the organization and has designed internal controls in order to mitigate the known risks. What new controls, if any, have been implemented since the prior year and which organizational risks do they mitigate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cybersecurity: The web provider used for the entity's websites has cyber security protocols in place to mitigate web attacks via the website. Reduction in funding: Reductions in funding that the LWDB has experienced over the last 2-4 years.
24.	The LWDB's risk identification/assessment is broad and includes both internal and external business partners and contracted service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB has established performance indicators for key objectives and monitors those indicators on
Principle 8. The organization considers the potential for fraud in assessing risks to the achievement of objectives.							
25.	The LWDB periodically performs an assessment of each of its operating locations' exposure to fraudulent activity and how the operations could be impacted. When was the last assessment performed on each operating location to identify any fraudulent activity? What is the assessment frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB continuously evaluates areas of exposure to fraudulent activity. Bi-weekly executive leadership meetings is the forum to discuss and address concerns, if any. In assessing opportunities for fraud, the leadership team reviews potential areas of weakness in internal control, lack of oversight, inadequate segregation of duties,
26.	The LWDB's assessment of fraud risks considers opportunities for: <ul style="list-style-type: none"> unauthorized acquisition, use and disposal of assets; altering accounting and reporting records; corruption such as bribery or other illegal acts; and other forms of misconduct, such as waste and abuse. Provide a narrative of the system/process for safeguarding cash on hand, such as prepaid program items (i.e. gas cards, Visa cards) against unauthorized use/distribution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB continuously evaluates areas of exposure to fraudulent activity. Bi-weekly executive leadership meetings is the forum to discuss and address concerns, if any. In assessing opportunities for fraud, the leadership team reviews potential areas of weakness in internal control, lack of oversight, inadequate segregation of duties, etcetera. Assessment is performed as needed. Hillsborough County: No instances of fraud. Pinellas County: No instances of fraud.

Principle 9. The organization identifies, assesses, and responds to changes that could significantly impact the system of internal control.							
27.	The LWDB has mechanisms in place to identify and react to significant changes presented by internal conditions including the LWDB’s programs or activities, oversight structure, organizational structure, personnel, and technology that could affect the achievement of objectives. Describe the mechanisms in place to identify and react to significant changes presented by internal conditions, such as what type of event or condition activates the review mechanism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The mechanisms the LWDB has in place to identify significant change includes but is not limited to USDOL/ETA Advisories, TEGLs, FloridaCommerce, CareerSource Florida, and other local, state, and federal bodies. The process to react to significant change includes at the forefront, the Co-Interim CEOs, COO and executive leadership team, general counsel, third party vendor, as necessary and applicable to the change.
28.	The LWDB has mechanisms in place to identify and react to significant changes presented by external conditions including governmental, economic, technological, legal, regulatory, and physical environments that could affect the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any legislative, regulatory, or changes in accounting principles are reviewed and training implemented. USDOL/ETA advisories and FloridaCommerce communiques which impact the Organization.
29.	Considering significant changes affecting the LWDB, existing controls have been identified and revised to mitigate risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Based on the identified change and potential areas of exposure, proactive controls designed, tested for operating effectiveness and implemented.

CONTROL ACTIVITIES

CONTROL ACTIVITIES		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
Principle 10. The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.							
30.	The LWDB has a written business continuity plan which includes contingencies for business processes, assets, human resources, and business partners, and is periodically evaluated and updated to ensure continuity of operations to achieve program objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LWDB has a Emergency Response Plan that we utilize for natural disasters and other emergencies that takes into account business continuity, contingencies for business processes, assets, human resources, and business partners. The plan is reviewed annually around the start of
31.	Controls employed by the LWDB include authorizations, approvals, comparisons, physical counts, reconciliations, supervisory controls, and ensure allowable use of funds. What type of training is provided to program and administration staff to ensure the allowable use of grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In addition to the internal training conducted by each department/program, the LWDB offers staff virtual, in-person, and hybrid training via webinars, online courses, in-person workshops and hybrid utilizing training sponsored by FloridaCommerce (such as Florida's Veterans Workforce Summit) as Industry Training (such as SNAP E&T National

Principle 11. The organization selects and develops general control activities over technology to support the achievement of objectives.							
32.	The LWDB periodically (e.g., quarterly, semiannually) reviews system privileges and access controls to the different applications and databases within the IT infrastructure to determine whether system privileges and access controls are appropriate. How frequently (quarterly, semiannually, etc.) are system privileges reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CSHP IT and MIS groups review privileges upon hiring and any role changes and also semi-annually. Privileges are assigned to groups and group membership and their associated permissions are also review semi-annually.
33.	Management selects and develops control activities that are designed and implemented to restrict technology access rights to authorized users commensurate with their job responsibilities and to protect the organization’s assets from external threats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System access by users is controlled by closely monitored security groups that are reviewed semi-annually. Any changes to roles or responsibilities also triggers a review of security group membership and its associated permissions.
34.	Management has identified the appropriate technology controls that address the risks of using applications hosted by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All applications are reviewed and tested for compatibility and installation is controlled via
35.	The LWDB has considered the protection of personally identifiable information (PII), as defined in section 501.171(1)(g)1, F.S., of its employees, participants/clients and vendors, and have designed and implemented policies that mitigate the associated risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy on handling and protection of personally identifiable information and sensitive information applies to all CareerSource employees, FloridaCommerce staff located in CareerSource offices, training vendors, program coordinators and partners that have access to PII and/or sensitive
36.	The LWDB has established organizational processes and procedures to address cybersecurity risks to its critical information infrastructure. (Reference: National Institute of Standards and Technology (NIST) Cybersecurity Framework) What measures are being taken to address the risk of cybersecurity in the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	'All CSHP employees are required to actively participate in weekly security awareness training exercises as well as annual assessments and tests. The network systems are monitored by third-party to ensure a secure network. Workstations are monitored for the latest security patches and fixes. All sites are protected by modern firewalls with intrusion protection and

Principle 12. The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.							
37.	The LWDB has policies and procedures addressing proper segregation of duties between the authorization, custody, and recordkeeping for the following tasks, if applicable: Prepaid Program Items (Participant Support Costs), Cash/Receivables, Equipment, Payables/Disbursements, Procurement/Contracting, and Payroll/Human Resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB has Financial Policies and Procedures and Procurement Policies and Procedures.
38.	The LWDB has written procedures that minimize the time elapsing between the receipt of advanced funds and disbursement of funds as required by 2 CFR 200.305(b)(1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB's Financial Policies and Procedures address cash advance procedures which minimizes the time between the receipt of the funds and the disbursement of funds.
39.	The LWDB has processes to ensure the timely submission of required reporting (i.e., financial reports, performance reports, audit reports, internal monitoring reviews, or timely resolution of audit findings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local trackers serve as internal controls to ensure compliance along with periodic review and inventory of the website, and independent internal monitoring. Selected
40.	The LWDB has a records retention policy and has implemented internal controls to ensure all records are retained, safeguarded, and accessible, demonstrating compliance with laws, regulations, and provisions of contracts and grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB maintains a records retention policy ensuring the accessibility, retention and safeguarding of records according to required laws and regulations.
41.	The LWDB periodically reviews policies, procedures, and related control activities for continued relevance and effectiveness. Changes may occur in personnel, operational processes, information technology, or governmental regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policies are reviewed as needed and updated, as applicable.

INFORMATION AND COMMUNICATION

		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
Principle 13. The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.							
42.	Federal, state, or grant program rules or regulations are reviewed by one or more of the following: governing board, audit, finance, or other type committee. How often are these reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As Federal, State or grant program rules or regulations are issued, it is reviewed by the LWDB to determine its impact to policy. New policies are first reviewed by the applicable committee with final
43.	The LWDB considers both internal and external sources of data when identifying relevant information to use in the operation of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB understands the importance of relevant data (internal and external) in the decision-making process and the underlying factors of the data
44.	The LWDB has controls in place to ensure costs are accurately recorded and allocated to the benefiting federal/state fund or grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The chart of accounts and all accounting procedures have been established to provide for identifying receipts and expenditures of program funds separately for each grant or other funding
Principle 14. The organization internally communicates information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.							
45.	Communication exists between personnel, management, and the board of directors so that quality information is obtained to help management achieve the LWDB's objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A board calendar is established to hold regularly scheduled meetings. Each meeting will include minutes and action and information items that are necessary for the achievement of LWDB meetings.
46.	There is a process to quickly disseminate critical information throughout the LWDB when necessary. Provide a description of the dissemination process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To quickly disseminate critical information throughout the LWDB may use all or a combination of the following: (1) CSHP Emergency Communication mailbox. Main email that is used to
47.	Management has a process for the development, approval and implementation of policy updates and communicates those updates to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CSHP Senior Director of Development and Vice President of Policy and Compliance oversee policy development, updates, and finalizing for board review and approval. The appropriate overseeing

Principle 15. The organization communicates with external parties regarding matters affecting the functioning of internal controls.							
48.	The LWDB has a means for anyone to report suspected improprieties regarding fraud; errors in financial reporting, procurement, and contracting; improper use or disposition of equipment; and misrepresentation or false statements. Describe the process of how someone could report improprieties. Who receives/processes/investigates, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB has two Equal Employment Opportunity (EEO) officers as well as Human Resource department to report improprieties, and ethics hotline accessible by certain EEO Officer. In addition, the employee handbook whistleblower policy states reporting to CEO or if allegation concern the CEO, to the Board Chair for investigation and corrective action.
49.	The LWDB has processes in place to communicate relevant and timely information to external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CSHP identifies the external parties to whom communication is to be provided and then identifies
50.	The LWDB has processes in place to communicate the results of reports provided by the following external parties: Independent Auditor, FloridaCommerce Bureau of Financial Monitoring and Accountability, FloridaCommerce Bureau of One-Stop and Program Support, FloridaCommerce Office of Inspector General, Florida Auditor General, and federal awarding agencies (U.S. Department of Labor, U.S. Department of Health and Human Services, and U.S. Department of Agriculture to the Board of Directors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit/Finance Committee: Committee responsibilities include but are not limited to: Reviewing the annual financial audit and recommending responses to any adverse findings thereto to the Board; Reviewing audits and reports on the monitoring of activities, operations and expenditures under the programs operated by Corporation and reporting findings and making recommendations on corrective actions to the Board; Reviewing internal and external financial monitoring reports performed by Corporation, U.S.

MONITORING ACTIVITIES

MONITORING ACTIVITIES						Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
						Weak			Strong		
						1	2	3	4	5	
Principle 16. The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal controls are present and functioning.											
51.	The LWDB periodically evaluates its business processes such as cash management, comparison of budget to actual results, repayment or reprogramming of interest earnings, draw down of funds, procurement, and contracting activities. Describe the process of how funding decisions are determined. What are the criteria, who initiates/approves, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funding decisions are determined as part of the month-end close process. The criteria are based on the allowable activities/costs of the applicable funding stream. The CFO initiates the funding decision process, and the Accounting Manager enters it into the accounting system. The CFO then reviews/approves the entries into the accounting system. Controls are reviewed				

MONITORING ACTIVITIES

MONITORING ACTIVITIES		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
52.	The LWDB considers the level of staffing, training and skills of people performing the monitoring given the environment and monitoring activities which include observations, inquiries, and inspection of source documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal and external monitors will interview and potentially observe staff to assess the level of risk and determine the level of monitoring to be conducted.
53.	LWDB management periodically visits all career center locations in its local area (including subrecipients) to ensure the policies and procedures are being followed and functioning as intended. When was the most recent visit performed, by whom, and who were the results communicated to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hillsborough County Career Centers: Internal monitoring is conducted throughout the year to ensure compliance with programmatic requirements by the LWDB's quality assurance monitoring team. The last internal monitoring over the Youth program was finalized on 11/1/24. The monitoring was
Principle 17. The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.							
54.	The LWDB management takes adequate and timely actions to correct deficiencies identified by the external auditors, financial and programmatic monitoring, or internal reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A plan of action and implementation deadline is established upon receipt. Such findings or observations serve as a basis for updated training of appropriate staff.
55.	The LWDB monitors all subrecipients to ensure that federal funds provided are expended only for allowable activities, goods, and services and communicates the monitoring results to the board of directors. Are subrecipient monitoring activities outsourced to a third party? If so, provide the name of the party that performs the subrecipient monitoring activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LWDB is in the process of engaging a 3rd party to perform subrecipient monitoring.

ATTACHMENT A

Florida Department of Commerce
Certification of Self-Assessment of Internal Controls

Local Workforce Development Board Number: 28

To be completed by the Executive Director:

A self-assessment of internal control has been conducted for the 2024-2025 fiscal monitoring period. As part of this self-assessment, the Internal Control Questionnaire developed by the Florida Department of Commerce has been completed and is available for review.

Signature: _____

Printed Name: Steven Meier

Title: Co-Interim CEO

Date: _____

Signature

Printed Name: Sheila Doyle

Title: Co-Interim CEO & CFO

Date:

To be completed by the Board Chairperson or their designee:

I have reviewed the self-assessment of internal control that was conducted for the 2024-2025 fiscal monitoring period.

Signature: _____

Printed Name: Barclay Harless

Title: Chair

Date: _____

Please scan and upload to SharePoint an executed copy of this certification on or before **October 4, 2024**.



ACTION ITEM 4

Related Party Contract

Background

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, 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) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Commerce and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

“When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes.” [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce and CareerSource Florida approvals.

Contract

CSHP desires to enter a Memorandum of Understanding (MOU) with Enterprising Latinas, Inc. to coordinate resources and ensure the effective and efficient delivery of workforce services in Hillsborough County. CSHP made a strategic decision to provide workforce services at the Partner location, aimed to assist the low- and moderate-income residents and jobseekers of the Wimauma, FL area.



ACTION ITEM 4 (cont.)

Related Party Contract

Information

Program Year 2024 - 2025

Name	Board Member	Amount Not to Exceed
Enterprising Latinas, Inc.	Elizabeth Gutierrez	\$9,000

The monetary “not-to-exceed” threshold has been estimated based on the .20 FTE equivalent or 8 hours per week for the period 11/25/24 to 6/30/25.

Required Forms:

- Form Required under Section 112.3143, Florida Statutes
 - o Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
 - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
 - Form signed by board member with conflict after the vote occurs.
 - Section 112.3143, Florida Statutes does prohibit board members with conflict from participating in discussion. However, it is expressly prohibited per By-Laws, Section 10.3 – Conflict of Interest].
- Forms required by the Florida Department of Commerce:
 - o Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
 - Disclosed and certified by board member with conflict in a contract.
 - o Exhibit C: Contract Information Form
 - Provides information on the related party contract where the conflict exists.
 - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

RECOMMENDATION

Approval of MOU with Enterprising Latinas, Inc for a total not to exceed \$9,000 for the period 11/25/24 to 6/30/25.

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

LAST NAME—FIRST NAME—MIDDLE NAME Gutierrez Elizabeth		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough		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 Tampa, Florida 33607	COUNTY	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County	
DATE ON WHICH VOTE OCCURRED		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, Elizabeth Gutierrez, hereby disclose that on November 21, 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 Enterprising Latinas, Inc., 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 MOU with Enterprising Latinas, Inc.

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.

11/11/2024

Date Filed


Elizabeth Gutierrez (Nov 11, 2024 22:39 EST)

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, Elizabeth Gutierrez, 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: Enterprising Latinas, Inc. - 5128 S.R. 674, Wimauma, FL, 33598

Contractor Contact Phone Number: 813-325-8073

Description or Nature of Contract: Workforce Services

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: Elizabeth Gutierrez

Elizabeth Gutierrez Digitally signed by Elizabeth Gutierrez
Date: 2024.11.11 22:51:58 -05'00'

Signature of Board Member/Employee

Elizabeth Gutierrez

Print Name

11/11/2024

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, 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 Hillsborough Pinellas (CHSP) 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: Enterprising Latinas Inc and CSHP
Contractor Name & Address: Enterprising Latinas, Inc - 5128 S.R. 674, Wimauma, FL, 33598
Contractor Contact Phone Number: 813-325-8073
Contract Number or Other Identifying Information, if any: 2024-300-003
Contract Term: 11/25/2024 to 6/30/2025
Value of the Contract with no extensions or renewals exercised: \$9,000 (estimated based on the .20 FTE equivalent or 8 hours per week for the period 11/25/24 to 6/30/25)
Value of the Contract with all extensions and renewals exercised:
Description of goods and/or services to be provided under the Contract:
Method of procurement for the contracted goods and/or services, if applicable:
Strategic decision made by CSHP to provide workforce services at Partner location aimed to assist low and moderate income residents of Wimauma, Florida.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Elizabeth Gutierrez

The nature of the conflicting interest in the contract: Employee of Organization

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. 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.
- b. 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.
- c. A draft copy of the related party contract and amendments, as applicable.
- d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
- e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Signature of Board Chairperson / Vice Chairperson*

Barclay Harless
Print Name

Date

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



ACTION ITEM 5

2024 – 2025 Board Officer Recommendation

Background

Per the *Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas* (By-Laws), **Article VI**, governs the provisions of Board Officers. The applicable sections are as follows:

By-Laws Section Number/Title	Provisions
Section 6.1 - Board Officer Positions, Nominations and Elections	<p>The Board Officers of Corporation shall consist of a Chair, a Vice-Chair, a 2 nd Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall not be from the same County of representation during the same program year. The 2nd Vice-Chair shall be chosen from the Hillsborough CEO and Pinellas CEO and shall alternate between the County of representation every one (1) year term. The 2nd Vice-Chair shall not be from the same County as the Consortium Chair during the same program year.</p> <p>The Chair, Vice-Chair, Treasurer, and Secretary of Corporation shall be nominated and elected as follows:</p> <p>A. A slate of nominees for Officers shall be presented to the Board by the Nominating Committee and selected based upon a majority vote of the quorum present at Corporation annual meeting, except as otherwise directed by the full Board. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.</p> <p>B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.</p> <p>C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.</p>
Section 6.3 – Terms of Board Officers	<p>The term of office for the Board Chair, Vice-Chair, Treasurer and Secretary shall be for one (1) full year, from July 1 through June 30.</p> <p>Board Officers shall serve no more than two (2) consecutive terms of one (1) year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two (2) consecutive terms, the Officer shall then step down from their position for a minimum of one (1) year, although he or she may continue to serve as a Board member, or in another office. A member of the Board shall not serve more than two (2) terms in the Board Chair position.</p>



ACTION ITEM 5 (cont.)

2024 – 2025 Board Officer Recommendation

	Additionally, the Board Chair may not simultaneously act as the employed Director/Chief Executive Officer or Chief Financial Officer of the Board while in position as the Board Chair. The time which an Officer is appointed to serve the remainder of an unexpired term shall not count towards the Officer's two (2) consecutive terms. The 2nd Vice-Chair is not subject to the Officer term limits specified herein.
Section 6.4 – Vacancy in One of the Officer Positions	If a vacancy in any office other than the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting where a quorum is established. If the office of Chair becomes vacant, the Vice-Chair will assume the office of Chair for the remainder of the unexpired term. The office of Vice-Chair will then be filled at the Board's discretion.

Information

Vice-Chair, Barclay Harless, moved to Chair on September 13, 2024, following the previous chair's resignation and will serve as Chair through June 30, 2025 in accordance with section 6.4 of By-Laws.

On November 8, 2024, the Nominating Committee convened to address the vacant Vice Chair position. After reviewing the board roster and expertise, Gary Hartfield was recommended as Vice-Chair and Don Noble recommended as Treasurer.

Consortium and Board (Special Meeting) approved Don Noble as Board Member at their respective meeting held on October 3, 2024 and October 30, 2024, respectively.



ACTION ITEM 5 (cont.)

2024 – 2025 Board Officer Recommendation

Slate of Officers

(Term represents term of office)

Officers	PY 2024 – 2025 (Approved 6/17/24 Board Meeting)	PY 2024 – 2025
Chair	Sean Butler Term: 7/1/24 - 6/30/25	Barclay Harless Unexpired Term: 9/13/24 - 6/30/25
Vice-Chair	Barclay Harless Term: 7/1/24 – 6/30/25	Gary Hartfield Unexpired Term: 11/21/24 – 6/30/25
2 nd Vice-Chair	Commissioner Latvala Term: The 2nd Vice-Chair is not subject to the Officer term limits specified in section 6.3 of By-Laws herein.	No change from 6/17/24 Board approved officer slate
Treasurer	Gary Hartfield Term: 7/1/24 – 6/30/25	Don Noble Unexpired Term: 11/21/24 - 6/30/25
Secretary	Dr. Rebecca Sarlo Term: 7/1/24 – 6/30/25	No change from 6/17/24 Board approved officer slate

RECOMMENDATION

Approval of Nominating Committee's recommendation of Gary Hartfield as Vice Chair and Don Noble as Treasurer for the unexpired term of office.



ACTION ITEM 6

Selection of Chief Executive Officer

Background

Consortium

The Consortium must approve a LWDB process to select the Director and subsequently approve the selection as recommended by the LWDB [Interlocal Agreement Section 4.6].

Board of Directors

The LWDB shall have the power, in accordance with a process approved by the Consortium, to select and recommend a Director. The Director shall be a contract employee of the LWDB and shall report to the LWDB [Interlocal Agreement Section 5.3]. The Board shall have the power to select and recommend a Director subject to final approval by the Consortium. The Director shall be responsible to hire sufficient personnel to carry out effective and efficient operation of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantees providing services under the guidance of Corporation and acting in partnership with the Consortium as provided herein.

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

- A. Coordinating with the Consortium regarding the identification and nomination of members to the Board and ensuring membership is compliant with WIOA and Florida Statutes;
- B. Organizing Board meetings and ensuring meetings are held according to the Board's bylaws and Florida's Government-in-the-Sunshine Act;
- C. Developing and submitting the Local and Regional Plan;
- D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system, including development of policies and monitoring the administration of the programs;
- E. Negotiating and reaching agreement on local performance measures with the Consortium and FloridaCommerce;
- F. Ensuring the outcomes of local performance measures are provided to the Board members and Consortium no less than semi-annually.
- G. Negotiating and reaching agreement on local performance measures with the Consortium and FloridaCommerce;



ACTION ITEM 6 (cont.)

Selection of Chief Executive Officer

- H. Negotiating and reaching agreement on local performance measures with the Consortium and FloridaCommerce;
 - I. Ensuring the outcomes of local performance measures are provided to the Board members and Consortium no less than semi-annually.
 - J. Negotiating with Consortium and required partners for the Memorandum of Understanding (as prescribed in Administrative Policy 106 - Memorandums of Understanding and Infrastructure Funding Agreements);
 - K. In compliance with local board procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts for providers of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (i) of 20 CFR 679.370;
 - L. Developing a budget for activities of the Board;
 - M. Certifying the one-stop career centers. One-stop certification requirements may be found in Administrative Policy 93 – One-Stop Career Center Certification Requirements; and
 - N. Providing copies of all monitoring and audit reports and related materials to the Board members, Board Chair, and Consortium within five (5) business days of receipt.
- [By-Laws Section 4.4].

8/3/24 Meeting - Consortium approved the process to select the Director to include (1) CEO Selection Process Project Plan (2) Continue with Newland Contract and (3) Appoint certain CSHP staff as committee point of contact.



ACTION ITEM 6 (cont.)

Selection of Chief Executive Officer

Information

CEO Selection Process Project Plan

Tasks	Task Description	Dates	
1	Meet with Stakeholders to discuss current processes, set clear communication goals.	8/5/24	8/9/24
2	Sourcing, interviewing and vetting of CEO candidates	8/5/24	8/9/24
3	Submit initial slate of candidates to Search Committee, coordinate interview schedule	9/13/24	
	Discuss (1) Initial slate of candidates and (2) Potential interview time slots	9/18/24	
4	Continue sourcing of CEO candidates, nurture current slate		
5	Initial interview of candidates	10/4/24, 10/18/24	
6	Debrief with Search Committee on interviews, schedule 2 nd round of interviews	Candidate debrief on 10/18/24	
7	2 nd round CEO candidate interviews and selection of finalists	11/6/24	
8	Reach out to finalists, assisting with offers and negotiation	11/6/24 to present	

Following completion of the process described above, the CEO Selection Committee recommends the appointment of Keidrian Kunkel to the position of Director (a/k/a Chief Executive Officer or CEO) of CareerSource Hillsborough Pinellas (CSHP). Factors considered in selecting Kunkel include but are not limited to:

- Ability to navigate CSHP in the present and in the future
- Ability to work with the Board and Stakeholders, establish rapport, etcetera.
- Ability to get staff engaged and make a change
- Ability to impact and integrate different cultures
- Ability to do the job, motivated, and get along with others

The action before the Board is to consider the CEO Selection Committee's recommendation to select Kunkel as the CEO of CSHP subject to the final approval of the Consortium. Kunkel must be a contract employee. Accordingly, her proposed employment agreement is before the Board as well.

RECOMMENDATION

Select Keidrian Kunkel as the CEO of CareerSource Hillsborough Pinellas subject to the final approval of the Consortium. If Kunkel obtains final approval of the Consortium, authorize the Board Chair to execute Kunkel's proposed employment agreement on behalf of CSHP.



INFORMATION ITEM 1

WIOA Primary Indicators of Performance: PY'23 – 24

July 1st, 2023 – June 30th, 2024

LWDB 14

Measures	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2023-2024 4th Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	82.90	90.11	83.30	90.54	92.00
Median Wage 2nd Quarter After Exit	\$9,755	90.83	\$8,875	82.63	\$10,740
Employed 4th Qtr After Exit	83.60	92.68	87.40	96.90	90.20
Credential Attainment Rate	63.90	73.45	76.80	88.28	87.00
Measurable Skill Gains	65.10	100.15	77.90	114.56	68.00
Dislocated Workers:					
Employed 2nd Qtr After Exit	80.50	91.48	80.70	91.70	88.00
Median Wage 2nd Quarter After Exit	\$12,574	134.20	\$12,064	128.76	\$9,369
Employed 4th Qtr After Exit	76.80	91.21	89.00	105.70	84.20
Credential Attainment Rate	82.50	95.38	60.90	70.40	86.50
Measurable Skill Gains	55.60	85.54	83.30	122.50	68.00
Youth:					
Employed 2nd Qtr After Exit	88.60	106.11	79.80	95.57	83.50
Median Wage 2nd Quarter After Exit	\$6,019	128.12	\$5,550	118.14	\$4,698
Employed 4th Qtr After Exit	82.60	101.98	89.50	110.49	81.00
Credential Attainment Rate	80.70	95.96	79.60	94.65	84.10
Measurable Skill Gains	74.80	115.08	61.40	90.29	68.00
Wagner Peyser:					
Employed 2nd Qtr After Exit	65.60	103.80	68.50	108.39	63.20
Median Wage 2nd Quarter After Exit	\$7,552	115.92	\$8,616	132.24	\$6,515
Employed 4th Qtr After Exit	67.20	106.33	69.00	109.18	63.20

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)



INFORMATION ITEM 1 (cont.)

WIOA Primary Indicators of Performance: PY'23 – 24

July 1st, 2023 – June 30th, 2024

LWDB 15

Measures	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2023-2024 4th Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	77.50	94.05	85.40	103.64	82.40
Median Wage 2nd Quarter After Exit	\$7,028	82.68	\$7,970	93.76	\$8,500
Employed 4th Qtr After Exit	76.80	99.74	86.80	108.50	80.00
Credential Attainment Rate	50.40	77.54	74.50	100.68	74.00
Measurable Skill Gains	85.20	116.39	77.20	105.46	73.20
Dislocated Workers:					
Employed 2nd Qtr After Exit	75.90	91.56	81.60	98.43	82.90
Median Wage 2nd Quarter After Exit	\$9,641	95.22	\$9,100	89.88	\$10,125
Employed 4th Qtr After Exit	76.40	93.40	90.00	110.02	81.80
Credential Attainment Rate	53.60	76.57	77.80	92.62	84.00
Measurable Skill Gains	92.60	119.64	87.80	113.44	77.40
Youth:					
Employed 2nd Qtr After Exit	80.80	103.72	83.00	106.55	77.90
Median Wage 2nd Quarter After Exit	\$4,384	93.12	\$5,436	115.46	\$4,708
Employed 4th Qtr After Exit	78.00	106.85	82.30	109.73	75.00
Credential Attainment Rate	55.10	110.20	76.20	127.00	60.00
Measurable Skill Gains	61.50	221.22	58.20	209.35	27.80
Wagner Peyser:					
Employed 2nd Qtr After Exit	68.10	105.26	68.20	105.41	64.70
Median Wage 2nd Quarter After Exit	\$7,120	108.02	\$7,704	116.88	\$6,591
Employed 4th Qtr After Exit	68.60	108.03	68.90	108.50	63.50

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)



INFORMATION ITEM 1 (cont.)

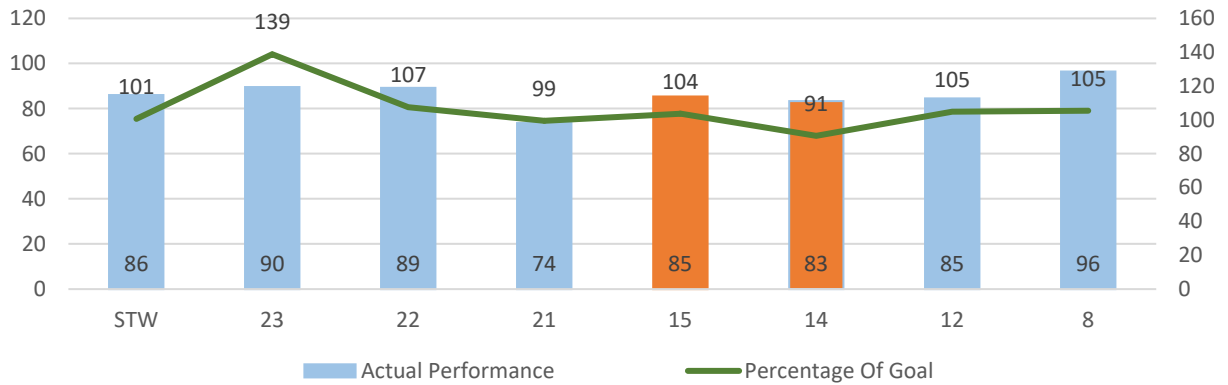
WIOA Primary Indicators of Performance: PY'23 – 24

July 1st, 2023 – June 30th, 2024

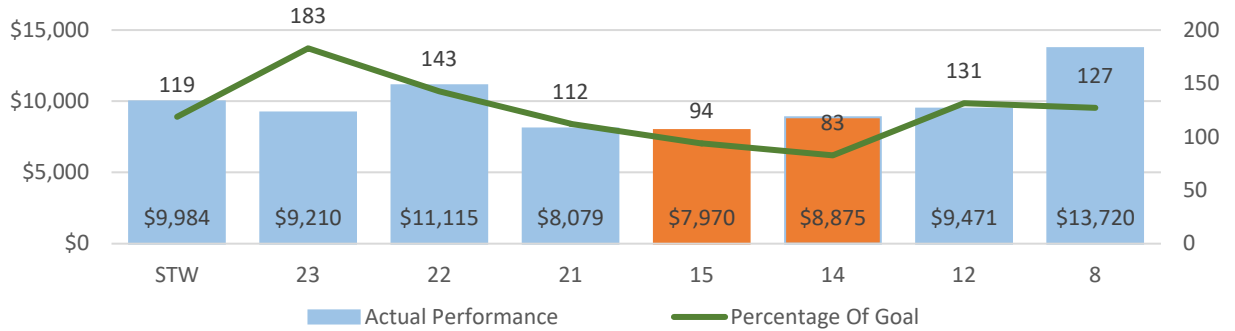
Statewide

Measures	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2023-2024 4th Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	85.90	100.47	86.00	100.58	85.50
Median Wage 2nd Quarter After Exit	\$9,620	114.37	\$9,984	118.70	\$8,411
Employed 4th Qtr After Exit	66.20	82.03	86.60	107.31	80.70
Credential Attainment Rate	66.00	94.29	76.80	102.40	75.00
Measurable Skill Gains	82.40	142.07	85.10	141.83	60.00
Dislocated Workers:					
Employed 2nd Qtr After Exit	83.30	98.00	87.20	102.59	85.00
Median Wage 2nd Quarter After Exit	\$10,053	99.60	\$10,717	106.18	\$10,093
Employed 4th Qtr After Exit	74.20	98.93	86.40	107.73	80.20
Credential Attainment Rate	76.00	91.90	75.20	90.93	82.70
Measurable Skill Gains	80.20	133.67	87.60	146.00	60.00
Youth:					
Employed 2nd Qtr After Exit	81.10	99.63	79.60	97.79	81.40
Median Wage 2nd Quarter After Exit	\$4,567	142.72	\$4,812	124.53	\$3,864
Employed 4th Qtr After Exit	72.50	93.43	79.90	102.96	77.60
Credential Attainment Rate	61.40	87.71	76.60	95.75	80.00
Measurable Skill Gains	77.50	140.91	79.80	133.00	60.00
Wagner Peyser:					
Employed 2nd Qtr After Exit	68.40	105.23	69.10	106.31	65.00
Median Wage 2nd Quarter After Exit	\$7,053	124.63	\$7,547	133.36	\$5,659
Employed 4th Qtr After Exit	65.80	102.49	68.50	106.70	64.20
Not Met (less than 90% of negotiated)					
Met (90-100% of negotiated)					
Exceeded (greater than 100% of negotiated)					

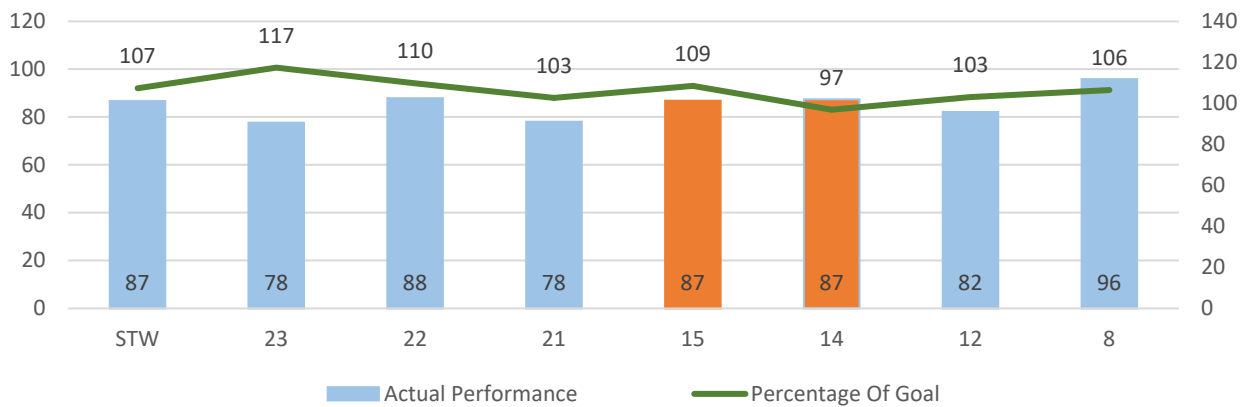
Adult Employed 2 QTR After Exit % of Goal and Actual Performance



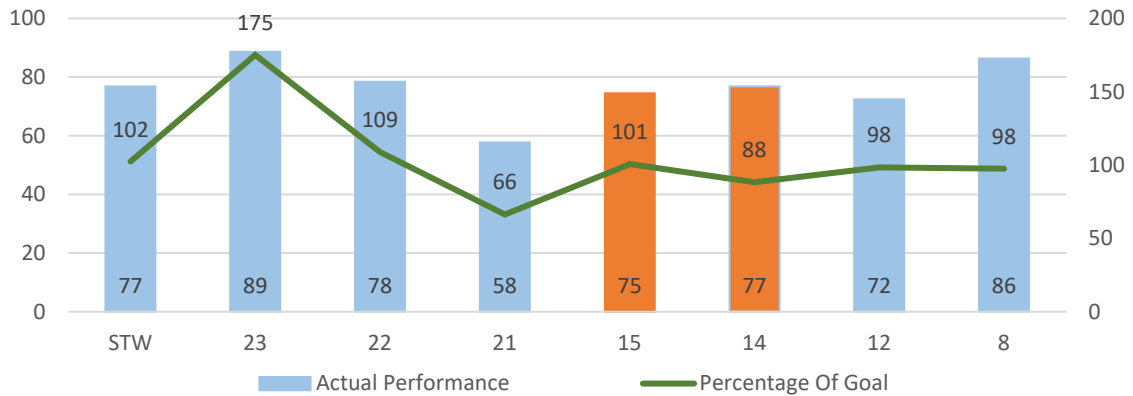
Adult Median Wage 2nd QTR After Exit % of Goal and Actual Performance



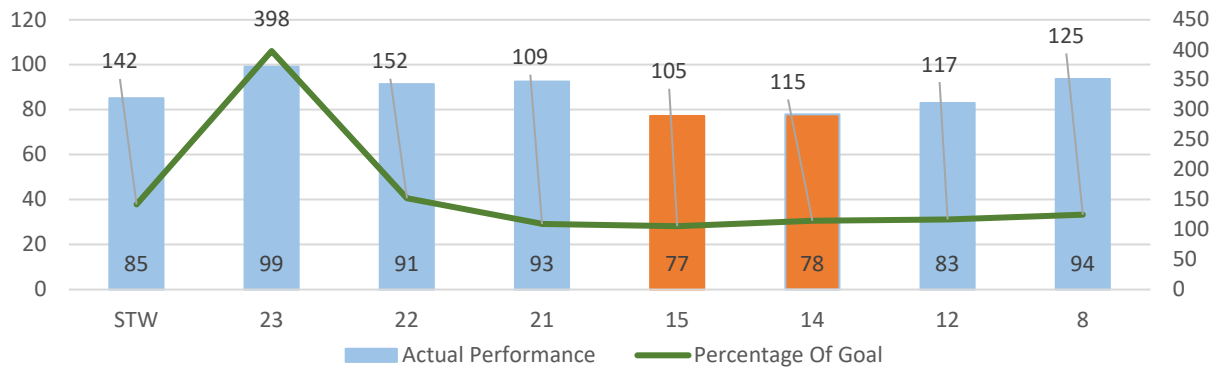
Adult Employed 4th QTR After Exit % of Goal and Actual Performance



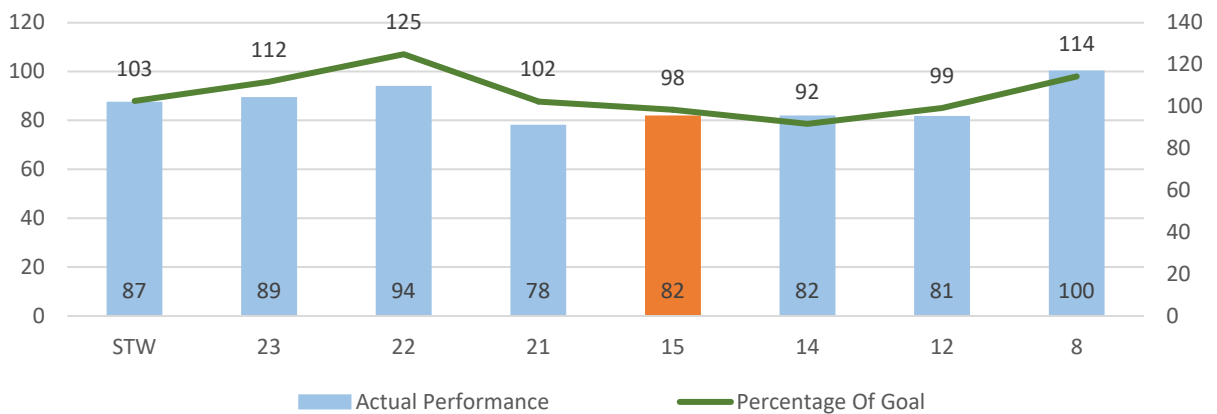
Adult Credential Attainment Rate % of Goal and Actual Performance



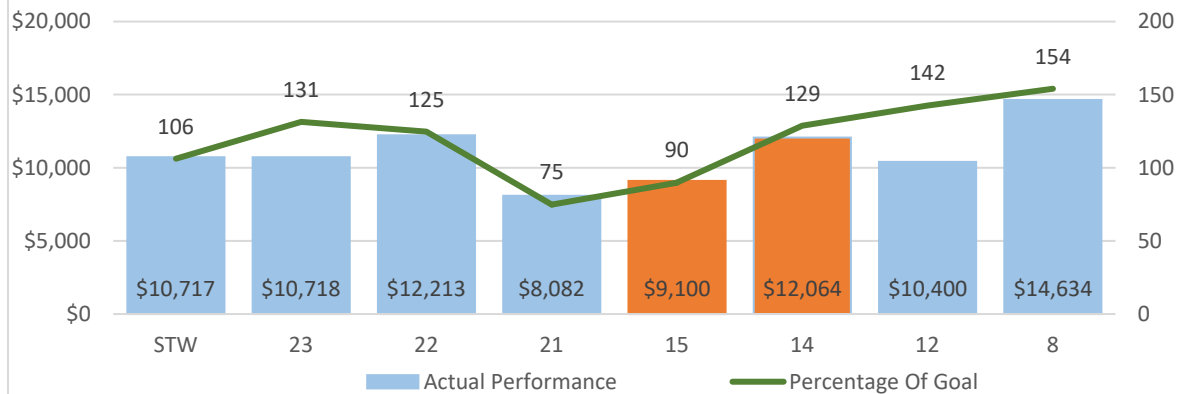
Adult Measurable Skills Gains and Actual Performance



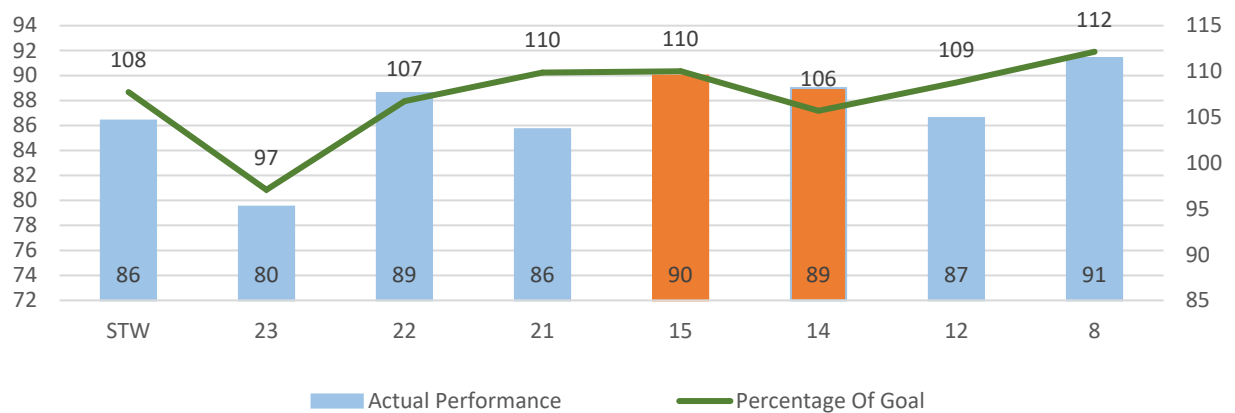
DW Employed 2nd QTR After Exit % of Goal and Actual Performance



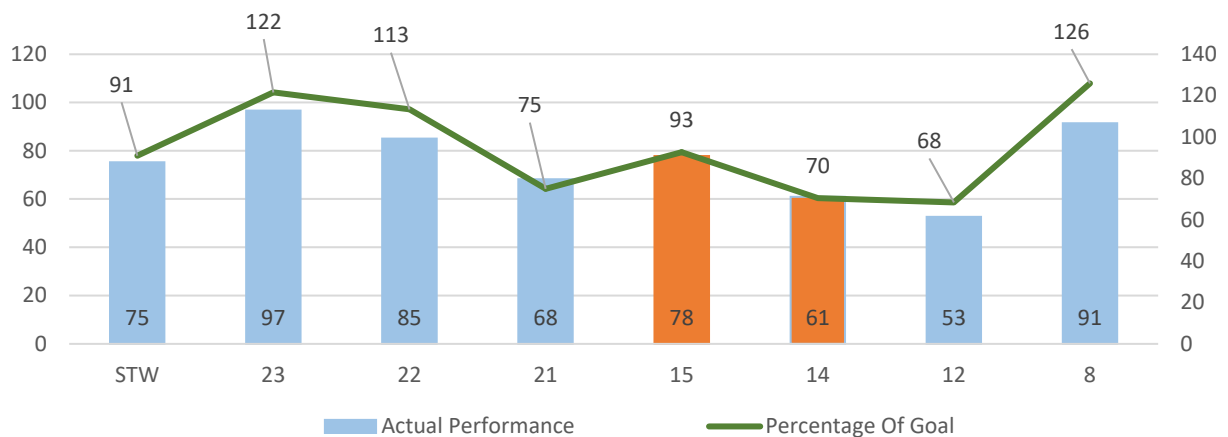
DW Median Wage 2nd QTR After Exit % of Goal and Actual Performance



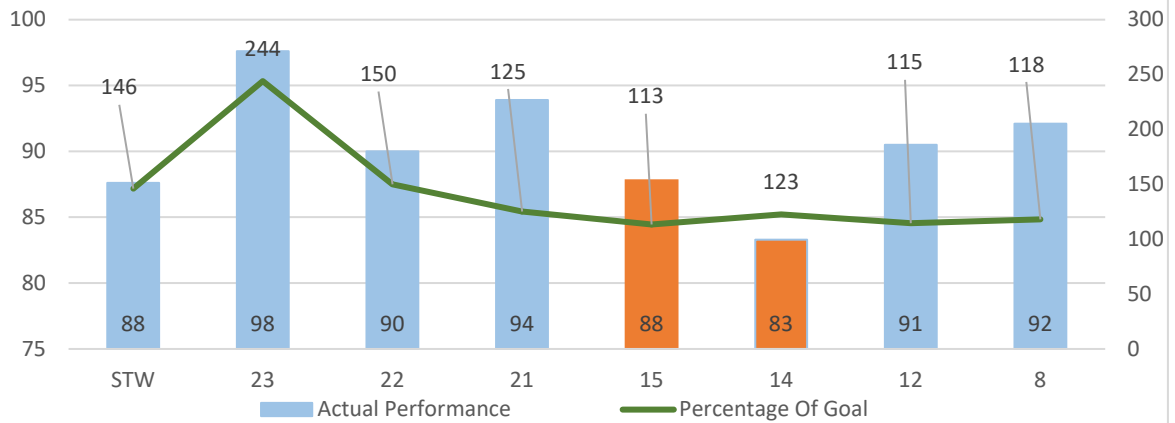
DW Employed 4th QTR After Exit % of Goal and Actual Performance



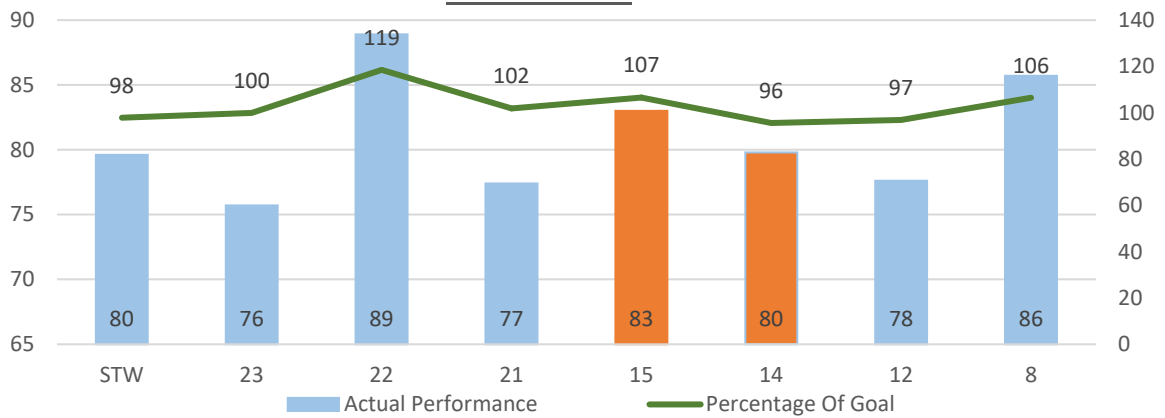
DW Credential Attainment Rate % of Goal and Actual Performance



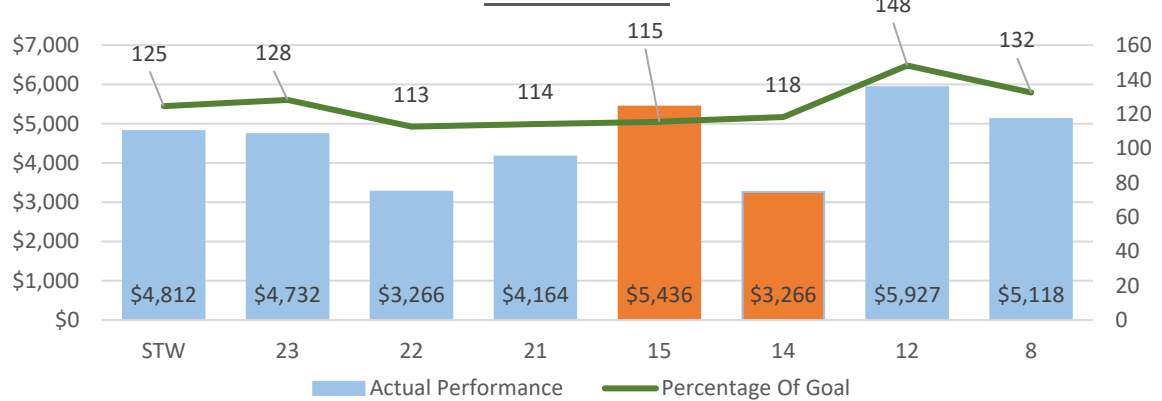
DW Measurable Skills Gains and Actual Performance



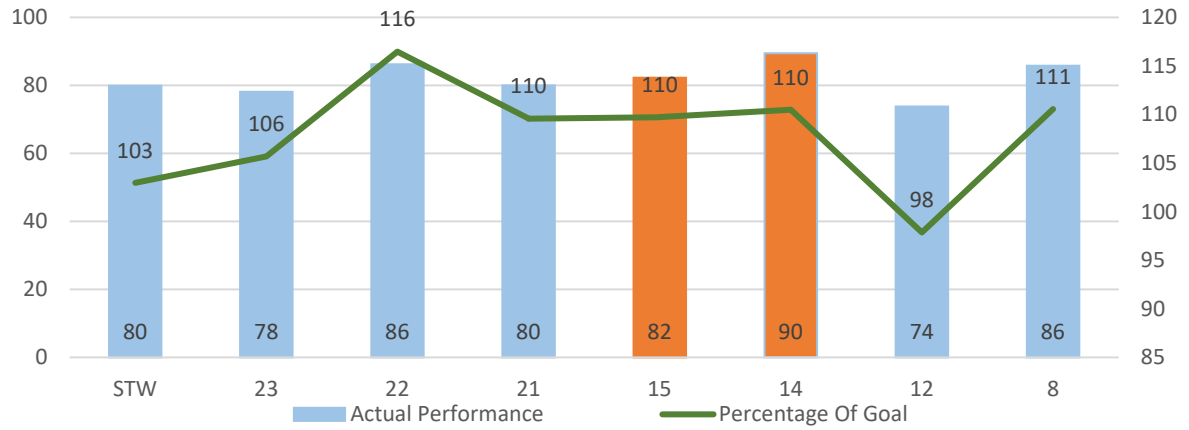
Youth Employed 2nd QTR After Exit % of Goal and Actual Performance



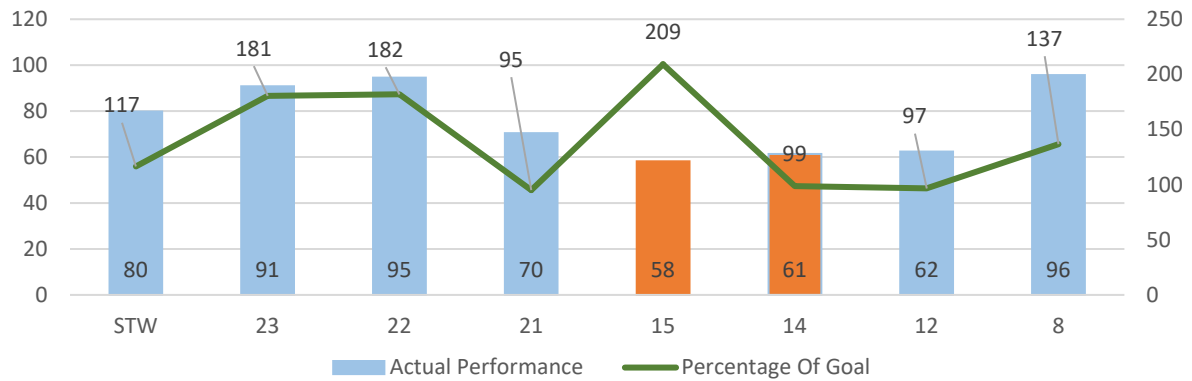
Youth Median Wage 2nd Quarter After % of Goal and Actual Performance



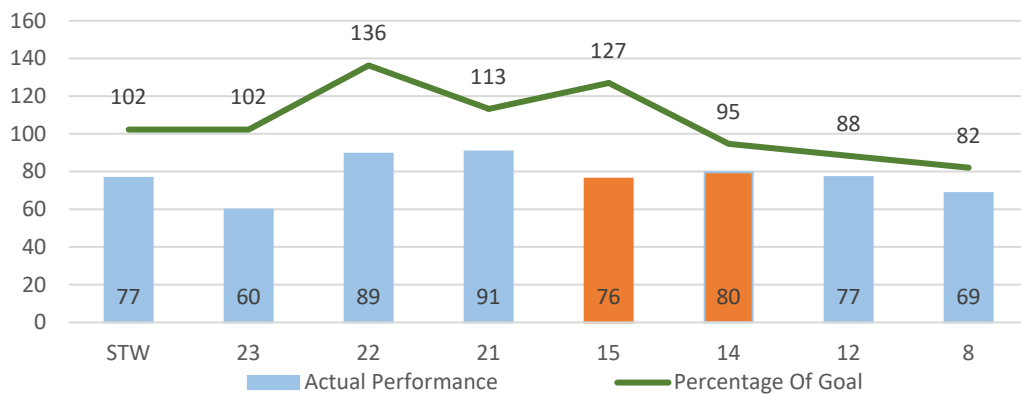
Youth Employed 4th QTR After Exit % of Goal and Actual Performance

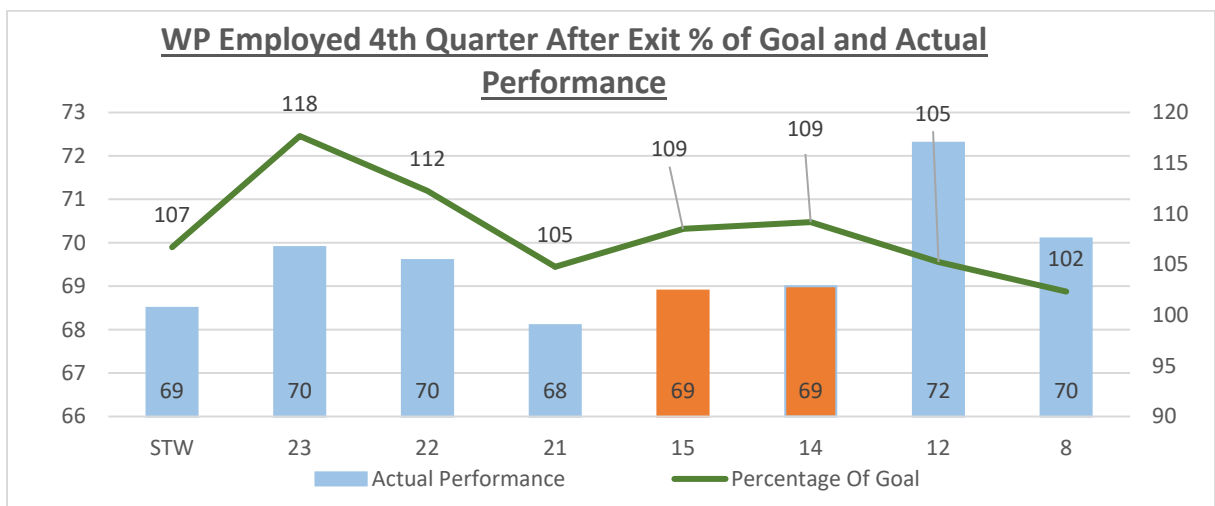
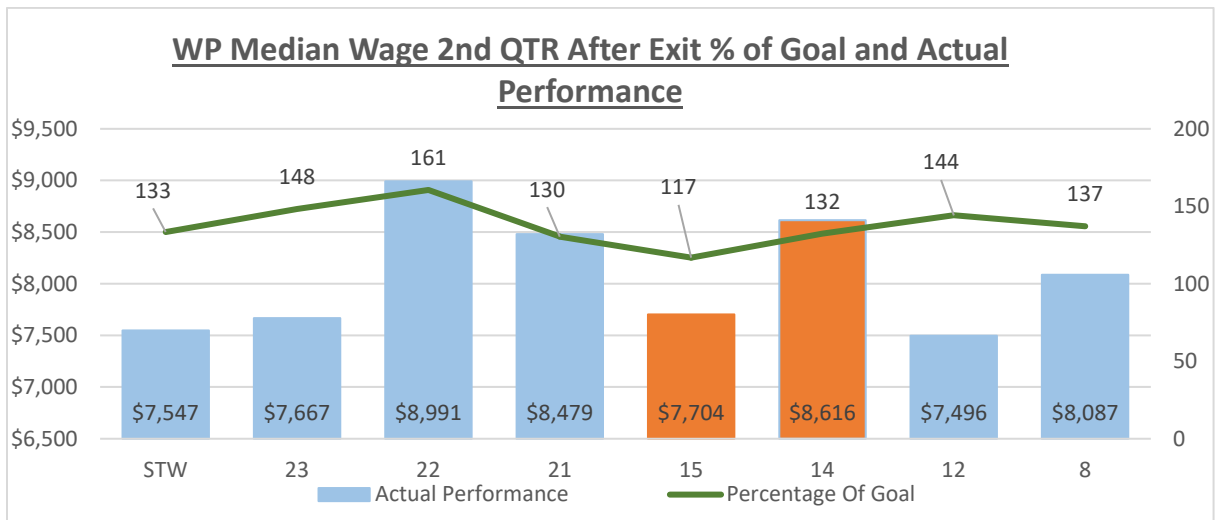
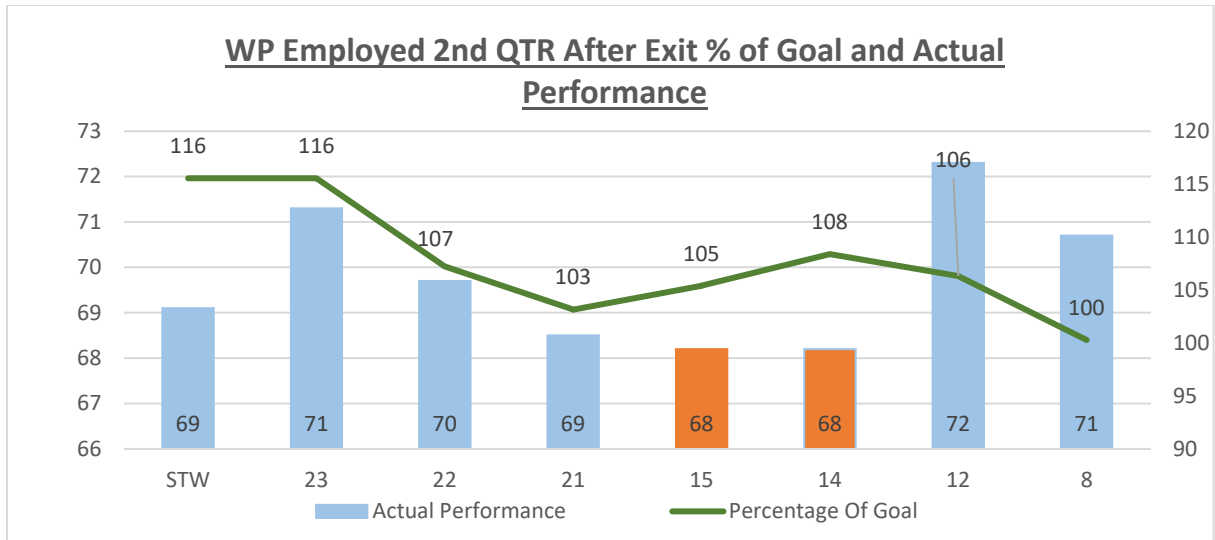


Youth Measurable Skills Gains and Actual Performance



Youth Credential Attainment % of Goal and Actual Performance





STW – Statewide

Region 8- CareerSource North Florida

Region 14- CareerSource Pinellas

Region 15 – Career Source Tampa Bay

Region 12 CareerSource Central Florida

Region 21- CareerSource Palm Beach

Region 22- CareerSource Broward

Region 23- CareerSource South Florida



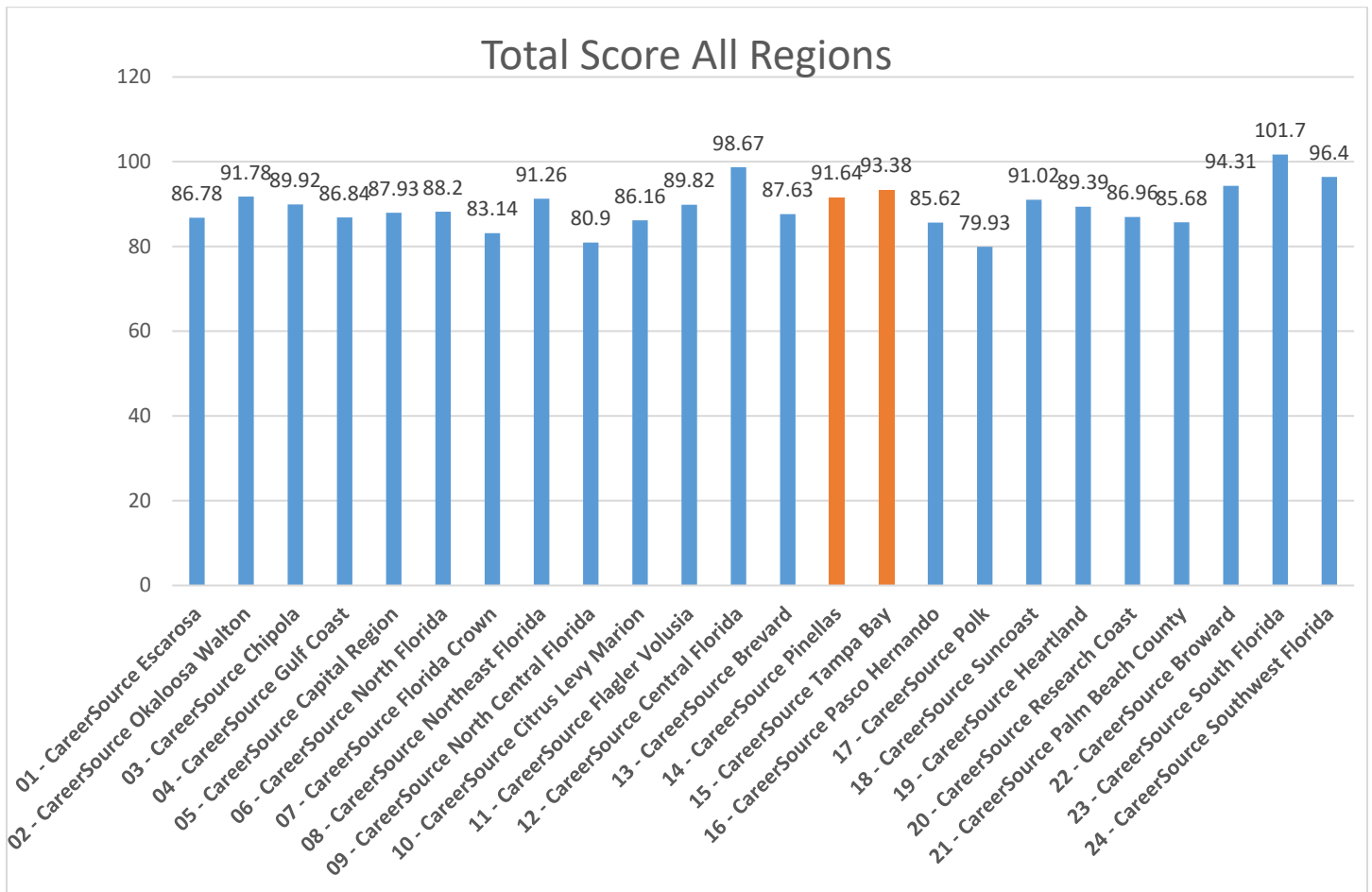
INFORMATION ITEM 2

REACH Performance Review

Background

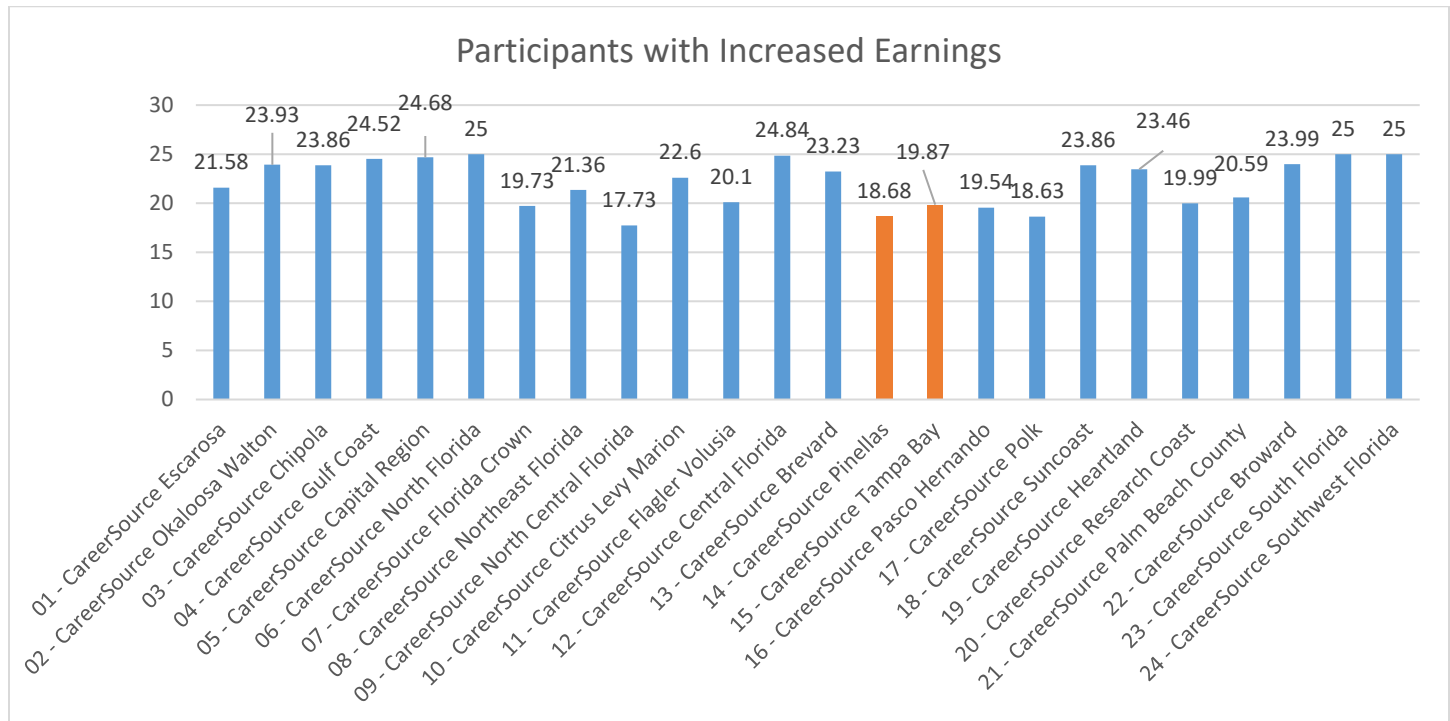
In October 2024, CareerSource Florida Released Program Year 2023-2024 Quarter 1 Letter Grades for all 24 Florida Workforce Regions. Specific performance is reviewed below and is also available at <https://analytics.careersourceflorida.com/LetterGrades>.

Total Region Score



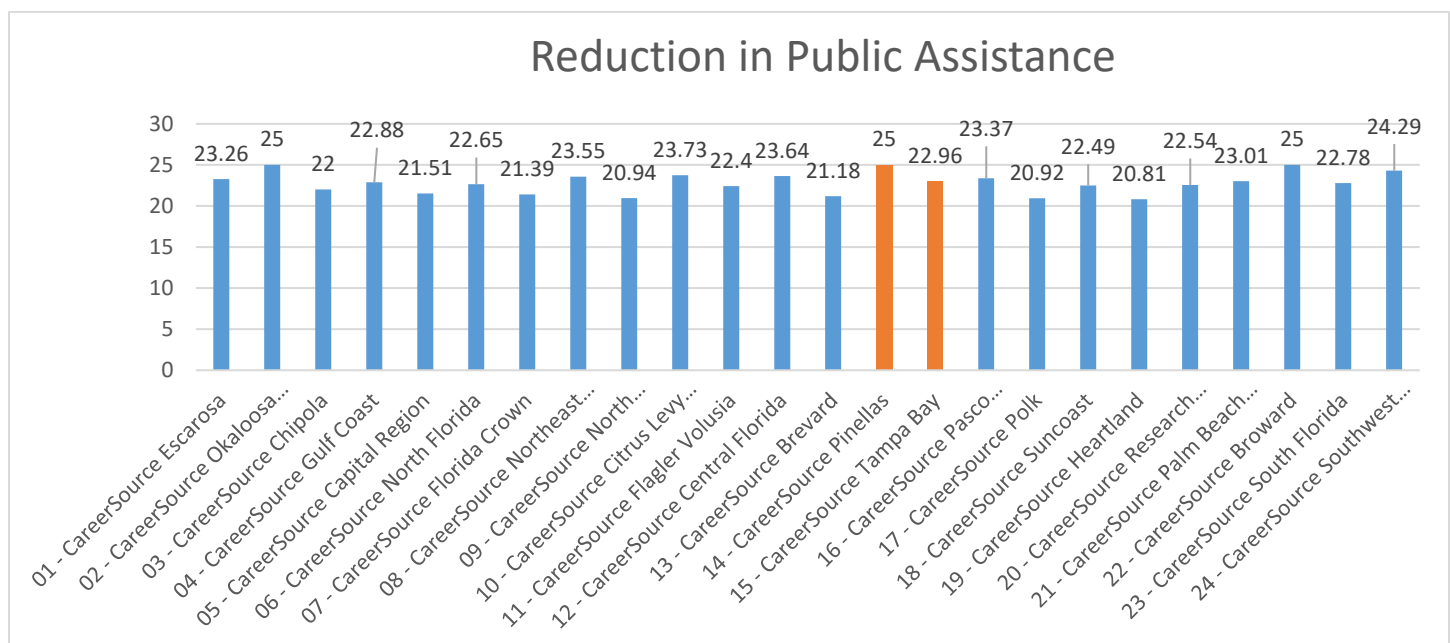
Measure 1 – Participants with Increased Earnings

The percentage of participants who earned more in the second quarter after exit than before their engagement with the local workforce development board.



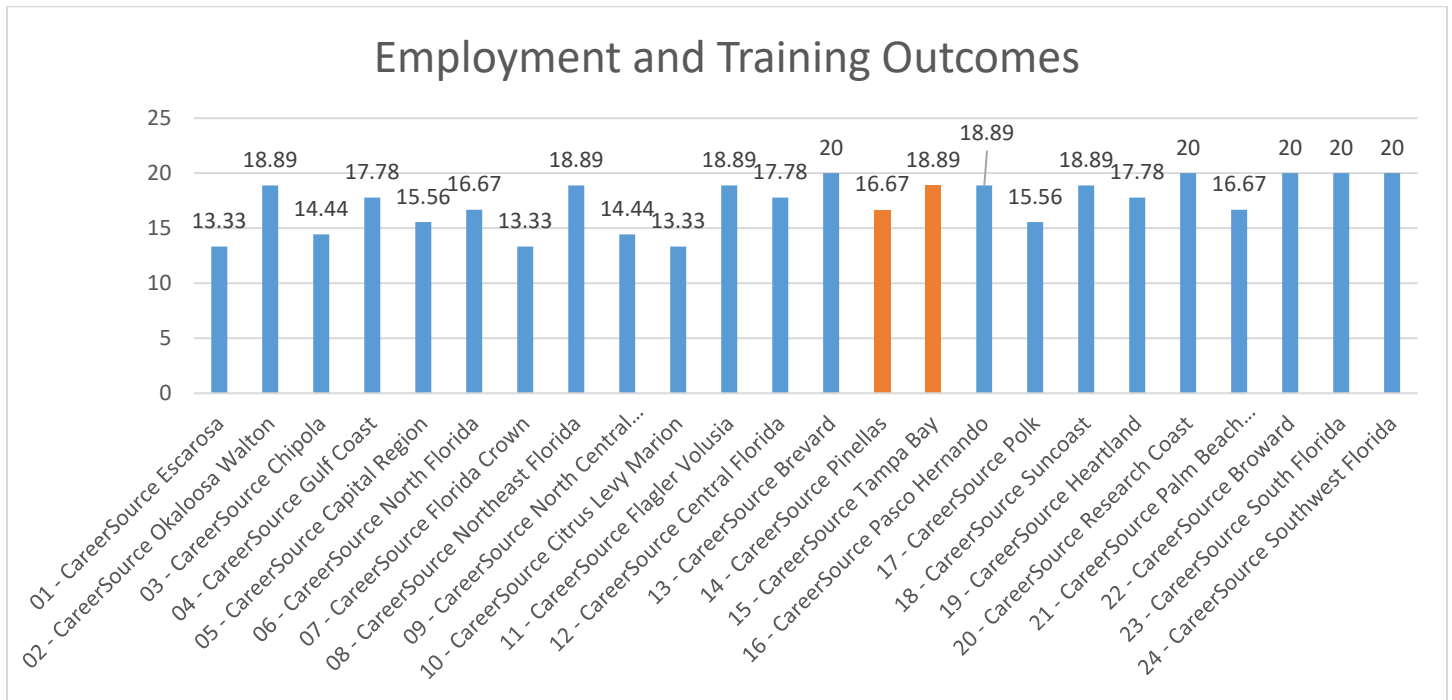
Measure 2 – Reduction in Public Assistance

The percentage of exiters who received SNAP or TANF benefits during their engagement with the local workforce development board who were no longer receiving SNAP or TANF benefits in the fourth quarter after exit.



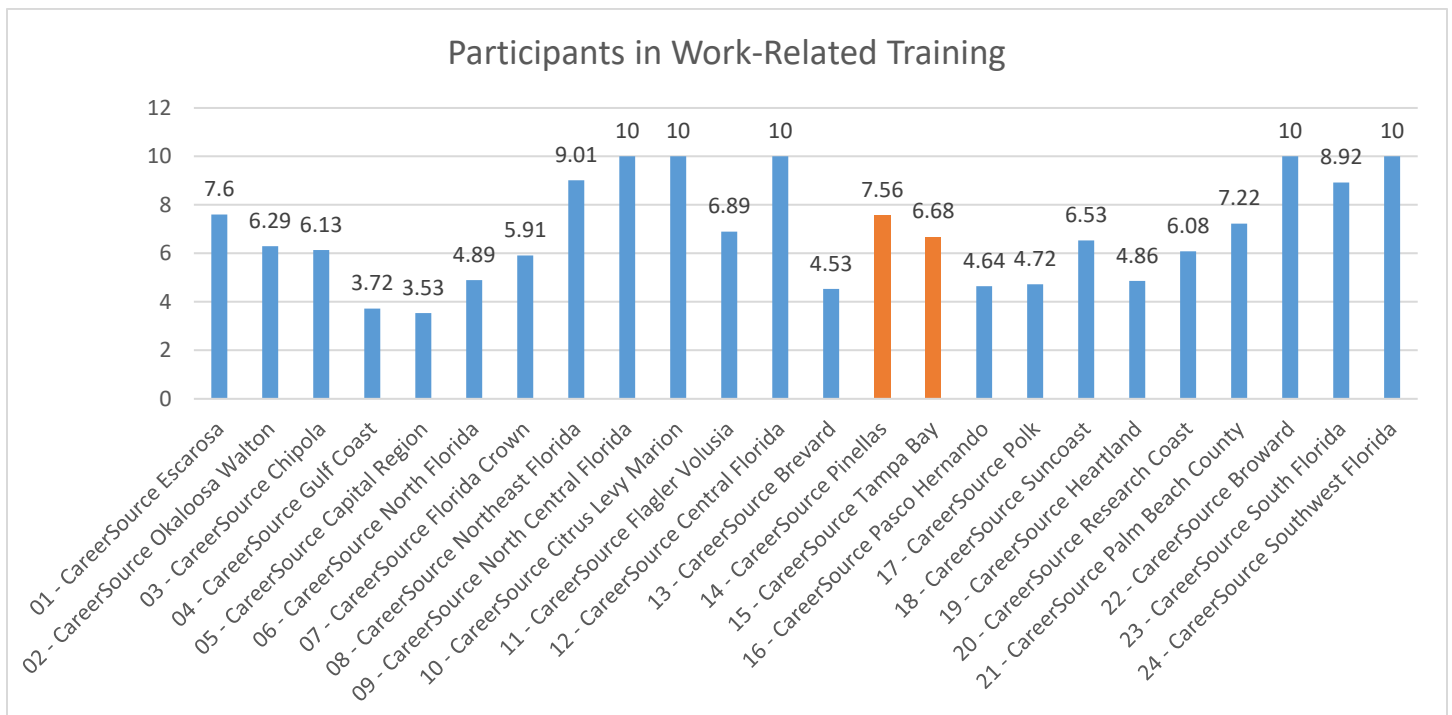
Measure 3 – Employment and Training Outcomes

Comprises the local workforce development board's existing 18 federal accountability measures.



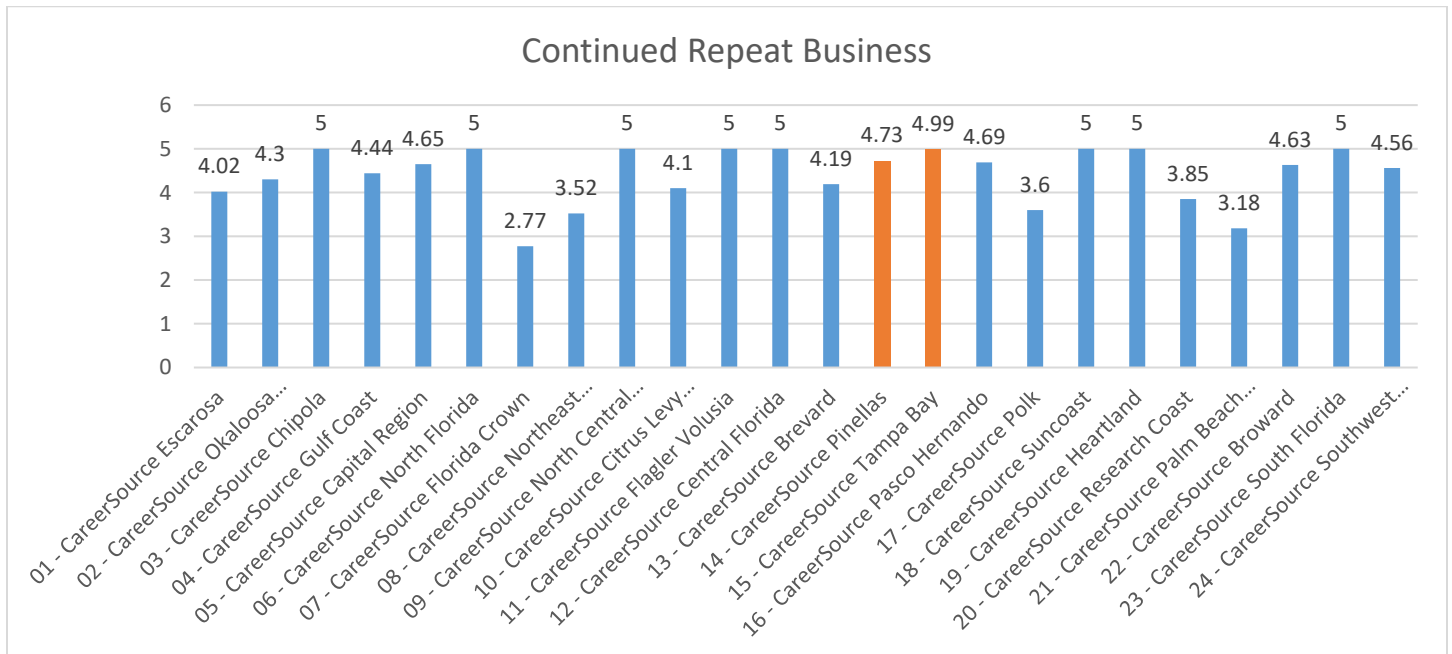
Measure 4 – Participants in Work-Related Training

The percentage of all job seekers who were enrolled in work-related training.



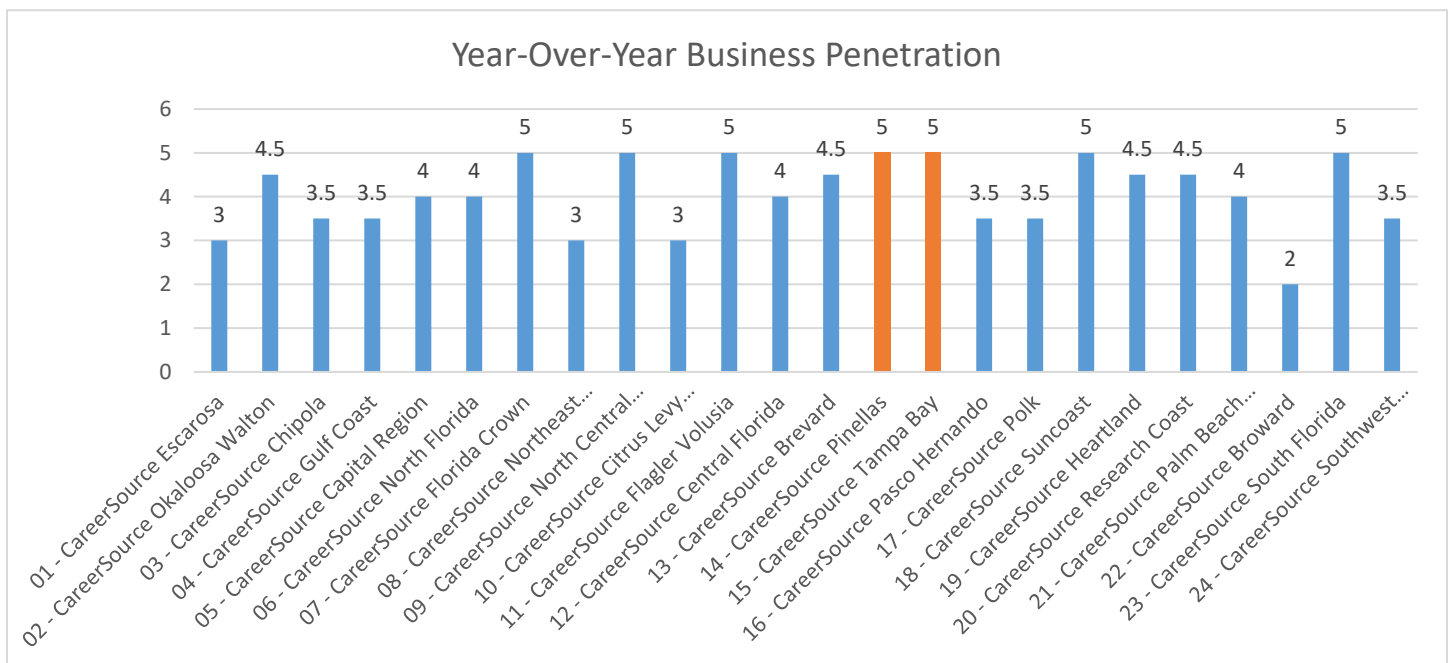
Measure 5- Continued Repeat Business

Percentage of employers served in prior three years that continued to be served in the current program year.



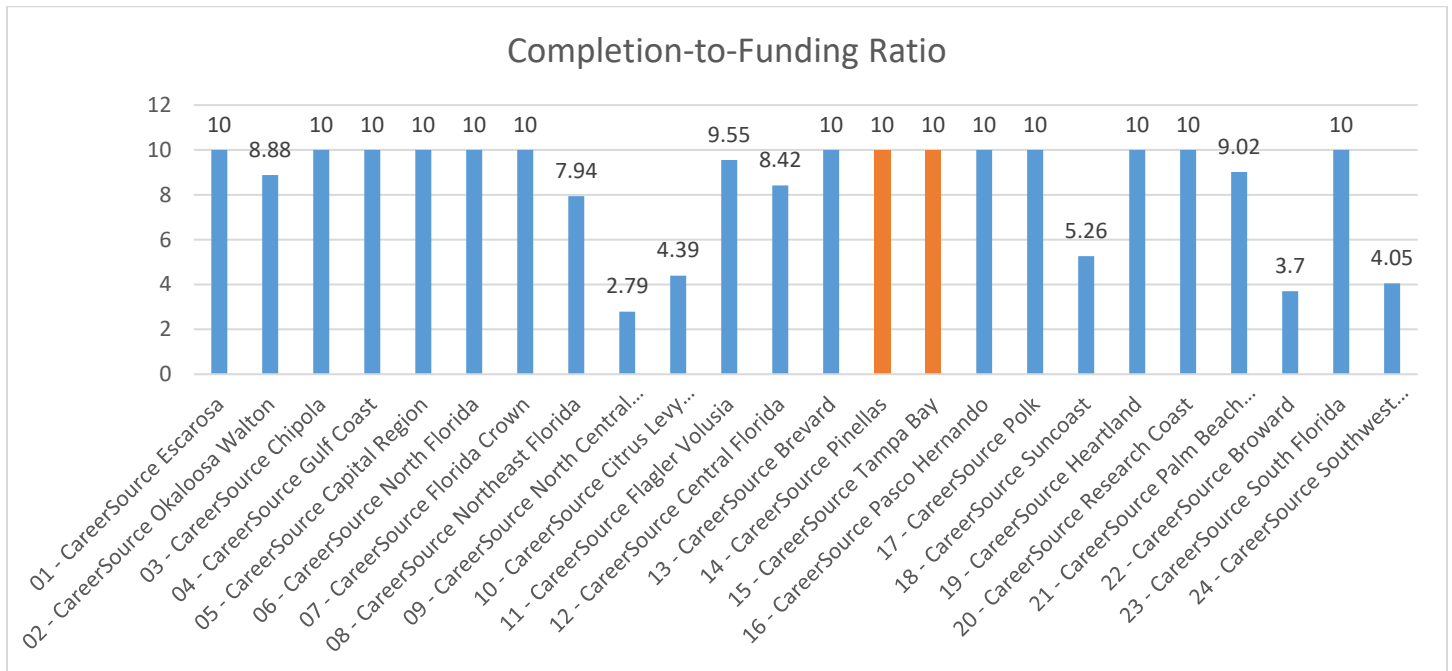
Measure 6 - Year-Over-Year Business Penetration

Compares the percentage of employers served this year to the total number of active employers assigned to CSTB in Employ Florida to the percentage served in the prior year.



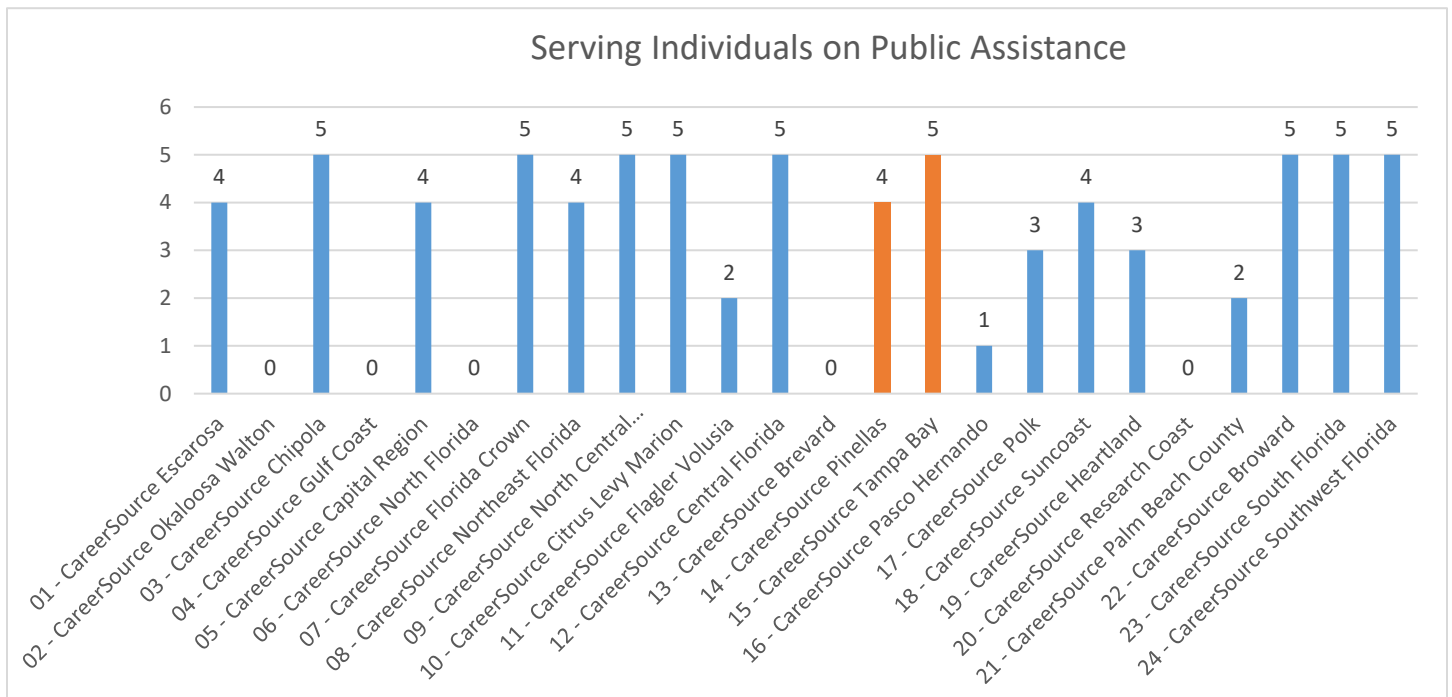
Measure 7 – Completion-to-Funding Ratio

Compares a local workforce development board's share of statewide WIOA and Wagner-Peyser exiters with the local workforce development board's share of statewide funding allocations.



Extra Credit Measure - Serving Individuals on Public Assistance

Awards up to five percentage points toward the total grade based on the percentage of customers receiving SNAP or TANF benefits.



CareerSource Pinellas Reach Metric Data

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	Target (%)	Target Met (%)	Weighted Performance (%)	Weighted Performance PY2223 (%)	Weighted Performance PY2122 (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,261	3,375	37.36	50	74.72	18.68	24.01	20.64
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,316	2,499	52.66	50	100	25	25	25
3. Employment and Training Outcomes	Employment and Training Services	0.2	15	18	83.33	100	83.33	16.67	17.78	18.89
4. Participants in Work-Related Training	Training Services	0.1	846	4,474	18.91	25	75.64	7.56	7.44	5.89
5. Continued Repeat Business	Business Services	0.05	1,040	3,142	33.1	35	94.57	4.73	4	2.56
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	100	100	5	4.5	4
PY 2022-2023 Business Penetration		-	1,652	25,623	6.45	-	-	-	-	-
PY 2023-2024 Business Penetration		-	33	210	15.71	-	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.1	4.07	3.83	100	100	100	10	10	10
Exiters: Local Board (N) / Statewide (D)		-	3,111	76,464	4.07	-	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$5,881,275	\$153,620,298	3.83	-	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05	2,804.00	5,293	52.98	-	-	4	4	1
		points								
							ANNUAL SCORE	91.64	92.73	87.98

CareerSource Tampa Bay Reach Metric Data

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	Target (%)	Target Met (%)	Weighted Performance (%)	Weighted Performance PY2223 (%)	Weighted Performance PY2122 (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	3,687	9,277	39.74	50	79.48	19.87	25	24.34
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	3,113	6,780	45.91	50	91.82	22.96	25	24.28
3. Employment and Training Outcomes	Employment and Training Services	0.2	17	18	94.44	100	94.44	18.89	16.67	14.44
4. Participants in Work-Related Training	Training Services	0.1	2410	14,435	16.7	25	66.8	6.68	6.37	7.34
5. Continued Repeat Business	Business Services	0.05	2,079	5,953	34.92	35	99.77	4.99	3.37	2.86
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	100	100	5	4.5	4
PY 2022-2023 Business Penetration		-	2,965	29,688	9.99	-	-	-		
PY 2023-2024 Business Penetration		-	51	363	14.05	-	-	-		
7. Completion-to-Funding Ratio	Employment and Training Services	0.1	10.92	7.33	100	100	100	10	10	8.83
Exiters: Local Board (N) / Statewide (D)		-	8,352	76,464	10.92	-	-	-		
Budget: Local Board (N) / Statewide (D)		-	\$11,262,292	\$15,3620,298	7.33	-	-	-		
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	9,707.50	16,467	58.95	-	-	5	5	4
							ANNUAL SCORE	93.38	95.91	90.09



INFORMATION ITEM 3

Pinellas County Use of Unrestricted Funds

Background

On March 20, 2024, the CareerSource Pinellas Board of Directors approved the payment of \$1,000,000 of unrestricted funds to Pinellas County. The funds would remain available only for Pinellas County purposes and not commingled with unrestricted funds of the consolidated entity. The Board's objective was to have these funds utilized for workforce services for job seekers and employers of Pinellas County. In addition, the Board's intent was to have a committee comprised of Pinellas-based CareerSource Board members, CareerSource staff and Pinellas County staff review requests and approve the use of funds accordingly.

Dr. Cynthia Johnson, Director of Pinellas County Economic Development, is going to give an update on the \$1,000,000 contributed to the county; specifically plans to use these funds, the approval process for the use of these funds and how some of our partners can access these funds for workforce services.