



**Hillsborough
County Florida**



June 4, 2024 - 10:30 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

Hillsborough/Pinellas Workforce Development Consortium

AGENDA

I. Call to Order, Welcome, Roll Call and Remarks

II. Pledge of Allegiance

III. Public Comments

IV. Action/Discussion Items

A. Approval of Minutes – April 2, 2024, Hillsborough/Pinellas Workforce Development Consortium Meeting.....Page 1

B. Approval of the New Regional LWDB PY25 Planning Budget.....Page 8

C. Approval of New LWDB Legal Counsel.....Page 26

D. Discussion/Approval of PY25 Meeting Calendar.....Page 30

i. Interlocal Agreement, Article 4.8: "The Consortium will meet from time-to-time as it deems necessary and appropriate, but not less than quarterly, to conduct business as may be necessary."

ii. Consortium has addressed all mandatory state requirements

iii. Consider shifting to quarterly with special meetings available if needed to approve additional items to include but not limited to CEO recommended by LWDB

E. Discussion/Approval of LWDB Recommendation of Co-Interim CEOs to include Sheila Doyle and Steve Meier.....Page 31

V. Future Action Items

A. Approval of Agreement with Administrative Entity & Fiscal Agent.....Page 32

VI. Update/Informational Items

A. LWDB CEO Selection Process

B. Plan of Merger Approved by Both CareerSource Entities

VII. Open Discussion

VIII. Adjournment

**If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*

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Pledge of Allegiance



ACTION ITEM A

Approval of Minutes

The draft minutes from the April 2, 2024, Consortium meeting have been prepared and are enclosed for review and approval.

RECOMMENDATION

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



Hillsborough / Pinellas Workforce Development Consortium Minutes

Date: April 2, 2024

Location: Hybrid – CSTB (Meridian) 4350 W. Cypress Street, Tampa FL. 33607

Consortium Members Attendance

Present:

- Hillsborough County: Commissioner Gwen Myers and Commissioner Joshua Wostal
- Pinellas County: Commissioner Chris Latvala and Commissioner Rene Flowers

Others in Attendance

Present:

- **Hillsborough County Government:** Ron Barton, Ken Jones (remote), Jonathan Wolf.
- **Hillsborough County Attorney's Office:** Katherine Benson (remote), Mary Helen Farris.
- **CareerSource Tampa Bay (Board Members):** Sean Butler (remote), Gary Hartfield.
- **CareerSource Tampa Bay (Staff):** Rich Beynon (remote), Sheila Doyle, Barry Martin (remote), Anna Munro, Dolores Martinez (remote), Doug Tobin, Michelle Zieziula, Tammy Stahlgren, and April Torregiante (remote).
- **Pinellas County Government:** Kevin Knutson, Tyler Bonneau (Commissioner Latvala's assistant), Corey McCaster (remote).
- **Pinellas County Attorney's Office:** Cody Ward.
- **Gray/Robinson:** Stephanie Marchman (remote).
- **CareerSource Pinellas (Board Members):** Cynthia Johnson (remote), Scott Thomas.
- **CareerSource Pinellas (staff):** Leah Geis (remote), Lysandra Montijo (remote), Michelle Moeller (remote), Steve Meier.
- **Other:** Tameka Austin (remote), John Flanagan (remote).

I. Call to Order, Welcome, Roll Call, and Remarks

Chair, Gwendolyn Myers, called the meeting to order at 10:30 a.m. There was a quorum present.

II. Pledge of Allegiance

III. Public Comments

There were none.

IV. Action Items / Discussion Items

- Approval of Minutes - February 6, 2024, Hillsborough Pinellas Workforce Consortium Meeting

Motion:

To approve the minutes of the February 6, 2024, Hillsborough Pinellas Workforce Consortium Meeting.

Motion moved by Commissioner Rene Flowers and motion seconded by Commissioner Chris Latvala. Motion carried.

B. Approval of Bylaws for New Regional LWDB

Commissioner Flowers requested language to be added in Section 4.7 (D) that acknowledges consistency with the Board of County Commissioners appointment processes for the Board appointees that are current County Commissioners. It was agreed this language can be added without requirement for additional approval by the Consortium.

Motion:

To approve the Bylaws for the new Regional LWDB.

Motion moved by Commissioner Rene Flowers and motion seconded by Commissioner Chris Latvala. Motion carried.

C. Appoint Members to the New Regional LWDB

Members reviewed a slate of candidates for appointment to the new Regional LWDB as presented by the Advisory Committee.

After discussion, it was agreed to add Commissioner Joshua Wostal, representing Hillsborough County, and Commissioner Chris Latvala, representing Pinellas County, to the slate of candidates as follows:

Business Sector

- Mitchell Allen, Tampa Bay Economic Development Corporation, Hillsborough County
- Sean Butler, Titan Technologies, Hillsborough County
- David Fetkenher, Crown Automotive Group, Pinellas County
- Benjamin Friedman, Duke Energy, Pinellas County
- Gary Hartfield, Serenity Village Company, Hillsborough County
- Barclay Harless, Valley Bank, Pinellas County
- Ben Hom, McKibbin Hospitality, Hillsborough County
- Nikisha Lezama, CoreRx, Pinellas County
- Esther Matthews, All Enterprise Solutions, Pinellas County
- April Neumann, Ultimate Medical Academy, Hillsborough County
- Jeremy Robinson, Choice Hotels, Pinellas County

- Roy Sweatman, Southern Manufacturing Technologies, Hillsborough County
- Thayne Swenson, Swenson Construction, Hillsborough County
- Scott Thomas, ProMedica Senior Care, Pinellas County
- Elizabeth Siplin, Empact Solutions, Pinellas County
- Sophia West, C.S. West and Associates, PA, Hillsborough County
- Russell Williams, Power Design, Pinellas County
- Mercedes Young, Vivid Consulting Group, Hillsborough County

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Workforce Sector

- Robert Blount, Abe Brown Ministries, Hillsborough County
- Joseph Eletto, Veterans Council of Hillsborough
- Elizabeth Gutierrez, Enterprising Latinas, Inc., Hillsborough County
- Michael Jalazo, PERC, Pinellas County
- Jim Junecko, IUOE Local 487, Hillsborough County
- Shawn McDonnell, IBEW, Pinellas County
- Kenneth Williams, Teamster Local Union No. 7, Pinellas County

Education Sector

- Belinthia Berry, St. Petersburg College
- Warren “Scott” Brooks, Hillsborough County Schools
- William “Mark” Hunt, Pinellas County Schools
- Dr. Brian Mann, Hillsborough Community College
- Dr. Rebecca Sarlo, Evara Health, Pinellas County

Government, Economic/Community Development Sector

- John Howell, Vocational Rehabilitation, Hillsborough and Pinellas Counties
- Dr. Cynthia Johnson, Pinellas County Economic Development
- Ocea Wynn, City of Tampa
- Commissioner Joshua Wostal, Hillsborough County
- Commissioner Chris Latvala, Pinellas County

Motion:

To approve the slate of candidates for appointment to the new Regional LWDB.

Motion moved by Commissioner Rene Flowers and motion seconded by Commissioner Joshua Wostal. Motion carried.

V. Update / Informational Items

A. CEO Selection Process

Members were updated on the CEO search timeline and that the Advisory Committee is progressing with the CEO selection process, having reviewed job descriptions and defined attributes for the role.

Commissioner Wostal voiced concerns about the integrity of the selection process due to previously expressed objections by Commissioner Flowers about the need for a CEO search. He worried this could affect perceptions of fairness for qualified candidates. A previous conversation with CSP CEO Steve Meier about his impending retirement added to these concerns. Commissioner Latvala defended Commissioner Flowers and spoke about the history of the two organizations and staffing levels. Commissioner Flowers recommended Steve Meier for CEO, emphasizing his operational knowledge and stating that the selection process should focus on the best qualified candidate.

Discussion on CEO Recruitment Process and Candidate Selection

Members advocated for appointing an experienced person through the merger to ensure normalcy and address staff apprehension during the merger. Additionally, the discussion included potential concerns from candidates outside the Tampa Bay area about the affordability of housing in the region.

Salary Discussion and Negotiation Process

This meeting section delved into the process of gathering information on salary expectations from candidates, the limitations of salary caps, and the role of the current chairs of both agencies as final negotiators. It also emphasized the importance of considering competitive salaries to attract the best candidates.

Updates and Encouragement

During an overview of the progress made in the merger process, collaborative efforts between the agencies and the focus on treating employees well and maintaining program consistency were highlighted. They also mentioned upcoming actions, including RFP's for benefits review and legal counsel, and discussed the positive energy and teamwork displayed by the staff.

The approach they are taking is to do no harm to the employees. Staff should not be asked to re-apply for their positions. Staff should not get hung up on titles, there is plenty of work to do. It will be the decision of the new CEO to determine what the team will look like.

B. Consolidation Agenda Calendar

Ron Barton presented and discussed the consolidation calendar, milestones, upcoming meetings and key action items associated with the consolidation.

C. RFP for Benefits Review

Kevin Knutson reported that one big piece of the consolidation puzzle are what benefits future employees of the combined organizations will have because they are currently different. An RFP for selection of a consultant to conduct a benefits review of both organizations and help with this decision went on the street last week.

D. RFP for Legal Counsel

Kevin Knutson reported that an RFP for Legal Counsel to represent the new regional LWDB will be going out next week.

VI. Future Action / Discussion Items (June 4)

A. Approval of Plan of Merger

B. Approval of CEO

C. Approve Agreement with New Administrative Entity/Fiscal Agent

D. Approve and Oversee the New Regional LWDB FY25 Planning Budget

E. Request New Regional LWDB Designation and Certification

F. Request Approval as Direct Services Provider (?)

G. Approve Grantee/Sub-Grantee Agreement

H. Request 1-year Extension for Submission of Local Area Workforce Plan (?)

I. Request 1-year Extensions of One-Stop Operator Agreements (?)

J. Request 1-year Extensions of MOU's with One Stop Partners (?)

VII. Open Discussion

Kevin Knutson mentioned that he and Steve Meier, CEO of CSP, were invited to CSTB staff meeting and Ron Barton and CSTB staff were invited to the CSP staff meeting. He added that energy in both meetings was really great and it was good to see all the employees get together and ask questions. Staff understands the process and know what's happening and they are working together to make this happen.

Commissioner Myers asked that staff not be required to reapply for their jobs and asked for as much as possible to be shared with staff to help them understand what's going on.

Commissioner Wostal asked if there is a working plan of which roles will be merged or ongoing.

Kevin Knutson added that staff is working on each of the areas to determine the needs of the new organization but have not made any determination about particular positions. The plan is for the new CEO to guide the conversation about what team they will need to lead the organization.

Ron Barton added that the philosophy taken is a no harm approach to programs, locations or people. Any changes will be led by the new CEO.

VIII. Adjournment

The meeting was adjourned at 11:25 a.m.

Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.



ACTION ITEM B

2024 - 2025 Planning Budget

Background Information

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

The Board's general responsibility includes, but is not limited to, developing a budget for the activities of the board, with approval of the Consortium, per the By-Laws (Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. DBA CareerSource Hillsborough Pinellas). Once approved by the CSHP Board of Directors, the budget will go before the Consortium on June 4, 2024, for final approval and then to FloridaCommerce by October 1st in accordance with the FloridaCommerce Grantee Subgrantee agreement.



***2024 - 2025 Budgeted Revenues
Funding by County and Combined***

**Pinellas County
2024-2025 Planning Budget
Revenue Variances**

Funding Streams	Proposed Budget 2024- 2025	Approved 2023-2024 Budget Mod 2	\$ Variance	% Variance
Workforce Innovation & Opportunity Act				
Adult	1,107,776	1,150,000	(42,224)	-3.7%
Dislocated Worker	1,660,052	1,750,000	(89,948)	-5.1%
Total Adult/Dislocated Worker	2,767,828	2,900,000	(132,172)	-8.8%
Youth	909,987	1,400,000	(490,013)	-35.0%
Rapid Response	75,000	100,000	(25,000)	-25.0%
HOPE Funding Initiative	100,000	63,125	36,875	58.4%
Hurricane Idalia	-	25,000	(25,000)	-100.0%
Board Consolidation Funding	15,000	200,000	(185,000)	-92.5%
Get There Faster Low Income Returning Ad.	-	280,890	(280,890)	-100.0%
Total WIOA	3,867,815	4,969,015	(1,101,200)	-22.2%
Employment Services				
Wagner-Peyser	770,000	850,000	(80,000)	-9.4%
Veterans Services	168,000	144,000	24,000	16.7%
Recovery Navigator	65,000	100,000	(35,000)	-35.0%
Apprenticeship Navigator	65,000	65,000	-	0.0%
HOPE Navigator	80,000	44,687	35,313	79.0%
RESEA	480,000	425,000	55,000	12.9%
Supplemental Nutrition Assistance Program	190,000	400,000	(210,000)	-52.5%
Trade Adjustment Assistance	27,000	10,000	17,000	170.0%
Total Employment Services	1,845,000	2,038,687	(193,687)	-9.5%
Welfare Transition	2,228,500	2,150,000	78,500	3.7%
TOTAL Florida Commerce	7,941,315	9,157,702	(1,216,387)	-13.3%
Other Revenue				
Ticket to Work	-	100,000	(100,000)	-100.0%
Tobacco Free Florida	-	2,400	(2,400)	-100.0%
Interest	11,500	42,000	(30,500)	-72.6%
TOTAL NON-Florida Commerce	11,500	144,400	(132,900)	-92.0%
TOTAL 2024-2025 BUDGETED REVENUE	7,952,815	9,302,102	(1,534,287)	-16.5%

Hillsborough County 2024-2025 Planning Budget Revenue Variances

Funding Streams	Proposed Budget 2024- 2025	Approved 2023- 2024 Budget Mod 2	\$ Variance	% Variance
Workforce Innovation & Opportunity Act				
Adult	2,477,422	3,112,796	(635,374)	-20.4%
Dislocated Worker	2,796,980	2,640,065	156,915	5.9%
Total Adult/Dislocated Worker	5,274,402	5,752,861	(478,459)	-8.3%
Youth	2,869,038	3,167,301	(298,263)	-9.4%
Rapid Response	275,000	275,000	-	0.0%
HOPE Funding Initiative	100,000	64,064	35,936	56.1%
Board Consolidation Funding	625,000	297,084	327,916	110.4%
Get There Faster - Veterans & Military Spouses	725,000	1,931,167	(1,206,167)	-62.5%
Total WIOA	9,868,440	11,487,477	(1,619,037)	-14.1%
Employment Services				
Wagner-Peyser	2,153,152	1,804,773	348,379	19.3%
Veterans Services	280,000	300,000	(20,000)	-6.7%
Apprenticeship Navigator	62,500	62,500	-	0.0%
HOPE Navigator	75,000	44,845	30,155	67.2%
RESEA	1,110,396	1,141,038	(30,642)	-2.7%
Supplemental Nutrition Assistance Program	811,697	1,020,010	(208,313)	-20.4%
Trade Adjustment Assistance	75,000	309,921	(234,921)	-75.8%
Military Family	275,937	275,937	-	0.0%
Total Employment Services	4,843,682	4,959,024	(115,342)	-2.3%
Welfare Transition	4,275,853	5,669,452	(1,393,599)	-24.6%
TOTAL Florida Commerce	18,987,975	22,115,953	(3,127,978)	-14.1%
Direct Grants/Special Projects				
Hillsborough County Re-entry Program	85,000	243,524	(158,524)	-65.1%
Hillsborough County ACE Program	916,250	901,046	15,204	1.7%
Hillsborough County Sector Strategies Initiative	545,000	670,597	(125,597)	-18.7%
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-	0.0%
United Way - Youth Research	-	23,285	(23,285)	-100.0%
Tech Boost	-	120,000	(120,000)	-100.0%
Total Direct Grants/Special Projects	1,632,917	2,045,119	(412,202)	-20.2%
TOTAL NON-Florida Commerce	1,632,917	2,045,119	(412,202)	-20.2%
TOTAL 2024-2025 BUDGETED REVENUE	20,620,892	24,161,072	(3,540,180)	-14.7%



CareerSource Hillsborough Pinellas
2024-2025 Planning Budget
Combined Budgeted Revenues

Funding Streams	Hillsborough County Proposed Budget 2024- 2025	Pinellas County Proposed Budget 2024- 2025	Combined Proposed Budget 2024-2025
Workforce Innovation & Opportunity Act			
Adult	2,477,422	1,107,776	3,585,198
Dislocated Worker	2,796,980	1,660,052	4,457,032
Total Adult/Dislocated Worker	5,274,402	2,767,828	8,042,230
Youth	2,869,038	909,987	3,779,025
Rapid Response	275,000	75,000	350,000
HOPE Funding Initiative	100,000	100,000	200,000
Board Consolidation Funding	625,000	15,000	640,000
Get There Faster - Veterans & Military Spouses	725,000	-	725,000
Total WIOA	9,868,440	3,867,815	13,736,255
Employment Services			
Wagner-Peyser	2,153,152	770,000	2,923,152
Veterans Services	280,000	168,000	448,000
Recovery Navigator	-	65,000	65,000
Apprenticeship Navigator	62,500	65,000	127,500
HOPE Navigator	75,000	80,000	155,000
RESEA	1,110,396	480,000	1,590,396
Supplemental Nutrition Assistance Program	811,697	190,000	1,001,697
Trade Adjustment Assistance	75,000	27,000	102,000
Military Family	275,937	-	275,937
Total Employment Services	4,843,682	1,845,000	6,688,682
Welfare Transition	4,275,853	2,228,500	6,504,353
TOTAL Florida Commerce	18,987,975	7,941,315	26,929,290
Direct Grants/Special Projects			
Hillsborough County Re-entry Program	85,000	-	85,000
Hillsborough County ACE Program	916,250	-	916,250
Hillsborough County Sector Strategies Initiative	545,000	-	545,000
United Way - Tampa Bay Summer Hires Program	86,667	-	86,667
Total Direct Grants/Special Projects	1,632,917	-	1,632,917
Other Revenue			
Interest	-	11,500	11,500
	-	11,500	11,500
TOTAL NON-Florida Commerce	1,632,917	11,500	1,644,417
TOTAL 2024-2025 BUDGETED REVENUE	20,620,892	7,952,815	28,573,707



2024 - 2025 Planning Budget by County and Combined

Pinellas County 2024-2025 Planning Budget

Budget Category	Actual Yr Ended 6/30/2023	Budget Yr Ended 6/30/2024	Proposed 2024- 2025 Planning Budget
Grant Revenue - Federal	9,221,292	8,957,702	7,941,315
Grant Revenue - Local	-	200,000	-
Total Grant Revenue	9,221,292	9,157,702	7,941,315
Other Income	149,331	144,400	11,500
Total Revenues	9,370,623	9,302,102	7,952,815
Salaries	3,264,295	3,494,754	3,158,503
Payroll Tax & Fringe	1,007,965	1,159,357	1,086,075
Retirement	151,677	206,516	270,850
Staff Training & Education	17,801	43,050	38,350
Accounting & Professional fees	329,763	342,470	218,646
Occupancy	356,045	340,623	355,618
Contract Labor	437,126	424,300	264,834
Office Expense	277,992	189,243	187,626
Insurance	93,098	86,000	79,000
Communications	97,695	95,520	96,276
Community Outreach	35,416	35,400	35,132
Travel	50,541	43,650	48,650
Meetings & Conferences	13,765	18,850	24,500
License, Dues & Other Fees	54,181	49,219	40,999
Other expense	18,459	4,200	-
Customer Training & Related Costs	2,758,985	2,175,500	1,750,456
Service Provider Contracts	373,521	563,000	297,300
Depreciation	8,854		-
Total Expenses	9,347,179	9,271,652	7,952,815
Net Income/(Loss)	23,444	30,450	-

Hillsborough County 2024-2025 Planning Budget

Budget Category	Actual Yr Ended 6/30/2023	Budget Yr Ended 6/30/2024	Proposed 2024- 2025 Planning Budget
Grant Revenue - Federal	19,545,858	22,115,954	18,987,975
Grant Revenue - Local	1,120,506	2,045,119	1,632,917
Total Grant Revenue	20,666,364	24,161,073	20,620,892
Other Income	90,193	-	-
Total Revenues	20,756,557	24,161,073	20,620,892
Salaries	6,585,351	7,424,259	8,295,892
Payroll Tax & Fringe	1,437,252	1,968,501	2,130,753
Retirement	354,833	507,512	527,164
Staff Training & Education	34,013	130,000	113,000
Accounting & Professional fees	574,363	638,913	651,810
Occupancy	1,439,973	1,535,600	1,498,510
Contract Labor	422,087	373,928	405,856
Office Expense	935,649	971,954	846,492
Insurance	118,077	129,220	132,290
Communications	124,951	125,020	124,400
Community Outreach	241,260	285,886	484,600
Travel	96,968	152,450	109,450
Meetings & Conferences	79,863	55,000	44,500
License, Dues & Other Fees	44,780	40,100	30,200
Other expense	10,625	-	-
Customer Training & Related Costs	4,197,992	8,143,500	4,890,500
Service Provider Contracts	4,086,151	1,474,000	130,000
Depreciation	172,075	-	-
Total Expenses	20,956,263	23,955,843	20,415,416
Net Income/(Loss)	(199,707)	-	-
Unobligated Balance		205,230	205,476

CareerSource Hillsborough Pinellas 2024-2025 Planning Budget

Budget Category	Actual Yr Ended	Budget Yr Ended	Proposed 2024-
	6/30/2023	6/30/2024	2025 Planning Budget
Grant Revenue - Federal	28,767,150	31,073,656	26,929,290
Grant Revenue - Local	1,120,506	2,245,119	1,632,917
Total Grant Revenue	29,887,656	33,318,775	28,562,207
Other Income	239,524	144,400	11,500
Total Revenues	30,127,180	33,463,175	28,573,707
Salaries	9,849,646	10,919,013	11,454,395
Payroll Tax & Fringe	2,445,217	3,127,858	3,216,828
Retirement	506,510	714,028	798,014
Staff Training & Education	51,814	173,050	151,350
Accounting & Professional fees	904,126	981,383	870,456
Occupancy	1,796,018	1,876,223	1,854,128
Contract Labor	859,213	798,228	670,690
Office Expense	1,213,641	1,161,197	1,034,118
Insurance	211,175	215,220	211,290
Communications	222,646	220,540	220,676
Community Outreach	276,676	321,286	519,732
Travel	147,509	196,100	158,100
Meetings & Conferences	93,628	73,850	69,000
License, Dues & Other Fees	98,961	89,319	71,199
Other expense	29,084	4,200	-
Customer Training & Related Costs	6,956,977	10,319,000	6,640,956
Service Provider Contracts	4,459,672	2,037,000	427,300
Depreciation	180,929	-	-
Total Expenses	30,303,442	33,227,495	28,368,231
Net Income/(Loss)	(176,263)	30,450	-
Unobligated Balance		205,230	205,476



CareerSource Hillsborough Pinellas 2024-2025 Planned Expenditure Details

The total projected expenditures for 2024-2025 are \$28,368,231 for the counties combined. Additional cost savings are anticipated to be realized throughout the year as the counties continue to evaluate operations, including products and services utilized. These cost savings should be realized in future budget modifications. Of the current expenditures the most significant relate to:

- Salaries and Benefits – Approximately \$14.7 million or 51% of total budgeted expenditures. See further information below as to specific benefits and Full-Time equivalents (FTE's).
- Customer Training and Related Costs – Approximately \$6.6 million or 23% of total budgeted expenditures.

Below is a brief summary of typical items included in each of the various expense categories:

- **Salaries** – Includes direct salaries of CSHP staff. The current budget includes both CSHP filled and open positions as identified below. CSHP also provides functional supervision of FloridaCommerce State staff that work in the various career centers. The State pays the salaries and related benefits to these staff directly and therefore are not included in this budget.

	FTE Counts by County		
	Hillsborough	Pinellas	Total Combined
CSHP Staff - filled	122	53	175
CSHP Staff - open	10	4	14
State Staff - filled	14	14	28
State Staff - open	5	3	8
Total	151	74	225

- **Payroll Tax & Fringe** – Includes salaries and related benefits. Benefits include: payroll taxes, benefit stipend (if applicable), workers comp insurance, portion of health and wellness benefits paid for by CSHP.
- **Retirement** – Includes a discretionary 5% Non-elective employer contribution and discretionary employer matching contribution of up to a 3% dollar-for-dollar match to eligible staff.
- **Staff Training & Education** – Training for staff to include on-site training, as well as various training opportunities offered by outside sources.
- **Accounting and Professional** – Includes payroll processing fees, background & drug screenings, bank fees, legal services, fees for independent audit of financial statements, and the

IRS Form 990 preparation. Also included are fees for various professional services required throughout the year such as, programmatic monitoring, public relations firm, interim controller through September (Pinellas), and employment verification services provided by outside third parties.

- **Occupancy** – Costs are derived from facility rent, utilities, security, janitorial services, etc., as well as other expenses such as repairs and maintenance. Hillsborough County has one comprehensive Career Center located in Tampa and five affiliate Career Centers located throughout the County (Tampa, Brandon, Ruskin, Plant City and Wimauma). Pinellas County has two comprehensive Career Centers located in Clearwater and St. Petersburg and two affiliate Career Centers located in St. Petersburg and Tarpon Springs. Each County also maintains an administrative office.
- **Contract Labor** – Includes amount for contracted IT service provider for help desk support, fractional CIO, as well as special projects and other support needs of the internal IT team. Also includes costs of contracted temporary staffing for the summer program.
- **Office Expense** – A significant piece of these costs are related to IT specific needs such as Microsoft 365, anti-virus, cloud storage, digital signature, etc. Also included are general office supplies for staff and centers, equipment rental fees for copiers and postage machines, and other expenses such as document shredding and postage costs. May also include budgeted amounts for replacement of furniture and equipment as the need presents.
- **Insurance** – This includes General liability, Property, Auto, Abuse/Molestation, Inland Marine, Professional liability, Umbrella/excess, Management Liability, Crime, and Cyber Security. Workers Compensation is included with Payroll Tax & Fringe.
- **Communications** – Includes internet, phones (both land lines and staff cell phones), fax lines, etc.
- **Community Outreach** – Includes various forms of outreach to engage customers and educate them about our services offered. This can include social media campaigns, TV and radio ads, classified ads, printed materials, as well as community event sponsorships, etc. Also includes contracts with any third-party firms providing services related to outreach and/or public relations.
- **Travel** – Staff mileage reimbursements, as well as various travel related expenditures such as, air fare, hotels, per diem, and incidentals when attending meetings and conferences.
- **Meetings & Conferences** – Meetings and conference fees associated with professional development and training for staff and Board members. These may be both local and out of state.
- **License, Dues & Other Fees** – Includes various membership fees for organizations such as the National Association of Workforce Boards (NAWB) and Florida Workforce Development Association (FWDA), as well as various Chambers of Commerce within the local area. Also included are various other dues, subscriptions and other incidental expenses.
- **Other Expense** – Includes miscellaneous expenses not easily categorized in other significant areas, such as, items related to staff appreciation.

- **Customer Training & Related Costs** - these are direct training costs related to participants and/or employers. This includes, but is not limited to, Individual Training Accounts (ITA's), Supportive Services, On the Job Training (OJT), Paid Work Experience (PWE) and Incumbent Worker Training (IWT).

Florida Statute requires that at least 50% of WIOA Adult & Dislocated Worker funds be expended on ITA's, unless the Local Workforce Development Board (LWDB) obtains a waiver from CareerSource Florida (CSF) or is granted a waiver through CSF's sliding scale policy. Currently both counties are operating under a 35% ITA sliding scale rate.

The U.S. Department of Labor sets certain parameters around WIOA Youth funding, however, States can request waivers for these requirements. Florida requested and was granted a waiver for WIOA Youth funding through the period of June 30,2025. This waiver includes the ability to spend 50% of Youth funds for Out-of-School Youth versus the typical 75% requirement. In addition, LWDB's are required to spend 20% of Youth funding for Paid Work Experience (PWE) or On-the-Job training opportunities for Youth.

- **Service Provider Contracts** - this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms.



Definition of Awards/Programs

Workforce Innovation and Opportunity Act (WIOA)

The Act is designed to help job seekers, including youth and those with significant barriers, access employment, education, training, and support services, making them more marketable for high-wage jobs, and meeting the skills needs of employers to compete in the global economy.

- **WIOA Adult**

WIOA Adult program services include career services, training services, and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills deficient. Adults are defined as individuals over 18 years of age.

- **WIOA Dislocated Worker**

WIOA Dislocated Worker program services target individuals who lost jobs due to plant closures, company downsizing or other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation. Dislocated workers are defined as individuals who become unemployed through no fault of their own, including displaced homemakers.

- **WIOA Youth**

WIOA Youth program services both out-of-school youth, age 16 – 24, and in-school youth, age 14 – 21, with one or more barriers to employment. To assist with preparation for post-secondary education and employment opportunities, or to attain educational and/or skills training credentials.

- **WIOA – Rapid Response ****

State level WIOA funds provided to Boards to implement a comprehensive, proactive Rapid Response system with an emphasis on layoff aversion activities that dedicate resources and efforts to:

- Strategic planning, business intelligence data gathering, and analysis designed to predict, prepare for and mitigate layoff events
- Strategies designed to maintain effective business engagement
- Outreach and education regarding the provision of comprehensive, employer-based layoff aversion services
- Establishing early warning systems to identify businesses that may be a risk of closing

- **WIOA – Hope Funding Initiative ****

Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency

and hope by focusing on community collaboration amount the private sector, faith-based community organizations, non-profits and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities.

State level WIOA funds provided to Boards to support additional staffing, supplies and other expenses related to the delivery of specialized services and programming offered to Hope Florida, such as training or supportive services. (*See also Wagner Peyser funding received for hiring of a Hope Navigator*).

- **WIOA – Board Consolidation Funding****

State level WIOA funds provided to local workforce development boards that are consolidating or going through realignment as a result of the Reimagining Education and Career Help (REACH) Act, passed by legislature and signed into law by Governor DeSantis in 2021 in an effort to modernize the alignment of Florida’s workforce system. Funding is available to assist with activities related to the transition process and organizational change management.

- **WIOA – Get There Faster – Veterans & Military Spouses ****

State level WIOA funds provided as part of a grant application process for WIOA eligible veteran, military spouse and eligible veteran spouse participants. This program assists with providing targeted, in-demand employment opportunities through career training and supportive services to military veterans, military spouses and eligible veteran spouses facing barriers to employment, with a focus on homeless and disabled veterans.

Note: Pinellas County received a Get There Faster Grant for Low-Income Returning Adults; however, all funds were fully spent during 203-2024.

Employment Services

- **Wagner-Peyser**

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the *Employment Service* part of the One-Stop services delivery system. The One Stop delivery system provides universal access to an integrated array of labor exchange services so that workers, job seekers, and businesses can find the services they need in one stop and under one roof in easy-to-find locations.

The Employment Service focuses on providing a variety of employment-related labor exchange services including, but not limited to, job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings.

Services are delivered in one of three modes including self-service, facilitated self-help services, and staff assisted service delivery approaches.

- **Disabled Veterans’ Outreach Program (DVOP)**

Disabled Veterans' Outreach Program (DVOP) provides job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. DVOP specialists provide direct services to Veterans enabling them to be competitive in the labor market. They provide outreach and offer assistance to disabled and other Veterans by promoting community and employer support for employment and training opportunities, including apprenticeship and on-the-job training.

- **Local Veterans' Employment Representatives (LVER)**

The *Local Veterans Employment Representatives* program conducts outreach to employers to increase the employment opportunities available to veterans and encourage the hiring of Veterans. The program services include job development, job placement, and supportive employment services to qualified veterans.

- **Wagner Peyser – Recovery Navigator ****

The purpose of this award is to provide salary support to establish or expand staff resources that support the grantee's efforts in assisting job seekers with substance use disorders (SUDs) or in recovery obtain employment that leads to self-sufficiency.

The Recovery Navigator will collaborate with internal and external partners to:

- Create and maintain linkages between addiction service providers and the workforce development community
- Engage community-based and service agency professionals to leverage resources and enhance services for individuals with substance use disorders (SUDs) and those in recovery
- Develop expertise regarding addiction/recovery and employment issues, and work with the business services unit to provide support and technical assistance for employers in hiring and retaining workers with SUD and those in recovery
- Work with external partners including employers, recovery organizations, peer support groups, community-based organizations and local criminal justice agencies to:
 - Identify employment opportunities that can serve individuals in recovery
 - Develop wrap-around services for individuals in recovery as they seek and obtain employment (including, when needed, integrated case management teams)
 - Prepare and promote individuals in recovery for employment in career pathways for demand industries and occupations
- Expand training and employment opportunities for individuals in recovery to be peer counselors, as feasible

- **Wagner Peyser – Apprenticeship Navigator ****

The purpose of this award is to pay for dedicated staff engaged as Apprenticeship Navigators who will lead and support local and regional efforts to develop, expand, and support registered apprenticeship programs (RAPs) and registered pre-apprenticeship programs (pre RAPs).

The Apprenticeship Navigators Role includes:

- Convening and/or participating in sector strategies to support the development and expansion of industry-based apprenticeship opportunities.
- Developing and executing an outreach plan to educate employers, jobseekers, and other stakeholders in the community about the merits of RAPs.
- Bringing together LWDB and career center staff in a coordinated effort to connect individual job seekers to apprenticeship opportunities and support employers engaged in RAPs, including, through the use of WIOA funding for Customized Training, Incumbent Worker Training, On-the-job Training, Occupational Skills Training, and Supportive Services.
- Developing capacity building activities at the local level.

- **Wagner Peyser – Hope Navigator ****

Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency and hope by focusing on community collaboration amount the private sector, faith-based community organizations, non-profits and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities.

Wagner Peyser funds are provided to Boards to support the hiring of Hope Navigators to direct and oversee activities such as:

- The development and refinement of a referral and joint case management process involving local DCF offices.
- The development and implementation of specialized services and programming to help Hope Florida program participants find jobs, enroll in training and launch new career pathways.
- Job development with companies committed to providing employment opportunities for Hope Florida participants.
- Referrals to LWDBs of potential clients in need of immediate support to address barriers and challenges not related to employment to DCF to access resources.

- **Re-Employment Services and Eligibility Assessment (RESEA)**

RESEA is an initiative that provides funds to better link the unemployed with the overall workforce system by bringing individuals receiving Unemployment Insurance (UI) benefits into centers. The goal of this program is to provide UI claimants early access to services that can help them get back into the workforce faster.

- **Supplemental Nutrition Assistance Program Employment & Training (SNAP)**

This program funds the employment & training program for food stamp recipients. All recipients are to complete employment & training requirements in order to receive assistance that may include transportation, dependent care, books or training manuals, uniforms and/or other special tools.

- **Trade Adjustment Act (TAA)**

Trade Adjustment Assistance Program (TAA) is a federally funded program designed to allow eligible trade-affected workers to receive retraining and reemployment opportunities. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed.

- **Military Family/Spouse**

The Military Family Employment Advocacy Program (MFEAP) was established by Section 445.055, F.S., as an advocacy and assistance program targeting military spouses and dependents. This program delivers employment assistance services through military family employment advocates to military spouses and dependents of active-duty military personnel, Florida National Guard members and military reservists.

*** Funding received for targeted training or special initiatives*

Welfare Transition Program (WTP)/Temporary Assistance for Needy Families (TANF)

- **Welfare Transition**

The Welfare Transition program serves low-income families with children, including two-parent families with an emphasis on “Work First” philosophy that combines added assistance in obtaining training, support services to start work and receiving childcare, transportation and transitional supports to retain employment, advance and become self-sufficient.

Direct Grants and Special Projects *(These grants are specific to Hillsborough County)*

- **Hillsborough County – Ex-Offender/Returning Citizen Workforce Training Program**

To provide operational and support services for the delivery of workforce training and placement services to Hillsborough County ex-offenders/returning citizens to develop a pipeline of talent with foundational employability skills and aptitude to obtain employment. These citizens may not have sufficient levels of workforce skills or experience to competitively re-enter the workforce in today’s economy. The program will introduce participants to the skills and traits necessary to improve their employability and raise their interest in and awareness of career opportunities within Hillsborough County, as well as engage employers in providing employment opportunities for ex-offenders/returning citizens.

- **Hillsborough County – Apprenticeship-to-Career (ACE) Program**

To provide operational and career services to identify and engage WIOA eligible young adults between the ages of 18 to 24 from low-income households, with special consideration to those exiting the foster care system or escaping human trafficking, and to connect them to short-term occupational skills training that will result in industry recognized certifications, a meaningful work experience with a local employer and a career pathway for a brighter future.

- **Hillsborough County – Targeted Industry Sector Workforce Training & Placement Program**

To provide operational and support services for the delivery of workforce training and placement services to residents of Hillsborough County to develop a pipeline of talent with the foundational skills, aptitude and/or work experience to obtain employment or advance along career pathways of high-demand middle to high skill jobs, with special emphasis on unemployed and under-employed residents. This program will serve as a resource to help ensure residents are moving forward towards high-demand jobs with sustainable career pathways with local employers within targeted industry sectors.

- **United Way Suncoast – Tampa Bay Summer Hires**

Supplement existing funding for our Tampa Bay Summer Hires program allowing us to serve those youth that do not meet the eligibility requirements under our other funding sources.



ACTION ITEM B (cont.)

2024 - 2025 Planning Budget

RECOMMENDATION

Approve the FY2025 Planning Budget, which was approved by the CareerSource Hillsborough Pinellas Board of Directors at their May 30, 2024, Board meeting. Final approval will allow for required submission to FloridaCommerce for review and for the Organization to have a budget in place for the beginning of the new fiscal year starting July 1, 2024.



ACTION ITEM C

Selection of Legal Firm

Background

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

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

Information

Through the issuance of this RFP, CareerSource Pinellas sought legal services from qualified firms that are properly licensed with the following experience:

- Serving quasi-government or government organizations.
- Knowledgeable and experienced in governmental law and federally funded grants and contracts as it relates to workforce development programs such as the Workforce Innovation and Opportunity Act.
- Experience in Florida Non-profit organizations and Internal Revenue Code section 501(c)(3) organizations.
- Experience in complex administrative hearings related to governmental law, rules and procedures of the assigned federal Departments and state Agencies related to Workforce Innovation and Opportunity Act.
- Experience in working with the US Department of Labor Training and Employment Administration, Florida State Department of Commerce.



ACTION ITEM C (cont.)

Selection of Legal Firm

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

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

Certain members of Senior Leadership of CareerSource Pinellas and CareerSource Tampa Bay ("Panel") each received copies of the submissions and reviewed/scored/ranked the proposals independently. The Panel discussed their individual scores, ranking, and the scores were then aggregated, and proposals ranked.

Aggregated scores (out of 100 points) from the reviewers were as follows:

Company Name	Score
GrayRobinson, P.A.	89.0
Shumaker, Loop & Kendrick, LLP	85.2
Bush Graziano Rice & Hearing, P.A.	70.4

Considerations for top-two rated firms:

GrayRobinson, P.A.

- Current legal counsel for CareerSource Pinellas (since December 2019). Ms. Stephanie Marchman would continue as general counsel. Ms. Heather Ramos would serve, and currently serves, as assistant general counsel.
- Consortium approved GrayRobinson as the Consortium's legal counsel for the merger.
- Current legal counsel for CareerSource Central Florida (Ms. Heather Ramos). GrayRobinson has also performed legal services for CareerSource Citrus Levy Marion, CareerSource Brevard, CareerSource Florida, CareerSource Florida Crown, CareerSource Flagler Volusia, CareerSource North Central Florida, and CareerSource Tampa Bay in various legal and lobbying capacities, since 2012.



ACTION ITEM C (cont.)

Selection of Legal Firm

- Lead counsel would serve CareerSource Hillsborough Pinellas from their Gainesville, FL office and has nearly 20 years of experience. The proposed team, except for the Associate, are located in Gainesville and Orlando, FL. In addition to the lead counsel, the team is comprised of three partners who each provide a wide range of legal services, as follows:
 - Advise on board governance, open meeting, public records, and ethics requirements, labor and employment matters and litigation.
 - Advise on Corporate and Tax-Exempt issues.
 - Advise on Governance Policies and Procedures
 - Provide Human Resource and Labor and Employment Services
 - Negotiate, draft, and review contracts essential for day-to-day operations
 - Ensure Merged Entity's compliance with all applicable laws and regulations, especially Workforce Innovation and Opportunity Act and Chapter 445, Florida Statutes.
- Provides lobbying services to CareerSource Pinellas.
- Fee schedule:

Counsel Services	Fixed Hourly Fee
Senior Partner	\$ 425
Partner	\$ 325
Counsel	\$ 300
Associate	\$ 225
Paralegal	\$ 125
Other	\$

Shumaker, Loop & Kendrick, LLP

- Represents public entities and 501(c)(3) nonprofit organizations throughout the State of Florida, ranging from economic development corporations and public-school systems to port and housing authorities. No workforce boards as current clients.
- Ms. Jennie Tarr, previously at the Hillsborough County Attorney's Office, spent over 35 years serving as legal counsel for entities throughout Hillsborough County, including CareerSource Tampa Bay.



ACTION ITEM C (cont.)

Selection of Legal Firm

- Attorney who is certified in city, county, and local government law.
- Lead counsel would serve CareerSource Hillsborough Pinellas from their St. Petersburg, FL office, has nearly 40 years of experience and was the former Senior Assistant County Attorney for Hillsborough County. In addition to the Lead Counsel, the Team is comprised of five additional partners who each provide legal counsel to a specific area, such as:
 - Government law and federally funded grants and contracts as they relate to workforce development programs,
 - Florida's Sunshine Law, Public Records Act, Chapter 445, Florida Statutes
 - Assist in Human Resources Department with investigations on labor law and employee relations concerns.
 - Tax-exempt organization legal issues related to the Merged Entity.
- Provides lobbying services to CareerSource Tampa Bay.
- Fee schedule:

Counsel Services	fixed Hourly Fee
Senior Partner	\$ 395
Partner	\$ 395
Counsel	\$395
Associate	\$250
Paralegal	\$ 200
Other	\$ 150

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

RECOMMENDATION

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



ACTION ITEM D

Discussion/Approval of PY25 Meeting Calendar

Background

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

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

Information

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

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

RECOMMENDATION

Approval of the PY25 Consortium meeting schedule to begin in August 2024, at Meridian One in Hillsborough County, and then continue quarterly alternating locations between the two counties.



ACTION ITEM E

Discussion and Approval of Co-Interim CEOs

Background

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

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

Information

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

RECOMMENDATION

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



FUTURE ACTION ITEM A

Approval of Agreement with Administrative Entity & Fiscal Agent

Background

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

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

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

Information

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

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

FUTURE RECOMMENDATION

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