



Thursday, May 16, 2019, 11:00 AM  
9215 N. Florida Ave., Tampa, FL

# Board of Directors Agenda

- I. **Welcome and Roll Call** ..... Sean Butler, Chair
- II. **Public Comments**
- III. **Presentation: Board Recognition**
- IV. **Approval of Minutes**
  - 1) March 21, 2019 - Board of Directors Meeting ..... Page 2
- V. **Consent Agenda**
  - 1) Consent Agenda of April 18, 2019 Executive Committee Meeting ..... Page 10
- VI. **Chair’s Report** ..... Sean Butler, Page 13
- VII. **Board Counsel Report** ..... Charley Harris
- VIII. **CEO Report** ..... John Flanagan
- IX. **Action/Discussion Items**
  - 1) PY 19- 20 Schedule of Board & Committee Meetings ..... John Flanagan, Page 22
  - 2) **2019 – 2020 Planning Budget** ..... Shelia Doyle, Page 23
  - 3) Cost of Living Adjustment (COLA) ..... John Flanagan, Page 30
  - 4) Related Party Contracts – Enterprising Latinas ..... Anna Munro, Page 31
  - 5) Interlocal Agreement ..... Anna Munro, Page 33
  - 6) Regional Targeted Occupations List PY 19-20 ..... Anna Munro/ Chad Kunerth, Page 56
  - 7) Eligible Training Provider Policy ..... Anna Munro, Page 61
  - 8) **Formal Procurement: Provider of Legal Services** ..... Anna Munro, Page 62
- X. **Information Items**
  - 1) RFP Update ..... Anna Munro, Page 64
  - 2) Performance Reports: Dashboard and WIOA Primary Indicators ..... Jody Toner, Page 65
  - 3) Summer Job Connection ..... Jody Toner, Page 71
  - 4) Public Relations/Marketing Update ..... Doug Tobin, Page 72
  - 5) **Expenditure Reports for the Period ended 3/31/2019** ..... Sheila Doyle, Page 74
- XI. **Committee Reports**
  - 1) Executive Committee ..... Sean Butler
  - 2) Workforce Committee ..... Michael Ramsey
  - 3) Finance Committee ..... Sophia West/Sheila Doyle
- XII. **Future Business**
- XIII. **Adjournment**



**CareerSource Tampa Bay  
Meeting of the Board of Directors**

**Date:** March 21, 2019  
**Location:** 9215 N. Florida Ave., Ste. 101, Tampa, FL

**Call to Order**

Chair Sean Butler called the meeting to order at 11:02 a.m. There was a quorum present with the following Board Members participating.

**Board Members in attendance**

Michael Bach, Leerone Benjamin, Stephanie Brown-Gilmore (via phone), Sean Butler, Michelle Calhoun (via phone), Ginger Clark, Robert Coppersmith, (via phone), Elizabeth Gutierrez, Mireya Hernandez (via phone), John Howell, Lindsey Kimball, Randall King, Commissioner Sandra Murman, Don Noble (via phone), Paul Orvosh (via phone), Michael Ramsey (via phone), Yanina Rosario, Michael Smith, Roy Sweatman.

**Board Members not in attendance**

Tom Aderhold, Judson Cook, Richard Cranker, Gail Fitzsimmons, Randall Hassen, Benjamin Hom, Cally Kushmer, Jasiel Legon, April May, Earl Rahn, Jeffrey Serpico, Suzanne Skiratko, Sophia West.

**Staff Present**

John Flanagan, Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Michelle Schultz, Joe Vitale, Jeanette Morals, Tammy Stahlgren.

**Board Counsel**

Charlie Harris

**BOCC Liaison**

Kenneth Jones

**Others**

Richard Powell  
Keantha Moore  
Maureen Castano

The items are listed in the order of discussion.

- ▶ Indicates Board Action
- Indicates Action Needed

**Public Comments**

There were none.

**Presentation:**

DEO Annual Performance FY 2018-2019  
(Refer to pages 3-10 of the March 21, 2019 Board of Directors Agenda Packet)

Presentation by: DEO Representatives Keantha Moore and Maureen Castano

The following points of discussion ensued:

- Does DEO monitor local policies established by each CareerSource location? No, they do not. DEO engages and cross collaborates with the CareerSource Florida Board, Local CareerSource Board members and Executives attend Quarterly Board Meetings of CareerSource Florida. Policies established by CareerSource Florida can be found on their website. Strategic Policy is created by CareerSource Florida and Administrative Policy is set by DEO, it establishes your day-to-day policies and they can be found on the DEO website.

- Does DEO have any numbers for apprenticeship in the state of Florida?
  - DEO representative Keantha Moore said there is a grant specifically tied to apprenticeships in Florida, we will work with John Flanagan and his team to get those numbers to you.
- In regard to the gig economy, local workforce boards have focused on getting individuals a traditional job. What have you seen local workforce boards do to help support entrepreneurs or startups in the area?
  - Some local boards are providing training to help entrepreneurs understand the impact of being self-employed and how that impacts retirement and medical insurance. We educate the gig worker what it means to be gig worker vs traditional employment. At the Federal level there no good way to capture that employment data from a performance standpoint. DEO is searching for ways to measure and evaluate performance in this area to address the gig workforce emerging trend.
- John Flanagan - Does DEO know how they are going to track placement and retention as the normal employment model changes? Some gig workers will be moving in and out of 1099 positions and re-entering employment. At some point as this trend grows, it will probably affect traditional metrics that we track.
  - Still being looked at the Federal level as to how do we report that. As a worker moves to self-employment, we can't get credit for that even though programs have started to assist entrepreneurs with startups.

Independent Audit Report - Powell and Jones

*Refer to pages 11-39 of the March 21, 2019 Board of Directors Agenda Packet*

Findings: Financially, it was successful. There were no findings or questions about costs during the audit.

The following points of discussion ensued:

- Auditor Richard Powell confirmed there were no instances of non-compliance on internal controls at any level.
- Would the increase in accounting and professional expenses from the previous year be recurring expenses?
  - No, it was explained that the majority of the expenses were a result in the increase in legal expenses, which increased due to the legal issues addressed over the past year.
- Why the significant decrease in office expenses?
  - These were a result of the prior year's lease improvements. There were renovation expenses in the North Florida/Tampa location for IT, furniture, and building updates.

#### ► Approval of Annual Financial Audit

- **A motion to approve the Annual Financial Audit for the Fiscal Year Ending June 30, 2018**
- **Motioned: Commissioner Sandra Murman**
- **Seconded: Michael Bach**
- **There was no further discussion. The motion passed unanimously.**

#### Communication with Those Charged with Governance-Richard Powell

This is a required communication between Powell & Jones CPA's office and the Board. States that the staff fully cooperated throughout the audit. Powell & Jones were not restricted from any information requested. No discussions or comments ensued.

## Agreed Upon Procedures Report- Powell & Jones

Mr. Powell explained the Agreed Upon Procedure Report.

The following points of discussion ensued:

- The Term “generally adequate” was explained by Mr. Powell, that prior to the audit the client provides all the requested files, however some required information may not have been found at that time. Powell & Jones had follow up action items and the necessary information or files were located and submitted by CSTB.
- Commissioner Sandra Murman had a question for the DEO representative. Is generally adequate an accepted phrase? Yes, it is language that is “audit speech” and commonly used.
- Commissioner Sandra Murman asked the DEO if there be uniform standards for using the support service cards? DEO makes recommendations to Boards and monitors the cards usage, but every area does something different.
- Commissioner Sandra Murman requested that John Flanagan write a letter to CareerSource Florida and DEO requesting DEO’s assistance to established a formal supportive service policy that would specify allowability and methodology for all LWDBs.

### ► Agreed Upon Procedures Report

- A motion to approve the Agreed upon Procedures (AUP) Supportive Services Cards
- Motioned: Commissioner Sandra Murman
- Seconded: Michael Bach
- There was no further discussion. The motion passed unanimously.

### ► Approval of Minutes

- A motion to approve the minutes of January 17, 2019 Board of Directors meeting
- Motioned: Commissioner Sandra Murman
- Seconded: Michael Bach
- There was no further discussion. The motion passed unanimously.

### Consent Agenda of February 21, 2019 Executive Committee Meeting

There was no discussion

### Chair’s Report

#### Workforce Focus

December 2018 the unemployment rate in Hillsborough County was 3.1 percentage points, a 0.2 percentage point reduction from December 2017. There were 22,855 unemployed residents in December. Leisure and Hospitality industry metro job growth outpaced statewide growth in December. Declining job growth was noted in Government Services and Information. Total net job growth among all industries was 24,400, an increase of 1.7 percentage points from last year.

#### Key Initiatives / Events

CSTB is in process of entering partnerships to increase capacity of Summer Youth Employment Programs throughout Hillsborough County. CSTB hopes to add approximately 500 Summer Youth employment opportunities through partnerships with agencies such as Hillsborough County School District, the Boys and Girls Club of Tampa, and University area CDC. The program will last from June 9- July 10, 2019.

John Flanagan said we need to engage our youth; we hope to provide youth employment opportunities to 500 kids this year and are looking to grow that number in years to come. The program is TANF funded, there are eligibility guidelines which include 200% poverty level based on family size. Hillsborough County has approved working with youth that may fall just outside of the eligibility guidelines. We are going into a partnership with Hillsborough County. The County is anticipating providing an additional \$100,000 to \$150,000 dollars that will serve up to 100 Youth.

John Flanagan expressed his thanks to his staff and Commissioner Murman. I would like to get commitments from board members on how they can place program youth in their specific industry.

Commissioner Sandra Murman stated she will relay to the Board of County Commissioners, the goal to get 10,000 youth to work through private sectors sponsorship in the future.

Mike Ramsey commented Superintendent Jeff Eakins is extremely excited about the program and we are committed to hiring 100 Youth.

Professional Mixer – T' Peppin Event Center, March 6<sup>th</sup>. More than 130 job seekers were able to interview with prospective employer for placement.

Board member staff will be attending the National Association of Workforce Boards Conference in Washington, D.C. March 23-26<sup>th</sup>.

There will not be an AD Hoc Compensation Committee. This responsibility will be moved to the CEO. Board Chair will establish future AD Hoc committees as deemed necessary.

The following points of discussion ensued:

- Concerns were expressed about this change. Sean explained the reason for not having this committee: low attendance, down a few board members, and low participation among some Board Members creates more burden for the active members.
- The Finance Committee will: review and research the benefits/compensation, perform benefits analysis, and report findings / recommendations.
- Board Meeting Schedule - It was decided to continue bi-monthly (every other month) meetings. Board members who have low or no attendance will be asked to resign and/or will be informed that they will not be reappointed.
- Michael Ramsey was recommended to chair the Workforce Solution Committee.

#### **Board Counsel Report - Charlie Harris**

No news on the investigation or interviews since last meeting. It is too early in the process for us to inquire when the investigation will be completed.

Mr. Harris wanted to bring to the Boards attention as an informational item, a new lawsuit filed has been filed against Pinellas County for an employment-based whistleblower lawsuit. He warned that a Whistle Blower lawsuit could happen anywhere, anytime like the FMLA case in Pinellas County.

#### **CEO Report**

##### Business Association Program Update

CSTB entered into relationships with 6 new business associations.

Upcoming DEO Audit Scheduled for April 8<sup>th</sup> - April 12<sup>th</sup>.

## 2017-2018 Program Year Overview presentation by John Flanagan

A twelve-slide presentation covering all the standard charts on key performance areas, comparing PY1617 to PY1718 show decreasing results. The reasons for the across the board decreases are most notably: a strong economy, which has decreased foot traffic – fewer customers are finding their way to CSTB; a restructuring of the agency itself – leading to issues within CS and staff shortages as a result of the dismantling of the combined agencies; less presence at McDill AFB – we are remedying this and will have a fulltime person on-site 5 days a week and sometimes 2 staff.

On the bright side, WIOA numbers are up significantly for Dislocated Workers Served and Youth Served. Also, WIOA Average Wages for both of these two areas are up.

Finally, due to the robust local economy, some areas of service like Welfare and SNAP are down due to decreased demand. It's good news for the people of Tampa Bay, and this allows us to refocus our efforts, get our staffing up where it needs to be, and strengthen CSTB from within during this period.

The following points of discussion ensued:

- Commissioner Sandra Murman recommended reaching out to Frank Strom at Veterans Resource Center. She believes they have an employee assistance program and this would be a good business relationship.
  - John Flanagan agreed he would reach out to Frank Strom at Veterans Resource Center.
- Discussion about reaching out to the impoverished areas and areas that may not be served by transportation. Board always looking to better align our services, as things settle down – that is an area for strategic consideration.
  - There was a request to get numbers from Plant City to see how they are doing.
- Can we start tracking emerging skills, those soft and technical skills to access what this region will need to plan for and how CSTB and assist in the need?
- What do you for see the upcoming fiscal year funding to look like and how will that impact CSTB? Sheila Doyle reported we are waiting to get the draft back from DEO. For standards WIOA, TANF, and Wagner-Peyser, they look like level funding for next year. PY 1718 numbers may affect the budget in the following year, but that gives us time to react and try to pursue additional budget growth where possible.
- John Howell of the Division of Vocational Rehabilitation reminded that they have funding for employers who will bring individuals with disabilities on board similar to the Summer Youth Employment Program.

## Action/Discussion Items

### ▶ Related Party Contracts

#### ▶ HCC Apprenticeship Program

- A two-third board approval was requested for the following contract:
- Up to \$60,500 for the Apprenticeship Program

The following points of discussion ensued:

- The Apprenticeship program involves HCC and a number of companies in the trades occupations. The specific disciplines for this program include: carpentry, HVAC, electrician, installation worker, painter, plumber, pipe fitter, sprinkler fitter, dry wall finisher. Each individual will be able to select one area of trade to receive 10 months of apprenticeship training.
- Motion: Commissioner Sandra Murman
- Second: Michael Bach
- Ginger Clark declared a conflict of interest and abstained from voting.
- **The Board approved the Related Party Contracts with HCC for Apprenticeship Program**, by a two-third vote, when a quorum has been established.
- The motion passed unanimously.

#### ▶ HCC Soft Skills Development

- A two-third board approval was requested for the following contract:
- Up to \$59K for Soft Skills Development.

- Motion: Commissioner Sandra Murman
- Second: Michael Bach
- Ginger Clark declared a conflict of interest and abstained from voting.
- **The Board approved the Related Party Contracts with HCC for Soft Skills Development**, by a two-third vote, when a quorum has been established.
- The motion passed unanimously.

#### ▶ HCC Computer and Workplace Skills

- A two-third board approval was requested for the following contract:
- Up to \$14,355 Computer and Workplace Skills

- Motion: Commissioner Sandra Murman
- Second: Michael Bach
- Ginger Clark declared a conflict of interest and abstained from voting.
- **The Board approved the Related Party Contracts with HCC Computer and Workplace skills**, by a two-third vote, when a quorum has been established.
- The motion passed unanimously.

► **Finance Committee: Approval of 2018-2019 Budget Modifications No. 3**

The total budgeted revenue has decrease of \$280.037. Due to the following reasons:

- New Award for WIOA Soft Skills of \$100,000
  - Decrease in Welfare Transition of \$455,037
  - New Award for Tech Hire Evaluation Program of \$75,000
  - There was a decrease in expenditures of \$281.297
- 
- **A motion to approve the PY 2018-2019 Budget Modification No. 3**
  - **Motion: Commissioner Sandra Murman**
  - **Seconded: Michael Bach.**
- 
- **The motion passed unanimously.**

**Information Items**

Junior Achievement-STEM TEC 2019 Program

CSTB is in its 3<sup>rd</sup> and final year of the contract.  
Serving 150 Students  
Estimated budget \$300k-\$500K  
Program runs between 6/3 -6/28  
The program will end with a Junior Achievement Competition.

Summer Youth Employment Program (SYEP)

CSTB is excited to announce the implementation of a 2019 Summer Youth Employment Program.  
Program runs between 6/10– 7/19.

TBARTA-Technical Advisory Group (TAG)

Tampa Bay Area Regional Transit Authority is in the process of developing a Regional Transit Development Plan and has asked CSTB and our surrounding FODT and Workforce Boards to participate as part of their Technical Advisory Group.

RFP Update

Updates were provided and timelines shared on: EDMS, Website, IT Service; Legal Services; Compensation and Benefits Study; Consulting Services; Career Services; and Audit Services.

In the process of procuring services for the Compensation and Benefits Study prior to open enrolment for 2020.

Expenditure Reports for Period Ending January 31, 2019

Members were referred to the expenditures report for review. As of January 31, 2019, CareerSource Tampa Bay has expended 58% of its budget for the Fiscal year.

**Committee Reports**

Executive Committee

No comments and no discussion.

One Stop Committee

The Committee met on February 20, 2019 and approved motions for the Supported Service and Incentive Policy, and the issuance of an RFP for WIOA / Career Services to be brought to the board. The Board voted and approved both of these Action Items this morning.

Dan McGrew gave an online presentation about the Online Portal to the One-Stop centers for the benefit of front staff to assist end-users.



Performance Dashboard - Director Toner presented recent performance measures that were positive. The dashboard created provides high level information.

### Workforce Solutions Committee

The Committee met on February 13, 2019.

Two action items were presented to the Executive Committee on February 21, 2019

- Eligible Training Providers Policy
- Work Based Training Provider Policy-OJT

#### Goals Update:

- Professional Talent of Tampa Bay: 21 candidates placed at a rate of \$29.82 per hour.
- On-the-Job Training: 16 employer agreements, 21 served YTD; \$40,170 obligated.
- Paid Work Experience: 12 employer agreements, 6 enrollments; \$21,560 obligated.
- Employed Worker Training: 14 applications received; 3 awarded.
  - Number of trainees - 58
  - Amount approved for training \$38,187
- Professional Mixer:
  - Held on Wednesday March 6<sup>th</sup> at T' Pepin Hospitality Center.
  - Attendance by invitation only-nearly 200 candidates registered.
  - Over 12 employers attended, required a minimum of 3 open positions with annual salaries of \$40,000 or more.
  - Goal to have these mixers twice a year.

### Finance Committee and Audit Committee

The Committees met on February 28, 2019. We discussed approval of the Annual Financial Audit for fiscal year ending June 30, 2018 and the 2018-2019 Budget Modification No. 3.

#### **Request for update on the Bylaws Committee formation.**

John Flanagan gave an update on the formation of the committee. The Bylaws Committee was established in the Executive Meeting and will be reaching out to that committee to start reviewing the Bylaws.

- The committee will be reviewing the recommendations of the DEO to amend CSTB Bylaw Article VIII Section 3 - Consent Agenda, which currently states: Any Board Member shall have 5 days from receipt of minutes within which to request that an action of the Executive Committee be brought before the full board. If no such request is made, the action of the Executive Committee shall stand. The DEO recommendation is to move the consent agenda approval to a full Board approval.

#### **Adjournment**

The meeting was adjourned at approximately 1:05 pm

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator

**CareerSource Tampa Bay (CSTB)  
Consent Agenda of April 18, 2019 Executive Committee Meeting**

**Actions Approved At CareerSource Tampa Bay Executive Committee Meeting**  
*Any Board Member shall have five days from receipt of these minutes within which to request that an action of the Executive Committee be brought before the full Board. If no such request is made, the actions of the Executive Committee shall stand.*

**Date:** April 18, 2019 - 11:00 a.m.

**Location:** Career Source Tampa Bay, 9215 N. Florida Ave., Ste. 101, Tampa, FL

**Call to Order**

Vice Chair Sandra Murman called the meeting to order at 11:00 a.m. There was a quorum present with the following Executive Committee members participating.

**Members in attendance**

Ginger Clark (Via Conf. Call), Commissioner Sandra Murman, Roy Sweatman, Michael Smith, Michael Ramsey.

**Not in attendance**

Sean Butler, Randall King, Sophia West.

**Staff Present**

John Flanagan, Juditte Dorcy, Sheila Doyle, Anna Munro, Jody Toner, Mimi Tran, Michelle Schultz, Doug Tobin, Christina Witt, Tammy Stahlgren, Jeanette Morales and Joe Vitale.

**Board Counsel**

Charley Harris (Via Conf. Call)

**BOCC Liaison/Representative**

Kenneth Jones

**Guest**

None

The items are listed in the order of discussion.

▶ **Indicates Committee Action**

**Public Comments**

There were none.

▶ **Approval of Minutes**

▶ **February 21, 2019 Executive Committee Meeting Minutes**

- A motion to approve the minutes of February 21, 2019 Executive Committee Meeting
  
- Motioned: Michael Smith
- Seconded: Michael Ramsey
  
- There was no further discussion. The motion passed unanimously.

► **Action Item: Bylaws / Ad Hoc –Consent Process**

*Refer to Page 12 of the April 18, 2019 Executive Committee Agenda Packet*

- A motion to approve to amend the Bylaws (to remove the “Silent consent” process and move to a full board approval).
- Motioned: Michael Ramsey
- Seconded by Roy Sweatman.
  
- There was no further discussion. The motion passed unanimously.

► **Action Item: Summer Job Connection (SJC) Hillsborough County Agreement**

*Refer to Page 13 of the April 18, 2019 Executive Committee Agenda Packet*

- Commissioner Sandra Murman declared a conflict of interest and abstained from voting.
- A motion to approve the Summer Job Connection - Hillsborough County Agreement
- Motioned: Michael Smith
- Seconded: Michael Ramsey
  
- There was no further discussion. The motion passed unanimously
  
- This action will move to a full board for approval.

► **Action Item: FY 19-20 Board and Committee Schedule**

*Refer to Page 14 of the April 18, 2019 Executive Committee Agenda Packet*

The FY-19-20 Board and Committee Schedule was not approved. The Board members preferred to keep the Board and Executive Committee meetings offset every other month as they are presently. Schedule will be adjusted to accommodate the request. The revised schedule to be presented at the next Board of Directors Meeting scheduled for May 16, 2019.

► **Action Item: Vendor Recommendations: IT, EDMS and Website Services**

*Refer to Page 15 of the April 18, 2019 Executive Committee Agenda Packet*

There was only one proposal received. CSTB has a Due Diligence Policy which requires certain procedures when there are less than three qualified respondents. Therefore, CSTB will reach out to the businesses to get feedback on why more proposals were not submitted. We believe that was because of our very specific requirements within the RFP. It was noted the Complete Technology Systems is considered a small business.

- It was recommended that CSTB look at our future contracts to make sure we complying with any requirements to consider small business / minority business inclusion. It was suggested that we consult with our new legal services provider on this issue when they are selected.
  
- A motion to approve entering into contract negotiations with *Complete Technology Systems* for IT, EDMS, and Website Services
- Motioned: Michael Ramsey
- Seconded: Michael Smith
  
- There was no further discussion. The motion passed unanimously.

► **Action Item:** Local Workforce Development Area Designation Local Board Composition & Certification  
*Refer to Page 17 of the April 18, 2019 Executive Committee Agenda Packet*

Applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters are due on or before close of business April 15, 2019. CareerSource Tampa Bay has been working closely with Hillsborough County on compiling the required information for board composition rosters and updating all required forms.

CareerSource Tampa Bay (CSTB) will submit initial documents to DEO by established deadline. Subsequently CSTB will present to Hillsborough County for signatures at their next Board of County Commissioners Meeting on May 1, 2019

- [A motion to approve the Local Workforce Development Area Designation Local Board Composition & Certification.](#)
- [Motioned: Michael Ramsey](#)
- [Seconded: Michael Smith](#)
  
- [There was no further discussion. The motion passed.](#)

### **Adjournment**

The meeting was adjourned at approximately 12:26 p.m.

Consent Agenda prepared by  
Tammy Stahlgren, Administrative Services Coordinator

## Key Regional Workforce / Demographic Indicators

- In March 2019, the unemployment rate in Hillsborough County was 3.2 percentage points, a 0.2 percentage point reduction from February of 2019, and .1 point lower than the State rate. Labor Force for the region in March 2019 was 738,929, an increase of 4,849, or .7% over the year. There were 23,320 unemployed residents in the region in March 2019.
- The Tampa-St. Petersburg-Clearwater MSA had the second highest annual job growth compared to all the metro areas in the state in information professional services (+10,900), Leisure and Hospitality (+4,600) and manufacturing (+2,000) jobs in March 2019.
- Declining job growth was noted in Government Services over the past year (1,400).

## Key Initiatives/ Events

### Summer Job Connections

- Summer Job Connection program continues to fill participant and employer slots. To date, more than 672 youth participants and 51 employers such as the Tampa Bay Buccaneers, P/W/C, Minimize USA, Hillsborough County Schools, The Boys and Girls Club of Tampa, Southern Manufacturing Technologies, and Goodwill Industries, to name a few, with nearly 400 identified placement opportunities have engaged the programs. We received an additional \$500,000 in TANF funding from DEO to expand the Summer Job Connection Program.
- Hillsborough County Commissioners have approved additional funding in the amount of \$150,000 to provide opportunities for up to 100 youth who do not meet TANF requirements (200% of federal Poverty level based on family size).
- Program Summit and Employer Expo for Summer Job Connection will take place on June 4, 2019 at the Double Tree Hotel – Westshore location.

### CareerSource 2019 Job Fair –

CSTB held a Veterans/General Job fair on April 16<sup>th</sup> resulting in 54 employers, 318 job seekers, 53 of those job seekers being Veterans and \$6,000 in sponsorships. Employers included Busch Gardens Tampa, Cognizant, Tampa General, HART, Sheraton Tampa Riverwalk, Seminole Hard Rock and more. Job opportunities covered industries in Medical, Hospitality, Customer Service, Production etc.

### Employer Comments:

- JMI Resource – “Great flow of candidates”
- Cognizant – “Great Job!”
- Busch Gardens – “Great event, it was a good turnout. Thank you for inviting us. 😊”
- Labor Solutions – “Thank you so much! This was an amazing experience & such a successful day 😊”
- DPR – “Great event, thanks for having us.”
- Napa Auto Parts – “Thank you for inviting us. It was a pleasure meeting with the applicants. 😊”
- T-Mobile – “The staff was very helpful when we needed additional copies of our job positing flyer. Thank you so for all the help and attentiveness.”

## Job Seeker Comments:

- “Really good selection of employers”
- “Great opportunities, more of these fairs required”
- “This was my first time. Very Impressed”
- “The information and communication was great!”
- “Keep up the good work”
- “I think it was a great fair”



## Data Analysis - Regional Overview

### Takeaways

- As of 2018 the region's population increased by 10.7% since 2013, growing by 138,062. Population is expected to increase by 7.0% between 2018 and 2023, adding 100,577.
- From 2013 to 2018, jobs increased by 12.4% in Hillsborough County, FL from 660,945 to 742,602. This change outpaced the national growth rate of 7.8% by 4.6%. As the number of jobs increased, the labor force participation rate decreased from 64.3% to 63.6% between 2013 and 2018.
- Concerning educational attainment, 19.6% of Hillsborough County, FL residents possess a Bachelor's Degree (1.0% above the national average), and 9.3% hold an Associate's Degree (1.3% above the national average).
- The top three industries in 2018 are Restaurants and Other Eating Places, Education and Hospitals (Local Government), and General Medical and Surgical Hospitals.

**1,432,897**

Population (2018)

Population grew by 138,062 over the last 5 years and is projected to grow by 100,577 over the next 5 years.

**742,602**

Jobs (2018)

Jobs grew by 81,658 over the last 5 years and are projected to grow by 43,616 over the next 5 years.

**\$53.7K**

Median Household Income (2017)

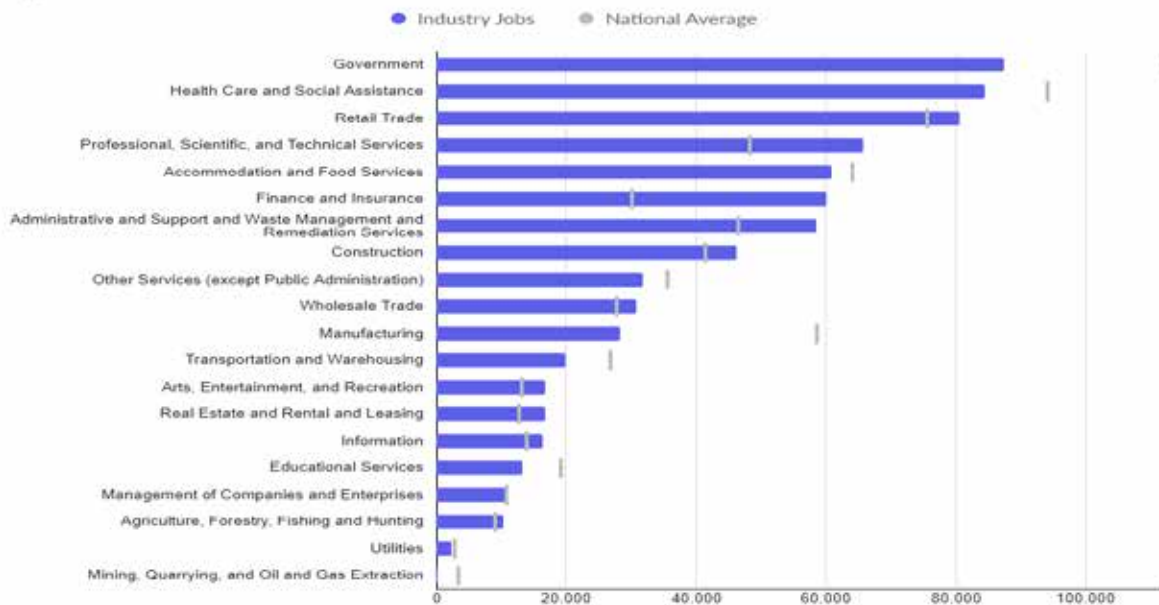
Median household income is \$3.9K below the national median household income of \$57.7K.

	Population (2018)	Labor Force (2018)	Jobs (2018)	Cost of Living	GRP	Imports	Exports
Region	1,432,897	738,072	742,602	105.5	\$90.4B	\$59.0B	\$79.1B
State	21,296,813	10,261,849	9,564,760	101.5	\$1.0T	\$678.7B	\$658.0B

## 2018 Labor Force Breakdown

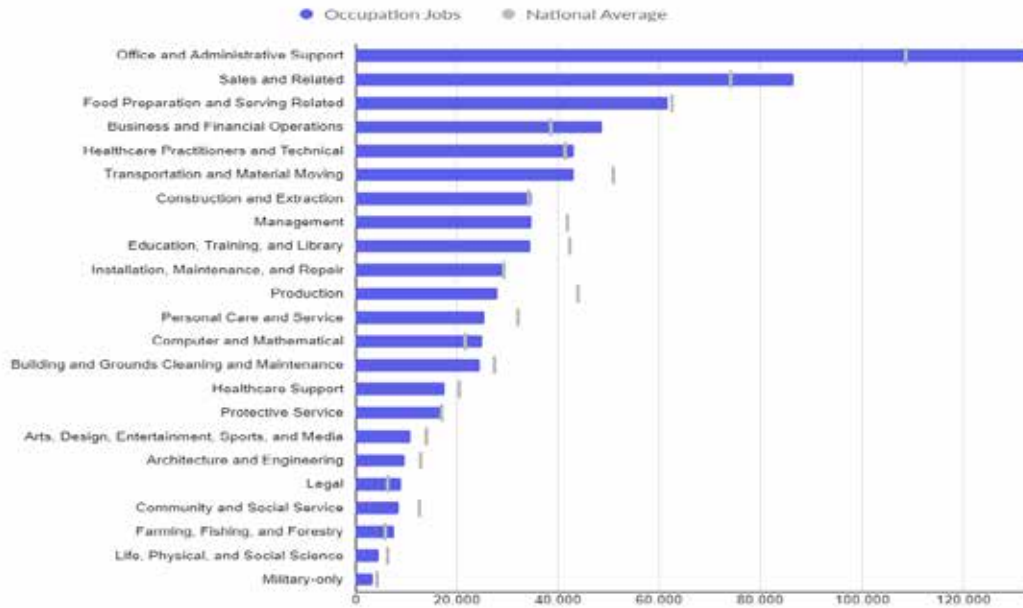


## Largest Industries





## Largest Occupations



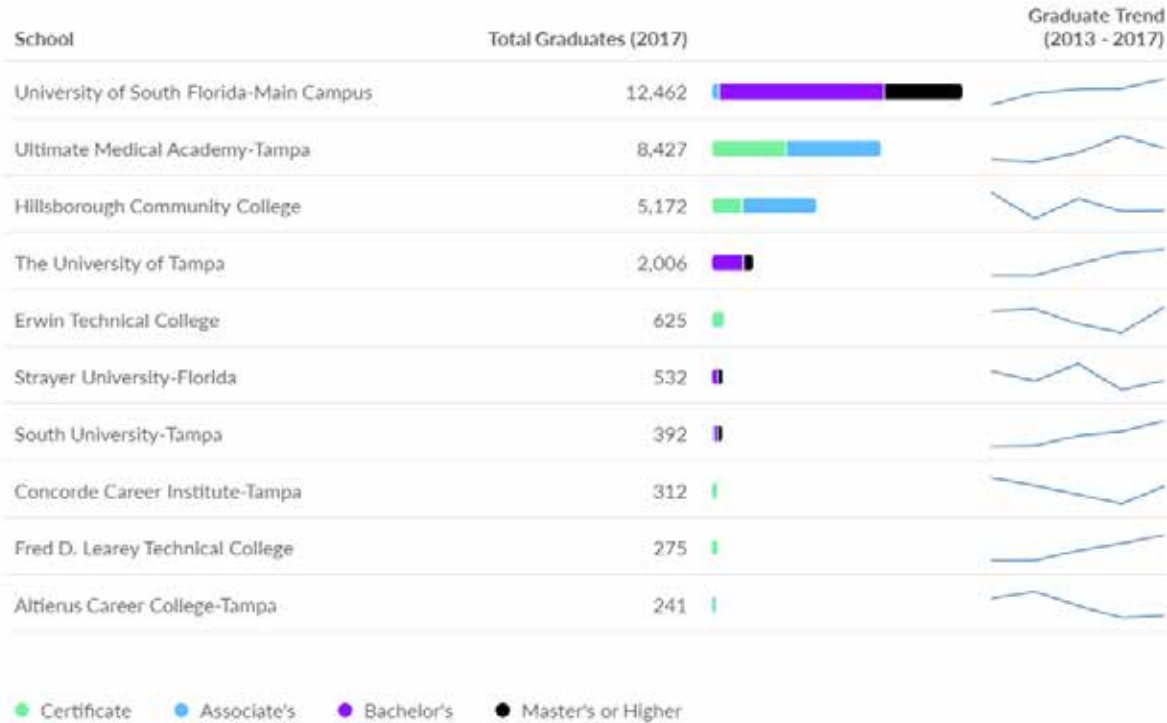
## Educational Attainment

Concerning educational attainment, 19.6% of Hillsborough County, FL residents possess a Bachelor's Degree (1.0% above the national average), and 9.3% hold an Associate's Degree (1.3% above the national average).



	% of Population	Population
Less Than 9th Grade	6.3%	61,227
9th Grade to 12th Grade	6.8%	66,893
High School Diploma	27.6%	270,109
Some College	19.1%	186,857
Associate's Degree	9.3%	91,256
Bachelor's Degree	19.6%	191,959
Graduate Degree and Higher	11.3%	110,341

In 2017, there were 31,861 graduates in Hillsborough County, FL. This pipeline has shrunk by 1% over the last 5 years. The highest share of these graduates come from Liberal Arts and Sciences/Liberal Studies, Medical Insurance Specialist/Medical Biller, and Medical Administrative/Executive Assistant and Medical Secretary.



### Job Posting Analytics - 1<sup>st</sup> Qtr. – 2019 – Hillsborough County LWDA

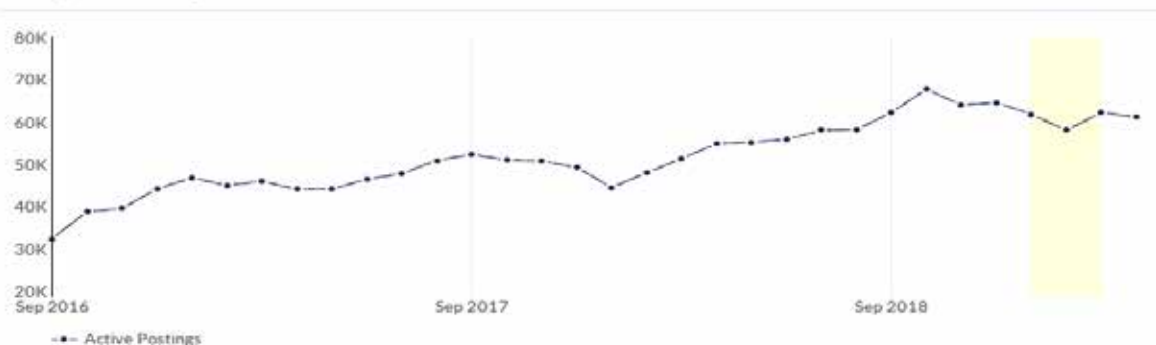
#### Job Postings Overview



There were 638,202 total job postings for your selection from January 2019 to March 2019, of which 101,126 were unique. These numbers give us a Posting Intensity of 6-to-1, meaning that for every 6 postings there is 1 unique job posting.

This is close to the Posting Intensity for all other occupations and companies in the region (6-to-1), indicating that they are putting average effort toward hiring for this position.

## Monthly Active Postings








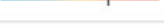




## Top Posted Occupations

Occupation (SOC)	Total/Unique (Jan 2019 - Mar 2019)	Posting Intensity	Median Posting Duration
Registered Nurses	38,745 / 4,390	9 : 1	32 days
Software Developers, Applications	32,050 / 3,431	9 : 1	28 days
Heavy and Tractor-Trailer Truck Drivers	12,486 / 2,991	4 : 1	31 days
Customer Service Representatives	19,399 / 2,601	7 : 1	39 days
Computer Occupations, All Other	19,025 / 2,356	8 : 1	35 days
Retail Salespersons	12,196 / 2,287	5 : 1	46 days
First-Line Supervisors of Retail Sales Workers	10,945 / 1,987	6 : 1	45 days
First-Line Supervisors of Office and Administrative Support Workers	9,602 / 1,641	6 : 1	35 days
Accountants and Auditors	12,393 / 1,541	8 : 1	41 days
Computer User Support Specialists	11,709 / 1,422	8 : 1	37 days

## Top Industries

Industry	Total/Unique (Jan 2019 - Mar 2019)	Posting Intensity	Median Posting Duration
Administrative and Support and Waste Management and Remediation Services	101,406 / 16,317	6 : 1 	35 days
Professional, Scientific, and Technical Services	118,367 / 15,187	8 : 1 	36 days
Health Care and Social Assistance	79,266 / 11,274	7 : 1 	38 days
Retail Trade	60,396 / 9,929	6 : 1 	43 days
Finance and Insurance	67,570 / 8,011	8 : 1 	38 days
Accommodation and Food Services	31,577 / 6,083	5 : 1 	46 days
Manufacturing	32,780 / 5,261	6 : 1 	41 days
Information	34,038 / 4,474	8 : 1 	43 days
Transportation and Warehousing	15,091 / 3,334	5 : 1 	30 days
Construction	14,699 / 2,979	5 : 1 	38 days

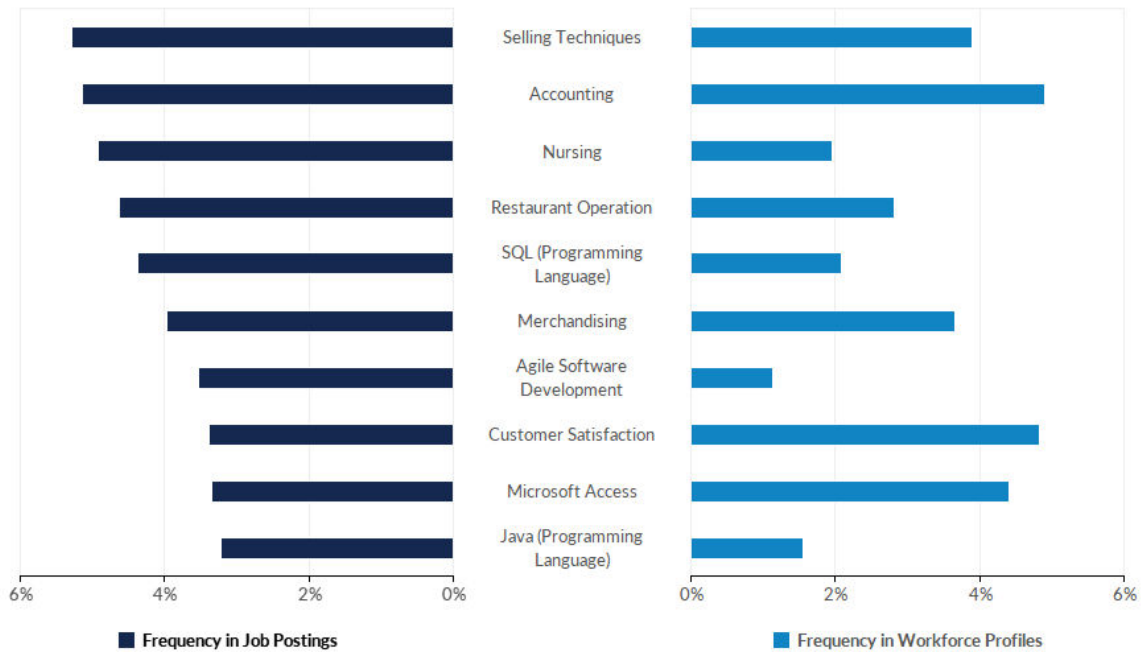
## Top Companies Posting

Company	Total/Unique (Jan 2019 - Mar 2019)	Posting Intensity	Median Posting Duration
Oracle Corporation	11,514 / 1,498	8 : 1 	61 days
Citigroup Inc.	10,141 / 850	12 : 1 	46 days
Kforce Inc.	7,630 / 846	9 : 1 	59 days
Verizon Communications Inc.	4,832 / 798	6 : 1 	37 days
HCA Holdings, Inc.	9,651 / 736	13 : 1 	55 days
Pricewaterhousecoopers LLP	7,343 / 700	10 : 1 	37 days
JPMorgan Chase & Co.	7,821 / 631	12 : 1 	50 days
Adventist Health System	8,595 / 594	14 : 1 	50 days
Moffitt Cancer Center	2,537 / 589	4 : 1 	54 days
Deloitte LLP	3,964 / 589	7 : 1 	62 days

The following provides insight into the supply and demand of relevant skills by comparing the frequency of skills present in job postings against skills present in today's workforce. Along with Emsi's job posting analytics, this comparison leverages Emsi's dataset of more than 100M online resumés and profiles. All resumés and profiles used in these comparisons have been updated within the last three years.

*\*The skills associated with workforce profiles represent workers of all education and experience levels.*

## Top Hard Skills



## Top Hard Skills

Skill	Frequency in Postings	Postings with Skill / Total Postings (Jan 2019 - Mar 2019)	Frequency in Profiles	Profiles with Skill / Total Profiles (2017 - 2019)
Selling Techniques	5%	5,350 / 101,126	4%	5,290 / 135,836
Accounting	5%	5,204 / 101,126	5%	6,661 / 135,836
Nursing	5%	4,970 / 101,126	2%	2,651 / 135,836
Restaurant Operation	5%	4,675 / 101,126	3%	3,820 / 135,836
SQL (Programming Language)	4%	4,418 / 101,126	2%	2,837 / 135,836
Merchandising	4%	4,022 / 101,126	4%	4,977 / 135,836
Agile Software Development	4%	3,568 / 101,126	1%	1,535 / 135,836
Customer Satisfaction	3%	3,428 / 101,126	5%	6,552 / 135,836
Microsoft Access	3%	3,386 / 101,126	4%	5,990 / 135,836
Java (Programming Language)	3%	3,263 / 101,126	2%	2,123 / 135,836



## Action Item #1

### FY19-20 Board & Committee Schedule

Enclosed is proposed meeting schedule for fiscal year 2019-2020 for all committee meetings and bi-monthly board meetings as requested.

#### Recommendation:

CareerSource Tampa Bay recommends the approval for the FY 2019-2020 Board and Committee Meeting schedule.

	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	Mar. 2020	Apr. 2020	May 2020	June 2020
<b>Board of Directors</b> 11:00 a.m. – 12:30 p.m. 9215 N. Florida Ave., Tampa	7/18		9/19		11/21		1/16		3/19		5/21	
<b>Executive Committee</b> 11:00 a.m. – 12:00 p.m. 9215 N. Florida Ave., Tampa		8/15		10/17		12/19		2/20		4/16		6/18
<b>Finance/Audit Committee</b> 8:30 a.m. – 10:30 a.m. 4502 Eisenhower Blvd., Tampa	7/25	8/22		10/24	11/26		1/30	2/27		4/30	5/28	
<b>Workforce Solutions</b> 9:00 a.m. – 10:00 a.m. 9215 N. Florida Ave., Tampa		8/7			11/6			2/5			5/6	
<b>One-Stop Committee</b> 9:00 a.m. – 10:00 a.m. 9215 N. Florida Ave., Tampa		8/21			11/20			2/19			5/20	
<b>Ad Hoc</b> 9215 N. Florida Ave., Tampa												

All Board & Committee meetings are conducted in accordance with the Florida Sunshine Law. If you are a person with disability who requires assistance to attend any of CareerSource Tampa Bay meetings, please contact Tammy Stahlgren at 813-397-2070.

*If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

Collaborate – Innovate – Lead



## **Action Item #2**

### **2019-2020 Planning Budget**

#### **Background**

CareerSource Tampa Bay's (CSTB) 2019-2020 Planning Budget has been prepared based on preliminary allocations of our primary formula based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). These preliminary allocations were provided to the twenty-four Local Workforce Development Boards (LWDB) by the Department of Economic Opportunity (DEO) and are indicating level funding compared to the prior year. Estimates for other recurring funding sources have been based on prior year allocations. Carryforward amounts are estimated based on current available information and anticipated expenditures. A budget modification will be presented in the first quarter of FY2020 once all final allocations and carryforward amounts are known.

CSTB Board of Directors, along with, the Hillsborough Board of County Commissioner's (BOCC) are responsible for approval of the annual Planning Budget. The budget will go before the CSTB Board of Directors on May 16<sup>th</sup> and before the Hillsborough BOCC in early June for final approval.

#### **2019-2020 Planning Budget Information**

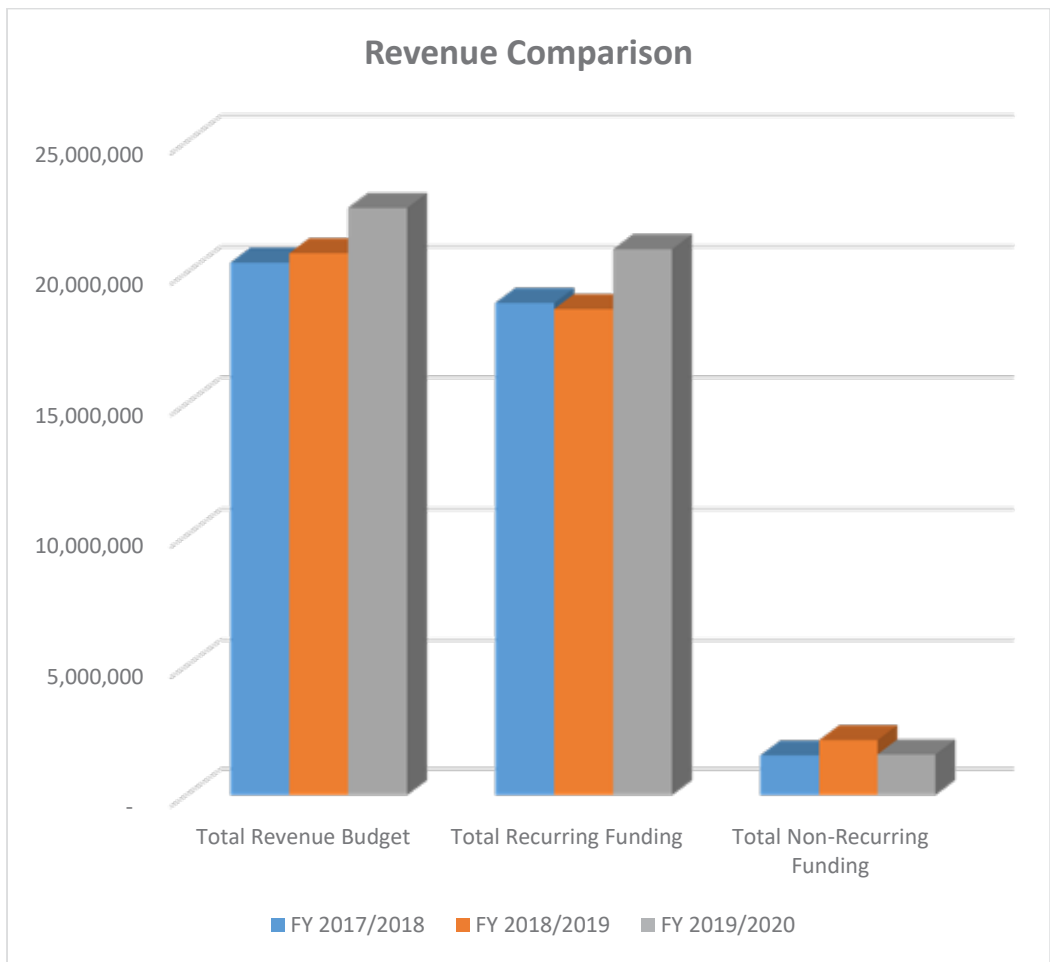
##### **Revenue Budget**

The total projected revenue for FY2020 is \$22,479,311, which includes \$8,312,171 in anticipated carryforward dollars. The increase in carryforward dollars is primarily attributed to WIOA Youth funding, which has seen a reduction in training related expenditures in FY2019. Overall we are projecting an increase in revenues over the FY2019 preliminary budget of \$1,729,789.

## Revenue Comparison

The below chart represents the comparison of the FY2020 projected revenues to the past two fiscal years recurring and non-recurring revenues. Recurring revenues have remained fairly consistent over the past several years. The increase noted in FY2020 is primarily related to the projected increase in carryforward funding.

Fiscal Year	Total Revenue Budget	Total Recurring Funding	Total Non-Recurring Funding
FY 2017/2018	\$ 20,390,000	\$ 18,850,000	\$ 1,540,000
FY 2018/2019	\$ 20,749,522	\$ 18,616,482	\$ 2,133,040
FY 2019/2020	\$ 22,479,311	\$ 20,902,311	\$ 1,577,000



Recurring revenues consist of formula, needs based and CareerSource Florida Board formula allocations provided annually to each of the twenty-four Local Workforce Development Boards within the State of Florida.



## Recurring Funding

The recurring revenues by funding source with their funding basis and methodology are represented below:

Recurring Funding		
Funding Source	Funding Basis	Funding Methodology
WIOA Adult	Federal Formula	Relative share of workforce, unemployment and poverty factors
WIOA Dislocated Worker	Federal Formula	Relative share of workforce, unemployment and poverty factors
WIOA Youth	Federal Formula	Relative share of workforce, unemployment and poverty factors
Wagner Peyser	CSF Board Formula Allocation	Relative share of workforce and unemployment
Veterans Programs	Needs based	Based on LWDB's staffing needs and related costs to support these positions
Supplemental Nutrition Assistance Program (SNAP)	Needs based	Based on LWDB's relative share of Able Bodied Working adults without children receiving food stamps
Re-employment (UC)	CSF Board Formula Allocation	Based on LWDB's relative share of re-employment claims filed
Trade Adjustment Act (TAA)	Needs based	Based on number of workers in the local area that have been laid off or whose jobs have been threatened because of foreign trade or competition
Military Family	Needs based	Provided to select regions with larger populations of active duty military
Temporary Assistance for Needy Families (TANF)/Welfare Transition	CSF Board Formula Allocation	50% of allocation is based upon the LWDB's relative share of the number of children within households receiving food stamps. 50% based on relative share of TANF caseload
Re-employment Services & Eligibility Assessment (RESEA)	CSF Board Formula Allocation	Based on LWDB's relative share of re-employment claims filed

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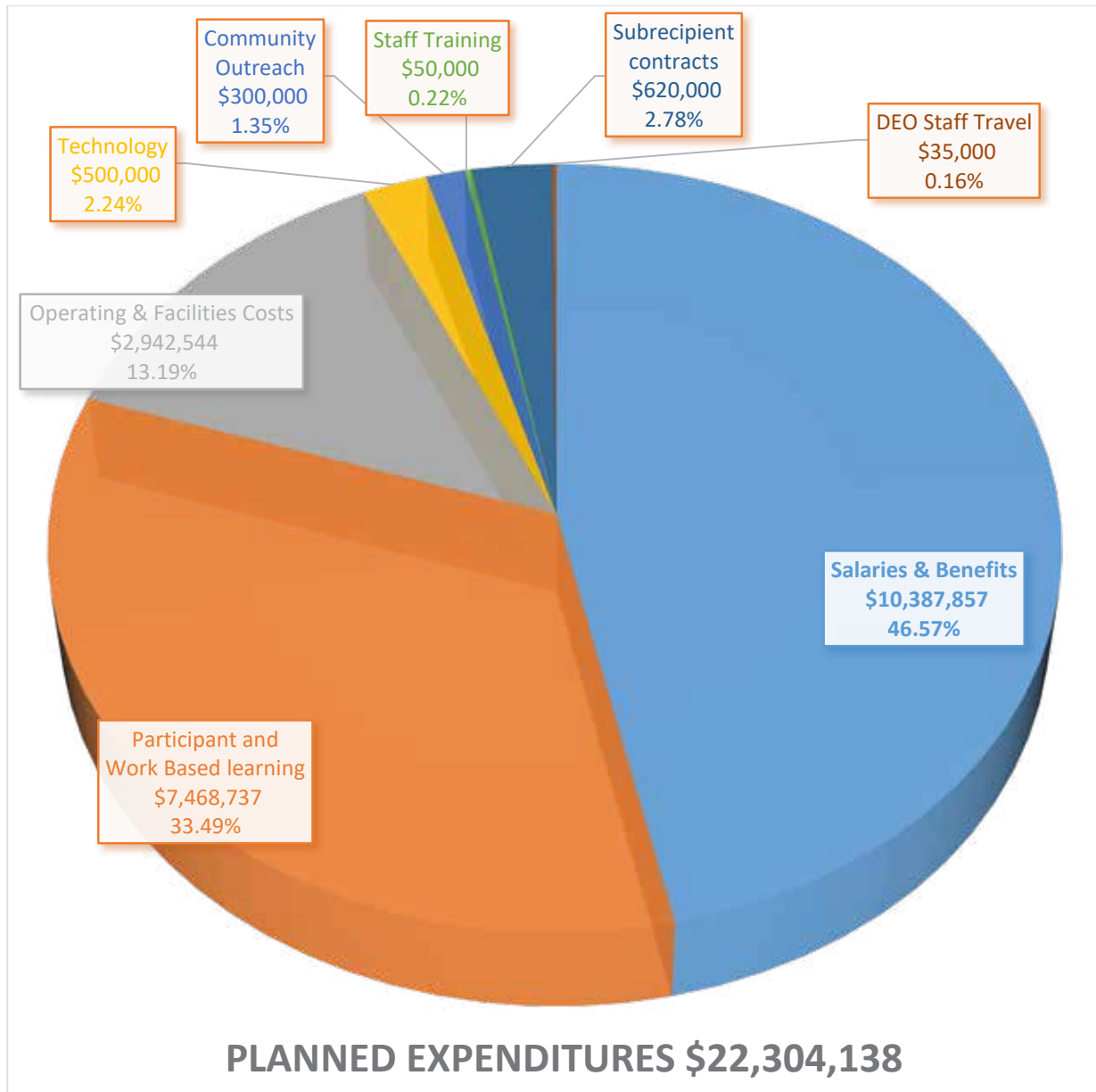
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\*\* CareerSource Florida (CSF) Funding methodology based on prior year data. Current year information will be available after CSF Finance Council meeting scheduled for May 22, 2019.

## Planned Expenditures

The total projected expenditures for FY2020 are \$22,304,138. The below graph provides the categories of expenditures. The most significant projected expenditures are:

- Salaries and benefits – approx. \$10.4M or 46.5% of total budgeted expenditures. *Note: Approximately 95% of costs captured in the Business Service, Case Management, and Career Services cost pools are related to salaries & benefits. Approximately 75% of costs captured in the Indirect cost pool are related to salaries and benefits.*
- Participant & Work Based learning – approx. \$7.5M or 33.49% of total budgeted expenditures



The Planning Budget expenditures are broken down into three main categories: Program Services – Allocated, Program Services – Direct and Indirect Costs.

- **Program Services – Allocated** are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, case loads, etc.). The cost pools and their related expenditures consist of the following:
  - **Business Services Cost Pool** - expenditures in this cost pool are associated with the personnel and non-personnel costs related to Business Services staff. Business Services staff are responsible for developing business partnerships, promoting business training programs, and providing value-added workforce solutions. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
  - **Case Management Cost Pool** – expenditures in this cost pool are associated with the personnel and non-personnel costs related to staff providing direct customer services. Program Services staff are responsible for case management, and job seeker training programs. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
  - **Career Services Cost Pool** - expenditures in this cost pool are associated with personnel and non-personnel costs related to staff assisting customers in the various Career Center resource rooms. Career Service staff are responsible for providing basic career services including but not limited to, orientations, initial assessments and referrals to other partners and services. Expenditures include salaries, fringe benefits, travel, supplies, communications and other operating costs.
  - **One Stop Operating/Facilities Costs** - expenditures in this cost pool are associated with the career centers. These costs include, rent, utilities, communications, supplies, etc. *Note: We currently have five One Stops located in Tampa, Brandon, Ruskin and Plant City.*
  - **Technology** - expenditures in this cost pool are associated with the purchase of equipment, software and non-consumable supplies for the provision of the one stop services. These expenditures include furniture, computers, office equipment, network equipment, software licenses, equipment maintenance, IT Service provider, etc.
  - **Community Outreach** - expenditures in this cost pool are associated with the outreach and marketing of one-stop services to the general public and employers. These expenditures include classified ads, printed materials, job fairs, employer seminars, and focus groups, as well as community event sponsorships, etc. Outreach activities that are specific to a program are directly charged to that program.
  - **Program Staff Training & Professional Development** - expenditures in this cost pool are associated with various training and professional development activities for One Stop center staff. These expenditures include professional services, memberships, staff travel, supplies, etc.

- **Program Services – Direct** are those costs identifiable to a specific cost center or funding stream. Direct Program cost categories are as follows:
  - **Participant & Work Based Learning** – these are expenditures directly 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).
  - **Direct Grants & Special Projects – Salaries & Benefits** – these are expenditures related to staff working on grants or special projects outside of our general one-stop offerings. For the FY2020 budget this includes the DOL Tech Hire grant and Tampa Housing Authority Jobs Plus Initiative project.
  - **Subrecipient Contracts** – this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms. For the FY2020 budget this includes Junior Achievement, BayCare Health, University of South Florida, Tampa Innovation Alliance and IBM.
  - **DEO Staff Travel** – these are expenditures related to travel for staff that are jointly managed with DEO and work out of our One Stop centers. DEO pays for their salaries and provides additional funding to cover these ancillary expenses.
- **Indirect Costs** - are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, total expenditures, etc.). The pool and its related expenditures consist of the following:
  - Indirect expenditures are those associated with the personnel and non- personnel costs related to Board staff. Board staff is responsible for the planning, development, oversight and administrative functions of all programs funded through the Local Workforce Development Board. The board staff provides support services for the One-Stop System, including Management Information Systems, Facility Management, Community Outreach, One-Stop Staff training and development activities. Expenditures include personnel costs, travel, supplies, equipment, communications, facilities, and other related operating cost.

## Recommendation

The Finance Committee recommends approval of the FY2020 Planning Budget in order to provide to the Hillsborough BOCC for their approval and allow for required submission to the State Workforce Board for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2019.

**CareerSource Tampa Bay  
Planning Budget  
Fiscal Year 2020 (July 2019-June 2020)**

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Budget FY 2019-2020	Budget FY 2018-2019	Increase/ (Decrease) FY2020 & FY2019
<b>Revenue:</b>							
Fiscal Year 2020 New Allocations	6,974,417	2,067,723	4,000,000	1,125,000	14,167,140	15,926,500	(1,759,360)
Carryforward from Prior Year Allocations	6,638,171	474,000	500,000	700,000	8,312,171	4,823,022	3,489,149
<b>Total Revenue</b>	<b>13,612,588</b>	<b>2,541,723</b>	<b>4,500,000</b>	<b>1,825,000</b>	<b>22,479,311</b>	<b>20,749,522</b>	<b>1,729,789</b>
<b>Expenditures:</b>							
<b>Program Services - Allocated Costs:</b>							
Business Services	1,930,049	114,873	342,301	92,777	2,480,000	3,847,564	(1,367,564)
Case Management	3,043,226	708,167	1,254,552	364,570	5,370,515	4,873,912	496,603
Career Services	489,103	65,649	237,976	8,206	800,934	-	800,934
One Stop Operating/Facilities Costs	721,835	691,737	336,736	164,692	1,915,000	1,457,673	457,327
Technology	111,054	249,360	87,921	51,665	500,000	412,357	87,643
Community Outreach	75,225	169,680	52,752	2,343	300,000	526,367	(226,367)
Program Staff Training & Professional Development	21,327	17,326	8,792	2,555	50,000	52,059	(2,059)
<b>Subtotal - Program Services Allocated</b>	<b>6,391,819</b>	<b>2,016,792</b>	<b>2,321,030</b>	<b>686,808</b>	<b>11,416,449</b>	<b>11,169,932</b>	<b>246,517</b>
<b>Program Services - Direct Costs:</b>							
Participant & Work Based Learning	5,768,737	75,000	1,450,000	175,000	7,468,737	5,885,957	1,582,780
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	384,066	384,066	540,000	(155,934)
Subrecipient Contracts	-	-	250,000	370,000	620,000	845,179	(225,179)
DEO Staff Travel	-	35,000	-	-	35,000	15,000	20,000
<b>Subtotal - Program Services Direct</b>	<b>5,768,737</b>	<b>110,000</b>	<b>1,700,000</b>	<b>929,066</b>	<b>8,507,803</b>	<b>7,286,136</b>	<b>1,221,667</b>
<b>Total Program Service Costs:</b>	<b>12,160,556</b>	<b>2,126,792</b>	<b>4,021,030</b>	<b>1,615,874</b>	<b>19,924,252</b>	<b>18,456,068</b>	<b>1,468,184</b>
<b>Indirect Costs</b>							
Indirect Costs	1,361,259	386,127	450,000	182,500	2,379,886	2,135,125	244,761
<b>Total Indirect Costs</b>	<b>1,361,259</b>	<b>386,127</b>	<b>450,000</b>	<b>182,500</b>	<b>2,379,886</b>	<b>2,135,125</b>	<b>244,761</b>
<b>Total Expenditures</b>	<b>13,521,815</b>	<b>2,512,919</b>	<b>4,471,030</b>	<b>1,798,374</b>	<b>22,304,138</b>	<b>20,591,193</b>	<b>1,712,945</b>
<b>Unobligated Balance</b>	<b>90,773</b>	<b>28,804</b>	<b>28,970</b>	<b>26,626</b>	<b>175,173</b>	<b>158,329</b>	<b>16,844</b>



## **Action Item #3 Cost of Living Adjustment (COLA)**

### **Background**

Historically, eligible employees received an annual pay increase utilizing a merit based approach. The last merit based payment was in December 2017 when the Organization was under a shared services agreement with CareerSource Pinellas.

### **Information**

To retain staff and maintain competitive wages an increase in pay should be provided to approximately 85 employees who were under the previous shared services agreement with CareerSource Pinellas and transitioned over to CareerSource Tampa Bay as of the September 1, 2018 transition date. A cost of living adjustment (COLA) of 3%, or approximately \$150,000, has been accounted for in the approved FY2019 budget. The current Consumer Price Index (CPI) was used as a guide to determine the COLA rate.

### **Recommendation**

The Finance Committee recommends that the Board give the CEO the authority to provide a 3% COLA increase to employees who were under the previous shared services agreement with CareerSource Pinellas and transitioned over to CareerSource Tampa Bay as of the September 1, 2018 transition date. At no time will this authority result in the budgeted amount for salaries and benefits to be exceeded.



## Action Item #4

### Related Party Contract

#### Background

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007 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 RWBs, entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- a. Approve the contract by a two-thirds (2/3<sup>rd</sup>) 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 contract(s); and
- d. Such contracts must be submitted to the FL Dept. of Economic Opportunity and CareerSource Florida for notification or approval.

#### Information

CareerSource Tampa Bay would like to enter into a MOU with Enterprising Latinas to service the Wimauma area and those targeted residents of Enterprising Latinas, Inc. (ELI). ELI creates economic opportunities for women in Tampa Bay. As a non-profit tax-exempt 501(c)3 organization operating since 2014, ELI opens new pathways of economic opportunity in partnership with local, state and national organizations through the following strategies:

**1 CREATING NETWORKS OF MUTUAL SUPPORT** that enable women to pursue their personal, economic and family prosperity goals

**2 TEACHING NEW SKILLS** and offering tools that lead to economic mobility, workforce opportunities, and entrepreneurship

**3 ADVOCATING FOR INNOVATIVE SOLUTIONS**, collaborations and investments that turn community challenges into economic opportunities to promote economic security and social equity

In early 2018, the **Wimauma Opportunity Center** was established as a community resource hub in the heart of the Wimauma Village at 5128 State Road 674. The Center serves as a place to inspire and provide support to women in pursuit of their goals, as well as a space to promote peer learning, connections to resources, and community and cultural celebrations. ELI initiatives include:

- **Family support programs** (coaching for goal setting, action planning, and referrals, including employment services)
- **Basic education and workforce development programs** (English, C.N.A., sewing, food service management, childcare, business development, and construction skills)

- **Community development initiatives** (free community wi-fi network, ARRIBA transportation service, and convening stakeholders to update the Wimauma village plan)

Currently our target audience includes all residents of Wimauma and women from the surrounding communities of Ruskin, Sun City and Balm. Wimauma is undergoing rapid and drastic economic changes due to thousands of new housing units under development. ELI aims to assist the low and moderate income families of Wimauma take advantage of the opportunities generated by this economic growth so they can find their path to prosperity. Approximately 50% of Wimauma's residents don't have a high school diploma and only 7% of Wimauma's residents hold a bachelor's degree or higher.

## **Recommendation**

Approval of the related party contract with Enterprising Latinas, by a two-third vote, when a quorum has been established.





## Action Item #5

# Interlocal Agreement between Hillsborough County and CareerSource Tampa Bay

### **Background:**

The Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (WIOA) authorizes expenditures of federal funds for workforce development programs in the areas of the state designated by the Governor as a Local Workforce Development Area. Chapter 445, Florida Statutes, the Workforce Innovation Act of 2000 further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas.

Hillsborough County, Florida has been designated by the Governor of the State of Florida as a Local Workforce Development Area. WIOA and the Workforce Innovation Act require the chief local elected official (LEO) of each designated Local Workforce Development Area to establish a workforce development board and to appoint its members.

CSTB has been established as the local workforce development board for Hillsborough County. Hillsborough County and CareerSource Tampa Bay have entered into a three (3) year interlocal agreement to define each party's responsibility that will expire June 30, 2019.

### **Information:**

Hillsborough County has provided a renewal agreement for the period July 1, 2019 through June 30, 2022. The Interlocal agreement has been reviewed by CSTB's general counsel. The terms and conditions of the renewal agreement are substantially the same except for a significant change to the indemnification language of the agreement.

### **Recommendation:**

Approval of Interlocal Agreement between Hillsborough County and CareerSource Tampa Bay for the period July 1, 2019 through June 30, 2022.

**AGREEMENT  
BY AND BETWEEN  
HILLSBOROUGH COUNTY,  
A Political Subdivision of the State of Florida  
AND  
TAMPA BAY WORKFORCE ALLIANCE, INC.,  
d/b/a CAREERSOURCE TAMPA BAY, INC.,  
A Florida Non-Profit Corporation**

**THIS AGREEMENT** (“Agreement”) is entered into by and between **HILLSBOROUGH COUNTY**, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602 (“County”) and **TAMPA BAY WORKFORCE ALLIANCE, INC., d/b/a CareerSource Tampa Bay Inc.**, a Florida not-for-profit Corporation, headquartered at 4902 Eisenhower Boulevard, Suite 250, Tampa, Florida 33634 (“CSTB”).

**WITNESSETH:**

**WHEREAS**, the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (“WIOA”) authorizes expenditures of federal funds for workforce development programs in areas of the state designated by the Governor as a Local Workforce Development Area (“Local Area”); and

**WHEREAS**, Chapter 445, Florida Statutes, “the Workforce Innovation Act of 2000” (“Workforce Innovation Act”) further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas; and

**WHEREAS**, Hillsborough County, Florida has been designated by the Governor of the State of Florida as a Local Area; and

**WHEREAS**, the WIOA and Workforce Innovation Act require the Chief Elected Official (“CEO”) of each designated Local Area to establish a workforce development board and to appoint its members; and

**WHEREAS**, CSTB has requested and received certification as the Local Area Workforce Development Board by CareerSource Florida, Inc., the State of Florida Workforce Development Board; and

**WHEREAS**, the County and CSTB previously entered into an Agreement dated March 23, 2016 (BOCC 16-0310) defining their respective duties and responsibilities; and

**WHEREAS**, the County and CSTB desire to revise and renew the Agreement which defines the scope of their relationship and their respective duties and responsibilities for the administration and operation of workforce programs within this Local Area, as provided herein.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements herein set forth and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**ARTICLE I**  
**TERM OF THIS AGREEMENT**

This Agreement shall be effective upon execution by both parties and shall cover the period from July 1, 2019, through June 30, 2022 (“Term”), unless otherwise terminated as provided for herein.

**ARTICLE II**  
**DESIGNATION OF CSTB AS THE**  
**ADMINISTRATIVE ENTITY AND FISCAL AGENT;**  
**REAFFIRMATION OF THE LEO AS THE LOCAL GRANT RECIPIENT**

- 2.1 In accordance with the provisions of the Acts, the parties agree that, subject to the provisions of this Agreement, CSTB shall serve as the Administrative Entity and Fiscal Agent for the Local Area for the Term of this Agreement.
- 2.2 The parties further agree and acknowledge that the CEO is and shall remain the Local Grant Recipient of the WIOA funds allocated to the Local Area.

**ARTICLE III**  
**AUTHORITY AND RESPONSIBILITIES OF CSTB**

- 3.1 CSTB shall fulfill the duties and responsibilities imposed on local workforce development boards by the Acts, including, but not limited to, the following:
- (a) Providing policy guidance on matters pertaining to provisions of services under the Acts;
  - (b) Developing the local workforce development plan (the “Local Workforce Development Plan”) and conducting oversight of the One-Stop system required by WIOA, youth activities and employment and training activities under WIOA, in partnership with the CEO;
  - (c) Selecting the One-Stop Operator with the agreement of the CEO;
  - (d) Preparing an annual budget for the proper expenditure of all WIOA funds allocated to CSTB and submitting it for approval by the CEO in advance of implementation; in the event that a funding authority increases or reduces its allocation of funds to the Local Area by more than twenty percent (20%) in any one funding stream, then CSTB shall revise the budget to reflect such reduction or increase and shall submit the revised budget to the CEO for its approval;
  - (e) Negotiating and reaching agreement on local performance measures with the Governor and with the CEO;
  - (f) Assisting the Governor in establishing the Statewide Employment Statistics system under the Wagner-Peyser Act;

- (g) Coordinating workforce development activities with economic development strategies;
- (h) Developing employer linkages;
- (i) Promoting private sector involvement in the Statewide workforce development system through effective brokering, connecting and coaching activities through intermediaries in the Local Area or through other organizations to assist employers in meeting hiring needs; and

3.2 As Administrative Entity and Fiscal Agent, CSTB shall also carry out the following duties and responsibilities during the Term hereof:

- (a) Monitoring progress toward the achievement of the performances measures set forth in the Local Workforce Development Plan, and reporting on such progress quarterly to the CEO. This report shall include results of professionally secured surveys to determine the level of satisfaction the customers have in the delivery of CSTB's services in Hillsborough County;
- (b) Undertaking and overseeing marketing efforts and public relations for the workforce development system in the Local Area;
- (c) Directing the receipt, expenditure and dispersal of funds in accordance with the Acts, and all other applicable federal, state and local laws;
- (d) Collecting and disposing of program income generated by program activities pursuant to the Acts in accordance with applicable federal, state and local laws;
- (e) Executing contracts, sub-grants and other agreements necessary to carry out the programs authorized by the Acts, including designating the One-Stop Operator, selecting and designating youth service providers, identifying eligible providers of adult and dislocated worker intensive and training services, and maintaining a list of those providers with performance and cost information; notwithstanding the foregoing, the designation of or change in the One-Stop Operator shall require the prior agreement of the CEO;
- (f) Developing and administering a procedure to hear and resolve all grievances or complaints filed by participants and other interested or affected parties as required by the Acts, Regulations or State Laws, and providing a report on such quarterly to the County Liaison. The County shall designate a County employee to be the liaison ("County Liaison") between CSTB and the County and the CEO;
- (g) Taking action against any sub-recipient or vendor for abuse in the program it is operating in order to protect the funds and the integrity of the program;
- (h) Implementing a procedure to monitor compliance with the eligibility requirements of the Acts;

- (i) Providing a written monthly revenue and expense budget report prepared in accordance with generally accepted accounting principles to the County Liaison;
- (j) Conducting on not less than a yearly basis a financial audit as required in section 4.6 herein; and
- (k) Providing notice to the County Liaison of all meetings requiring notice under the Florida Sunshine Law, agenda packages for such meetings and minutes thereof.

3.3 CTSB shall have the following additional authority and responsibilities:

- (a) CSTB shall develop its own bylaws, in conformance with this Agreement and requirements of the Acts, and elect its own officers in accordance with its bylaws, and requirements of the Acts;
- (b) CSTB shall determine and/or establish its own structure, committees, subcommittees and functions, in conformance with this Agreement and requirements of the Acts;
- (c) The members of the Board of Directors of CTSB shall comply with all disclosure, conflict of interest statutes, and other similar laws, regulations and guidelines prescribed in all applicable, federal or state law;
- (d) CSTB shall timely comply with all the filing and other requirements mandated by the Florida Not-for-Profit Corporation Statute;
- (e) CSTB shall complete and submit all assurances as required by its funding sources;
- (f) CSTB shall secure and maintain in force a Directors and Officer's Insurance Policy for the protection of itself;
- (g) In accordance with 20 CFR Section 661.307 and 29 USC Section 3122(e), CSTB shall conduct business in an open manner as required by WIOA and the applicable Florida Statutes, by making available to the public, on a regular basis through open meetings, information about the activities of CSTB, including information about the local plan before submission of the plan, and about membership, the development of significant policies, interpretations, guidelines, and definitions, the designation and certification of One Stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of CSTB; and
- (h) CSTB shall notify the County Liaison, in writing, upon the resignation of an appointed member of the Board of Directors of CSTB.
- (i) CSTB shall engage in risk mitigation strategies to ensure the protection of informational assets and the promulgation of business activities. The strategies should include, but are not limited to, an organizational risk analysis, a disaster recovery plan, a continuity of operations plan and adequate insurance coverage.

**ARTICLE IV**  
**AUTHORITIES AND RESPONSIBILITIES**  
**OF THE CEO AND THE COUNTY**

- 4.1 The CEO shall have all of the rights, duties and responsibilities of a chief elected official under the Acts. The parties acknowledge and agree that the Acts authorize the CEO to appoint the members of the Board of Directors of CSTB. The CEO shall appoint or reappoint members to CSTB, as the case may be, in a timely manner so as to maintain the minimum number of members required by the Acts. County appointments shall be in agreement with the applicable Federal Acts, State Acts, and applicable Board of County Commissioners Policy as amended. The County’s residency and voter registration requirements may be waived, for members of required categories only, at the recommendation of the County and agreed to by the CEO.
- 4.2 The CEO shall consult from time to time on a continuing basis with CSTB or as either party requests. To further communicate between the parties, the County shall designate a County employee to be the liaison (“County Liaison”) between CSTB and the County and the CEO. The salary and other compensation paid to the County Liaison shall be paid from County funds.
- 4.3 The County shall, in partnership with CSTB, assure the effective and efficient delivery of all services provided for under the local workforce development plan.
- 4.4 The Chairperson of the CEO or his or her designee shall serve as a member, and as the Second Vice-Chair, of the Board of Directors of CSTB.
- 4.5 The County Administrator or his or her designee shall serve as a member of the Board of Directors of CSTB.
- 4.6 The CEO shall have the authority to arrange for and procure at its own cost and expense external audits of any and all programs administered by CSTB as the CEO may deem necessary.
- 4.7 CSTB shall have the following insurance requirements:
- (a) CSTB shall procure and maintain throughout the Term of this Agreement, on behalf of itself and County, the insurance specified on, and as required by, Exhibit “A”, attached hereto and incorporated by reference herein, and as stated in this Paragraph 4.7. All insurance shall be from responsible companies duly authorized to do business in the State of Florida.
  - (b) CSTB shall ensure that County and its Board of County Commissioners are named as additional insured parties as to the actions of CSTB, its employees, agents, assigns, and subcontractors, performing or providing materials and/or services to CSTB during the performance of this Agreement, on (i) all auto liability policies and general liability policies required to be obtained by CSTB pursuant to this Agreement, and (ii) all other insurance policies required by this Agreement where such an endorsement is available in the industry. All such

insurance policies shall also contain a Severability of Interests provision. Every insurance policy must provide for 30 days prior written notice to County of any cancellation, intent not to renew, or reduction in the policy coverage.

- (c) This Agreement is contingent upon CSTB furnishing to County, a Certificate of Insurance and any other required documents within ten business days after County approval of this Agreement and when otherwise requested.
- (d) CSTB agrees that each of its contracted service providers for the services covered by this Agreement shall be bound by any and all insurance requirements contained herein.

4.8 Audit Committee. An Audit Committee shall be established consisting of representatives of CSTB, the CEO and the County. The Audit Committee shall be responsible for (i) arranging and procuring the annual audit of any and all programs operated by CSTB in compliance with OMB Circular A-133, including making recommendations to the Board of Directors of CSTB for selection of the audit firm and approval of annual audit plans; (ii) arranging and procuring performance or compliance audits as determined necessary by the Audit Committee; (iii) monitoring activities of programs and expenditures under the WIOA and such other programs of CSTB as determined by the Audit Committee; and (iv) completing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of programs of CSTB, or County staff, as determined by the Audit Committee. The Audit Committee shall consist of the County Commissioner serving on the Board of Directors of CSTB or his or her designee, the County Administrator or his or her designee, CSTB's Board Treasurer, and CSTB's Chief Executive Officer. CSTB may appoint an attorney to sit on the Audit Committee, in an advisory, non-voting capacity only, as legal counsel to CSTB members of the Audit Committee. CSTB's Chief Financial Officer shall serve as staff to the Audit Committee. CSTB shall be solely responsible for all costs, fees, or expenses incurred in conducting all audits, reviews and/or monitoring required by the Audit Committee. A copy of the audit report shall be submitted to the County Liaison when forwarded to the Board of Directors of CSTB.

**ARTICLE V**  
**AUTHORITIES AND RESPONSIBILITIES HELD**  
**JOINTLY BY THE CEO, COUNTY AND CSTB**

- 5.1 It is the joint responsibility of both parties to ensure the effective delivery of services, which provide the most benefit to residents, and employers of Hillsborough County. It is further the shared responsibility of both parties to stimulate the active, effective participation of all sectors of the community in the provision of workforce ~~investment~~ development services.
- 5.2 The CEO and CSTB may choose to further effective communication by meeting jointly, on occasion, in accordance with a mutually agreed-upon meeting schedule.
- 5.3 In the event CSTB is found responsible for any disallowed costs under WIOA, through whatever means, CSTB and the CEO will mutually work to resolve all such disallowed

costs. In the event that repayment of funds is demanded by the WIOA funding source, CSTB will have first responsibility for repayment, through its non-grant funds or insurance. If CSTB's non-grant funds or insurance are insufficient for the demanded repayment, the CEO shall be liable if, and to the extent, required by the Acts, for repayment or for the balance of repayment, after all CSTB resources have been exhausted, of the WIOA funds which are subject to such demand. The CEO and County shall not be liable for the repayment or for the balance of repayment of any non-WIOA funds.

## **ARTICLE VI** **RESOLUTION OF DISAGREEMENT**

- 6.1 The parties agree to use all reasonable efforts to amicably resolve any disputes or disagreements which may arise between the parties. To facilitate the timely and effective resolution of any controversy or dispute that may rise under this Agreement, the Chairman of the Board of Directors of CSTB and the County Administrator or his or her designee shall undertake negotiations to resolve the matter. To the extent the controversy or dispute cannot, after good faith effort, be resolved either party may refer the matter to non-binding mediation to be held within Hillsborough County, Florida. The dispute will be mediated by a mediator chosen jointly by CSTB and County within thirty (30) days after written notice demanding non-binding mediation by either party. Neither party may unreasonably withhold consent to the selection of a mediator and CSTB and County will share the cost of the mediation equally. The parties may also, by mutual agreement, replace mediation with some other form of non-binding alternate dispute resolution ("ADR") procedure. In the event that any claim, dispute or demand cannot be resolved between the parties through negotiation or mediation as provided herein within 60 days after the date of the initial demand for non-binding mediation, then either party may pursue any remedies as provided by law or this Agreement.
- 6.2 Notwithstanding the foregoing, it is understood and agreed that the failure to amicably resolve any material dispute between the parties could result in the County recommending to the CEO revocation of the designation of CSTB as the administrative entity and fiscal agent for funds covered hereunder and designating an alternative entity to serve in those capacities for the Local Area, and terminating this Agreement.
- 6.3 This Article VI is not an election of remedies provision, and nothing in this Article VI shall limit or be construed as limiting the CEO's right to appoint, reappoint or revoke the appointment of the members of the Board of Directors of CSTB.

## **ARTICLE VII** **INDEMNIFICATION**

- 7.1 To the extent not otherwise limited by applicable law, CSTB shall indemnify, hold harmless and defend the County and the CEO (Hillsborough County Board of County Commissioners), and the respective agents and employees of County (all of the foregoing, collectively, the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that may hereafter at any time be made or



brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by CSTB, its agents, subcontractors, assigns, heirs and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of CSTB, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for CSTB or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The provisions of this paragraph shall survive the termination of this Agreement. No member of the CEO or County shall be personally liable under this subsection.

## **ARTICLE VIII MODIFICATION OR AMENDMENTS**

- 8.1 This Agreement may be amended or modified in a writing agreed to and executed by both of the parties hereto. This Agreement supersedes all prior agreements between the parties, and said prior agreements, including the Original Agreement between the parties are hereby terminated.

## **ARTICLE IX OTHER TERMS AND CONDITIONS**

- 9.1 Neither party shall assign nor transfer its interest in this Agreement without the prior written consent of the other party.
- 9.2 If any provision of this Agreement is declared void by a court of law, all other provisions of the Agreement shall remain in full force and effect.
- 9.3 The failure of any party to exercise any right under this Agreement shall not be construed as a waiver of such right.
- 9.4 This Agreement is governed by the laws of the State of Florida, and venue shall be in Hillsborough County.

## **ARTICLE X STRATEGIC GOALS**

- 10.1 The CEO has adopted within the County's Strategic Plan, economic objectives for the betterment of County residents. CSTB supports the County's achievement of these goals as published by the County.

**ARTICLE XI**  
**MAINTENANCE AND REVIEW OF RECORDS**

- 11.1 CSTB and its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts, including but not limited to property, personnel and financial records, and supporting documentation to assure a proper accounting of all WIOA funds received in connection with this Agreement for a period of three (3) years from the date of final payment of such WIOA funds to CSTB, or the termination of this Agreement, whichever occurs later, or such longer period as required by law. (Such three-year or longer period is hereinafter referred to as the “Audit Period”). The County and its authorized agents shall have the right, and CSTB, and its subcontractors, as applicable, will permit the County and its authorized agents, including but not limited to, the County Internal Auditor, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this Agreement, including but not limited to personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to the County and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the County may deem necessary during the Audit Period. The County’s right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. CSTB shall insure that any such subcontractor shall recognize the County’s right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by CSTB under this Agreement. If an audit is begun by the County or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article XII shall survive the expiration or earlier termination of this Agreement.

**ARTICLE XII**  
**EQUAL OPPORTUNITY: NON-DISCRIMINATION CLAUSE**

- 12.1 CSTB shall comply with Hillsborough County, Florida - Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- 12.2 CSTB shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.
- 12.3 At the time of execution of this Agreement by CSTB, CSTB shall submit the information required by Hillsborough County’s Equal Opportunity Requirements, which are attached hereto as Composite Exhibit “B” and incorporated herein.

**ARTICLE XIII**  
**STATEMENT OF ASSURANCE**

- 13.1 During the performance of this Agreement, CSTB herein assures the County that the CSTB is in compliance with all applicable laws including, but not limited to, Title VII of the 1964 Civil Rights Act, as amended, the Florida Civil Rights Acts of 1992, as amended, in that CSTB does not, on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against said CSTB employees or applicants for employment. CSTB understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, CSTB herein assures the County that CSTB will comply with Title VI of the Civil Rights Act of 1964 and Drug-Free Workplace Act of 1988 when Federal grant(s) is/are involved. Other applicable Federal and State laws, Executive Orders, and regulations prohibiting discrimination as hereinabove referenced are included by this reference thereto. This statement of assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.
- 13.2 CSTB shall comply with 45 C.F.R. Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreement to State, Local and Tribal Governments; 2 C.F.R. Part 376, Non Procurement Debarment & Suspension; 2 C.F.R. Part 225, Cost Principles for State, Local and Tribal Governments; Florida Statutes Section 112.0455, Drug Free Workplace Act; and 45 C.F.R. Section 2543.87, Byrd Anti-Lobbying Amendment common rule; Single Audit Act of 1984, P.L. 98-502, as applicable to the Agreement and CSTB's designation as a governmental entity.

**ARTICLE XIV**  
**COMPLIANCE WITH APPLICABLE LAWS**

- 14.1 CSTB and County shall comply with the requirements of all federal, state and local laws, and the rules and regulations promulgated thereunder applicable to this Agreement. Nothing herein is intended to change CSTB's obligation to comply with applicable federal and state laws.

**ARTICLE XV**  
**TERMINATION CLAUSES**

- 15.1 This Agreement is subject to funding availability. CSTB shall provide written notice to the County within twenty-four (24) hours of receipt of notice that it's WIOA or other federal funding has been reduced or become unavailable. In the event sufficient County funds, if applicable, or WIOA or any other federal funds to fund this Agreement become reduced or unavailable, the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-hours (24) hours written notice to CSTB. The County shall be the final authority as to the availability of County funds.
- 15.2 Each of the following shall constitute an Event of Default:
- (a) The failure or refusal by either party to substantially fulfill any of its obligations in accordance with this Agreement, provided, however, that no such default shall

constitute an Event of Default unless and until the non-defaulting party has given prior written notice specifying that a default or defaults exist which will, unless corrected, constitute a material breach of this Agreement, and the defaulting party has either corrected such default or has not cured the defaults, as determined by the non-defaulting party to correct the same within thirty (30) days from the date of such notice;

- (b) The written admission by CSTB that it is bankrupt, or the filing by a voluntary petition as such under the Federal Bankruptcy Act, or the consent by CSTB to the appointment by a court of a receiver or trustee or the making by Contractor of any arrangement with or for the benefit of its creditors involving an assignment to a trustee, receiver or similar fiduciary regardless of how designated, of all or a substantial portion of Contractor's property or business, or the dissolution or revocation of CSTB's corporate charter.

15.3 In the event of the occurrence of an event of default in accordance with ~~16.2~~15.2 herein by CSTB of any of the terms, provisions or conditions of this Agreement, the County shall have the right to terminate this Agreement, without penalty or expense to the County, upon no less than twenty-four (24) hours written notice to CSTB.

15.4 County shall also have the right to terminate this Agreement without cause, without penalty or expense to the County, upon no less than thirty (30) days written notice to CSTB.

15.5 Upon receipt by CSTB of a written termination notice from County pursuant to this Article XVI: (i) CSTB shall not expend any WIOA funds, nor incur any costs or expenses requiring payment with WIOA funds, unless such payment or the incurrence of such costs is approved in advance by the County Administrator or his or her designee; (ii) at the request of the County, CSTB shall immediately return all unexpended WIOA funds to the County; and (iii) the County shall have the right to access and collect all unexpended WIOA funds in any and all CSTB bank accounts, and CSTB shall promptly execute all documents necessary to ensure that County has such access to CSTB bank accounts.

15.6 County may, but shall not be required to, amicably resolve any disputes or disagreements with CSTB, as provided in Article VI of this Agreement, prior to County's exercise of any of the termination rights afforded to County under this Article XVI.

#### ARTICLE XVI

#### **LEGALLY REQUIRED STATEMENT AND PROVISIONS REGARDING ACCESS TO RECORDS**

16.1 The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that CSTB has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that CSTB is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise

applicable to the CSTB. As stated below, CSTB may contact the County's Custodian of Public Records with questions regarding the application of the Public Records Law; however, CSTB is advised to seek independent legal counsel as to its legal obligations. The County cannot provide CSTB advice regarding its legal rights or obligations.

IF CSTB HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CSTB'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) 813-273-3684
- ii) kimball@hillsboroughcounty.org
- iii) Lindsey Kimball, Director, Economic Development Department, 601 E Kennedy Blvd, 20th Floor, Tampa, Florida 33602

16.2 If under this Contract, CSTB is providing services and is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, CSTB will comply with public records law, and agrees to:

- i) Keep and maintain public records required by the County to perform the services.
- ii) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if CSTB does not transfer the records to the County.
- iv) Upon completion of the Contract, transfer at no cost to the County, all public records in possession of the County or keep and maintain public records required by the County to perform the service. If CSTB transfers all public records to the County upon completion of the Contract, CSTB shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CSTB keeps and maintains public records upon completion of the Contract, CSTB shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

16.3 Failure of CSTB to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Contract by the County.

**ARTICLE XVII**  
**NOTICES**

17.1 All notices required or permitted to be given by a party under this Agreement shall be in writing and sent to the other party by certified mail, return receipt requested, or by overnight personal delivery service requiring a signature for delivery, and shall be addressed as follows:

If to CSTB:

Tampa Bay Workforce Alliance  
d/b/a CareerSource Tampa Bay, ~~Inc.~~  
4902 Eisenhower Blvd, Ste 250  
Tampa, Florida 33634  
Attention: John Flanagan, CEO

If to the County:

Hillsborough County  
Economic Development Department  
601 E. Kennedy, 20<sup>th</sup> Floor  
Tampa, Florida 33602  
Attention: Lindsey Kimball, Director

17.2 Either party may change its notice address at any time by providing to the other party a notice of that change sent in conformance with the requirements of this Article XVII.

**ARTICLE XVIII**  
**DEFINITIONS**

18.1 For purposes of this Agreement the following terms shall have the meanings ascribed to them below:

- (a) “WIOA” shall mean the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; and
- (b) “State WIOA” shall mean the Workforce Innovation Act of 2000, Chapter 445, Florida Statutes; and
- (c) “Acts” shall mean WIOA and STATE WIOA, collectively.

**ARTICLE XIX**  
**ENTIRE AGREEMENT**

19.1 The foregoing constitutes the entire Agreement between the parties with respect to the subject matter contained herein.

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IN WITNESS WHEREOF, the parties, by and through the undersigned, have entered into this Agreement as of the date and year first written above.

**TAMPA BAY WORKFORCE ALLIANCE,  
INC., d/b/a CareerSource Tampa Bay, ~~Inc.~~**

By: \_\_\_\_\_  
Name:  
Title: Chairman of the Board of Directors of CSTB

**ATTEST: Pat Frank  
Clerk of the Circuit Court**

**HILLSBOROUGH COUNTY:**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Name: Lesley "Les" Miller, Jr.  
Title: Chairman, Board of County Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved as to Form and  
Legal Sufficiency:

BY: \_\_\_\_\_  
Assistant County Attorney

ACKNOWLEDGEMENT FOR CORPORATION

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me the undersigned authority, personally appeared \_\_\_\_\_, to me known to be the individual

(Name)

described in and who executed the foregoing instrument as

\_\_\_\_\_ of \_\_\_\_\_,

(Title)

(Organization Name)

a \_\_\_\_\_ corporation, and who severally and duly acknowledged the

(State)

execution of such instrument as such officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation's Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters stated in said foregoing instrument, certified the same to be true in all respects. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

(Type of Identification)

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)

\_\_\_\_\_  
(Name of Notary typed or printed, or stamped.  
If stamped, it must be in addition to and separate  
from the Notary Stamp.)

\_\_\_\_\_  
(Commission Number)

\_\_\_\_\_  
(Commission Expiration Date)



**EXHIBIT “A”**  
**INSURANCE REQUIREMENTS**

Agency’s Liability Insurance:

The Agency shall procure and maintain in force such insurance as will protect it from claims under Workers’ Compensation laws, disability benefit laws, or other similar employee benefit laws from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property including loss of use resulting therefrom, any or all of which may arise out of or result from the Agency’s operations under this Agreement, whether such operations be by the Agency or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than any limits of liability specified in the Agreement or required by law, whichever is greater, and shall include contractual liability insurance. The Agency will file with the County a certificate of such insurance, acceptable to the County. These certificates shall contain a provision for cancellation as found in paragraph 5 of Section B immediately below. A current certificate of insurance meeting County requirements is required before payment for any services under this Agreement.

Insurance Required:

A. General

The Agency shall procure and maintain insurance of the types and to the limits specified in paragraphs B (1) through (4) below. All policies of insurance under this Agreement shall include as additional insured the County and its officers and employees. All policies shall provide for separation of insured's interests such that the insurance afforded applies separately to each insured against whom a claim is made or a suit is brought.

B. Coverage

The Agency shall procure and maintain in force during the term of this Agreement the following types of insurance coverage written on standard forms and placed with insurance carriers approved by the Insurance Department of the State of Florida. The amounts and type of insurance shall conform to the following requirements:

1. Workers’ Compensation - The Agency shall procure and shall maintain during the life of this Agreement, the appropriate types of Workers’ Compensation Insurance for all of its employees to be engaged in work under this Agreement. In case any class of employee engaged in hazardous work under this Agreement is not protected under the Workers’ Compensation statute, the Agency shall provide employer's liability insurance for all said employees with limits of not less than those listed below and must include:

Employer's Liability	
Limit Each Accident	\$100,000.00
Limit Disease Policy Limit	\$500,000.00
Limit Disease Each Employee	\$100,000.00

2. Commercial General Liability\* - Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Service office with limits of not less than those listed below and must include:

General Aggregate	\$2,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Products and Completed Operations Each Occurrence	\$1,000,000.00
Bodily Injury and Property Damage Each Occurrence	\$1,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Damage to Rented Premises (e.g. Fire)	
(Any One Fire) Each Occurrence	\$50,000.00
Medical Expenses (Any One Person) Each Occurrence	\$5,000.00

3. Business Automobile Liability - Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy filed by the Insurance Service office with limits not less than those listed below and must include:

“ANY AUTO” coverage is required

**Proof of auto coverage only, no additional insured needed on the auto.**

Combined single limits each accident, for bodily Injury and property damage liability	\$300,000.00
Owned vehicles	N/A
Hired and non-owned vehicles	N/A
Employer non-ownership	N/A

4. Professional Liability- \$ N/A per claim

5. Certificate of Insurance and Copies of Policies - Certificates of Insurance will be furnished by Agency evidencing the insurance coverage specified in the previous paragraphs B(1) through (4) inclusive, and on request of the County certified copies of the policies required shall be filed with the Risk Management and Safety Office of the County. The required Certificates of Insurance not only shall list the additional insured described above, for the operations of the Agency under this Agreement (excluding the workers’ compensation and professional liability policies) but shall name the types of policies provided and shall refer specifically to this Agreement. If the initial insurance expires prior to the expiration of this Agreement, the Agency shall cause renewal Certificates of Insurance to be furnished to the County thirty (30) days prior to the date of their expiration.

Cancellation - Should any of the above described policies be canceled or non-renewed before the stated expiration date thereof, the Agency shall ensure that the insurer will not cancel same until up to thirty (30) days prior written notice has been given to the above named certificate holder. This prior notice provision is a part of each of the above

**\*Any required insurance marked with an \* must include “Hillsborough County BOCC, P.O. Box 1110, Tampa, FL 33601” as an Additional Insured, and this must be indicated on the insurance certificate.**

## EXHIBIT “B”

### EQUAL EMPLOYMENT OPPORTUNITY – APPLICABLE STATUTES, ORDERS AND REGULATIONS

#### HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

#### STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

#### FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- Interagency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100-5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

\* **“The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”**

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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**HILLSBOROUGH COUNTY EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION QUESTIONNAIRE**

**CONTRACTOR NAME:** \_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_

**CONTRACTOR CIVIL RIGHTS STATUS**

All responding CONTRACTORS are requested to carefully review the following questions and provide responses as it relates to the CONTRACTOR'S own affirmative action and equal opportunity practices.

Please respond to the following:

1. \*Provide a copy of the CONTRACTOR'S Affirmative Action Plan or Program (If not submitted within the past twelve (12) months).
2. Workforce Analysis by race/sex and EEO category.
3. If the CONTRACTOR receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the CONTRACTOR receptive to on-site reviews?
6. Does the CONTRACTOR have a procedure for resolving discrimination complaints?
7. Has the CONTRACTOR been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the CONTRACTOR anticipate hiring additional staff to perform this contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the CONTRACTOR'S Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past 12 months).

\*A written Affirmative Action Plan or Program is required if the CONTRACTOR has 15 or more employees. If the CONTRACTOR has fewer than 15 employees, then an Affirmative Action Policy Statement is required.

**SANCTIONS AND PENALTIES**

1. Failure to comply with the Equal Opportunity and Affirmative Action requirements adopted by the Board of County Commissioners of Hillsborough County may result in suspension or debarment of the firms or individuals involved. Debarment of firms by Hillsborough County for activity contrary to this program will be carried out according to the debarment procedures contained in the Hillsborough County Procurement Manual. Said firm or individual will be notified by registered mail of said suspension or debarment and may appeal suspension or debarment through the procedure set forth in the Procurement Manual.
2. The Board of County Commissioners encourages each proposer/bidder to submit EEO documentation with the bid.
3. The Board of County Commissioners also reserves the right to reject any proposals from firms who have previously failed to perform properly and who have done so by commission or omission of an act of such serious or compelling nature that the act indicates a serious lack of business integrity or honesty or willingness to comply.

**EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS**

**CONTRACTOR NAME:** \_\_\_\_\_

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEM	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

**\*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.**

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**HISP: HISPANIC  
API: ASIAN/PACIFIC ISLANDER  
AI: AMERICAN INDIAN**

**EXHIBIT “B” (continued)**

The Agency’s failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Agency, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Agency by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Agency further assures that it and its subcontractors’ facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRINTED NAME OF AGENCY

\_\_\_\_\_  
WITNESS

BY  
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE SIGNED



## Action Item #6

### Regional Targeted Occupations List

#### Background

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2019-2020 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The occupations listed in the statewide Demand Occupation List meet the following selection criteria:

- Have a Florida Department of Education training level of PSAV Certificate or College Credit Certificate/Associate Degree.
- Have 500 annual openings and average growth rate of 1.26% or 1,200 annual openings with any positive growth.
- Have a mean wage of \$15.13 per hour and entry wage of \$12.31/hour.

The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). Pursuant to the TOL requirements, as described in CareerSource Florida's Administrative Policy 082, each LWDB is required to develop its LTOL, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as including additional occupations to their lists that are based on local demand. A TOL may be updated when occupations are deleted or added. In addition, each local board may add or delete occupations to its current TOL based on the demand of local employers. This process and revised Local Area Targeted Occupations Lists do not require approval by CareerSource Florida, Inc.(CSF). Annual updates are due to DEO and CSF no later than July 1<sup>st</sup>.

Process: Staff reviewed the new 2019-20 Regional Demand Occupations List for Hillsborough County against the current Regional Targeted Occupational List (RTOL). Staff identified several occupational areas that dropped from the new 2019-20 Regional Demand Occupations List that they are recommending to add back on the list due to ongoing demand for occupational skills training, Paid-Work Experience, and On-the-Job training programs.

#### RECOMMENDATION

Workforce Solutions Committee recommends adopting a hybrid 2019-20 Regional Demand Occupations for CSTB comprised of the DEO 2019-20 Regional Demand Occupational List and the additional demand occupations.



Workforce Development Area 15  
Regional Targeted Occupations List  
PY 2019-2020

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	Hourly Wage Mean	Hourly Wage Entry	FLDOE Training Code	IN EFI Targeted Industry?	Data Source†††
533032		Heavy and Tractor-Trailer Truck Drivers	1.22	1,152	19.86	12.63	3	Yes	R
533021		Bus Drivers, Transit and Intercity	1.38	1,524	16.28	12.48	3	Yes	S
532012	HSHW	Commercial Pilots	1.51	559	44.11	24.76	3	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	1.52	557	88.88	45.87	4	Yes	S
531031		First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	1.14	115	24.51	14.38	3	Yes	R
514121		Welders, Cutters, Solderers, and Brazers	0.92	140	18.18	13.46	3	Yes	R
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.83	224	29.04	18.30	3	Yes	R
499052		Telecommunications Line Installers and Repairers	0.56	85	20.94	15.16	3	Yes	R
499041		Industrial Machinery Mechanics	0.55	114	22.70	15.94	3	Yes	R
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1.75	430	19.59	14.57	3	No	R
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.51	636	21.91	15.35	3	Yes	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.06	113	21.14	16.22	3	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	1.19	1,294	26.95	16.11	3	Yes	S
492098		Security and Fire Alarm Systems Installers	1.47	102	22.69	17.21	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	1.13	231	29.79	19.33	3	No	R
474011	HSHW	Construction and Building Inspectors	1.57	1,019	27.71	18.20	3	No	S
472221		Structural Iron and Steel Workers	2.13	687	20.48	14.48	3	No	S
472152		Plumbers, Pipefitters, and Steamfitters	1.70	290	21.49	14.87	3	No	R
472141		Painters, Construction and Maintenance	1.69	228	18.31	12.95	3	No	R
472121		Glaziers	1.96	658	17.80	13.89	3	No	S
472111		Electricians	1.39	404	20.04	14.44	3	No	R
472073		Operating Engineers and Other Construction Equipment Operators	1.52	255	18.10	12.97	3	No	R
472051		Cement Masons and Concrete Finishers	2.07	1,794	17.44	12.53	3	No	S
472031		Carpenters	1.61	472	18.30	12.88	3	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	1.76	518	29.32	19.35	4	No	R
436013		Medical Secretaries	2.54	231	16.32	12.83	3	Yes	R
435011		Cargo and Freight Agents	1.60	677	21.18	13.04	3	Yes	S
434131		Loan Interviewers and Clerks	2.05	279	18.78	14.11	3	Yes	R
433031		Bookkeeping, Accounting, and Auditing Clerks	0.42	1,239	18.19	12.74	4	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.81	1,087	27.12	17.64	4	Yes	R
419022		Real Estate Sales Agents	1.24	326	31.82	14.34	3	No	R
419021		Real Estate Brokers	1.27	765	35.04	14.50	3	No	S
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1.10	1,165	28.66	12.88	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.35	355	36.93	17.31	3	Yes	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	0.89	362	37.68	17.47	5	Yes	R
413021	HSHW	Insurance Sales Agents	1.56	604	32.96	16.25	3	Yes	R
413011		Advertising Sales Agents	0.15	1,496	27.95	13.30	3	Yes	S
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	1.10	437	41.84	21.05	4	Yes	R

Workforce Development Area 15  
Regional Targeted Occupations List  
PY 2019-2020

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	Hourly Wage Mean	Hourly Wage Entry	FLDOE Training Code	IN EFI Targeted Industry?	Data Source†††
411011		First-Line Supervisors of Retail Sales Workers	0.72	971	21.17	13.85	3	No	R
391021		First-Line Supervisors of Personal Service Workers	1.73	2,075	20.18	12.70	3	No	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.65	97	19.82	13.71	3	No	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	1.65	2,043	18.90	12.51	3	No	S
351011		Chefs and Head Cooks	1.42	1,333	25.97	14.71	3	No	S
339021	HSHW	Private Detectives and Investigators			24.36	16.48	4	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	1.09	197	26.87	20.18	3	No	R
332011	HSHW	Firefighters	1.13	128	24.11	17.78	3	No	R
319094		Medical Transcriptionists	1.26	146	19.18	12.87	3	Yes	R
319091		Dental Assistants	2.64	208	18.87	14.04	3	Yes	R
312021	HSHW	Physical Therapist Assistants	3.42	939	30.15	23.70	4	Yes	S
292099		Health Technologists and Technicians, All Other	1.91	85	19.14	13.18	3	Yes	R
292071		Medical Records and Health Information Technicians	1.71	92	19.12	13.17	4	Yes	R
292061		Licensed Practical and Licensed Vocational Nurses	1.85	273	20.87	16.97	3	Yes	R
292055		Surgical Technologists	1.65	764	20.82	16.36	3	Yes	S
292034	HSHW	Radiologic Technologists	1.64	93	26.08	18.75	3	Yes	R
292021	HSHW	Dental Hygienists	2.21	1,000	30.31	22.54	4	Yes	S
292012	HSHW	Medical and Clinical Laboratory Technicians	1.89	80	25.85	16.36	4	Yes	R
292011	HSHW	Medical and Clinical Laboratory Technologists	1.57	104	25.85	16.36	4	Yes	R
291141	HSHW	Registered Nurses	1.71	1,060	32.21	24.31	4	Yes	R
291126	HSHW	Respiratory Therapists	2.60	735	27.58	22.61	4	Yes	S
274011		Audio and Video Equipment Technicians	1.84	638	19.22	12.61	4	Yes	S
273031	HSHW	Public Relations Specialists	1.41	121	29.89	19.54	5	Yes	R
271025		Interior Designers	1.36	671	23.70	13.77	4	Yes	S
271024		Graphic Designers	0.95	142	22.67	14.62	4	Yes	R
259041		Teacher Assistants	1.25	444	15.65	12.49	3	No	R
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	1.23	262	30.85	23.40	5	No	R
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	1.22	205	29.14	23.41	5	No	R
252021	HSHW	Elementary School Teachers, Except Special Education	1.23	465	28.57	21.44	5	No	R
252012	HSHW	Kindergarten Teachers, Except Special Education	1.20	95	28.62	21.81	5	No	R
232011	HSHW	Paralegals and Legal Assistants	2.09	331	24.49	16.58	3	Yes	R
172051	HSHW	Civil Engineers	1.71	208	39.80	24.96	5	Yes	R
151152	HSHW	Computer Network Support Specialists	1.68	165	31.23	17.63	3	Yes	R
151151		Computer User Support Specialists	1.92	481	24.16	15.21	3	Yes	R
151143	HSHW	Computer Network Architects	1.39	182	42.35	24.57	3	Yes	R
151142	HSHW	Network and Computer Systems Administrators	1.25	166	37.88	24.58	4	Yes	R
151141	HSHW	Database Administrators	1.93	81	41.92	26.97	4	Yes	R
151134	HSHW	Web Developers	1.71	86	31.19	19.79	3	Yes	R

Workforce Development Area 15  
Regional Targeted Occupations List  
PY 2019-2020

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	Hourly Wage Mean	Hourly Wage Entry	FLDOE Training Code	IN EFI Targeted Industry?	Data Source†††
151133	HSHW	Software Developers, Systems Software	2.09	179	45.75	27.56	5	Yes	R
151132	HSHW	Software Developers, Applications	3.22	543	44.06	26.24	4	Yes	R
151122	HSHW	Information Security Analysts	3.37	82	40.26	24.61	3	Yes	R
151121	HSHW	Computer Systems Analysts	1.48	197	38.78	23.73	4	Yes	R
132072	HSHW	Loan Officers	1.88	286	37.18	20.95	4	Yes	R
132052	HSHW	Personal Financial Advisors	1.59	190	46.57	18.32	5	Yes	R
132051	HSHW	Financial Analysts	1.64	136	38.52	23.81	5	Yes	R
132011	HSHW	Accountants and Auditors	1.72	1,037	33.58	21.68	5	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.75	914	32.22	18.84	4	No	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.90	396	33.46	18.74	5	Yes	R
131151	HSHW	Training and Development Specialists			27.32	16.18	5	Yes	R
131121		Meeting, Convention, and Event Planners	2.47	106	22.38	13.96	4	No	R
131111	HSHW	Management Analysts	2.17	643	39.82	23.89	5	Yes	R
131071	HSHW	Human Resources Specialists	1.78	517	29.07	18.62	5	No	R
131051	HSHW	Cost Estimators	1.79	161	29.01	18.33	4	No	R
131041	HSHW	Compliance Officers	1.54	143	29.69	18.29	3	No	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.61	381	29.31	19.09	3	Yes	R
131023	HSHW	Purchasing Agents, Except Wholesale, Retail, and Farm Products	0.05	127	28.87	18.03	4	Yes	R
119141		Property, Real Estate, and Community Association Managers	1.50	247	26.29	13.97	4	No	R
119111	HSHW	Medical and Health Services Managers	2.10	119	53.99	32.94	5	Yes	R
119051		Food Service Managers	1.41	116	28.62	12.87	4	No	R
119021	HSHW	Construction Managers	1.53	213	40.32	25.43	4	No	R
113031	HSHW	Financial Managers	2.59	249	67.07	35.45	5	Yes	R
113021	HSHW	Computer and Information Systems Managers	1.73	136	64.54	39.49	5	Yes	R
113011	HSHW	Administrative Services Managers	1.81	125	53.00	25.92	4	Yes	R
112022	HSHW	Sales Managers	1.37	148	65.57	32.60	5	Yes	R
112021	HSHW	Marketing Managers	1.89	105	54.94	26.58	5	Yes	R
111021	HSHW	General and Operations Managers	1.53	785	58.54	26.49	4	Yes	R
111011	HSHW	Chief Executives	0.32	139	91.48	37.59	5	Yes	R
493023		Automotive Service Technicians and Mechanics	0.92	132	18.29	12.19	3	No	R
472021		Brickmasons and Blockmasons	3.10	906	17.74	12.73	3	No	S
533022		Bus Drivers, School or Special Client	1.51	292	16.36	13.01	3	No	R
514012	HSHW	Computer Controlled (CNC) Mach. Tool Programmers, M & P	2.16	56	23.64	15.78	3	Yes	S
333012	HSHW	Correctional Officers and Jailers	0.70	117	26.04	17.61	3	No	R
292032	HSHW	Diagnostic Medical Sonographers	3.24	511	30.76	24.58	3	Yes	S
212021		Directors, Religious Activities and Education	1.22	114	21.17	14.38	5	No	R
499051	HSHW	Electrical Power-Line Installers and Repairers	2.02	86	26.07	16.23	3	No	R
436011	HSHW	Executive Secretaries and Executive Admin. Assistants	0.10	406	25.23	18.42	3	Yes	R
251191		Graduate Teaching Assistants					5	No	R
537051		Industrial Truck and Tractor Operators	0.89	2,544	16.55	12.09	3	Yes	S
436012		Legal Secretaries	0.56	95	21.41	15.54	3	Yes	R

Workforce Development Area 15  
Regional Targeted Occupations List  
PY 2019-2020

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	Hourly Wage Mean	Hourly Wage Entry	FLDOE Training Code	IN EFI Targeted Industry?	Data Source†††
533033		Light Truck or Delivery Services Drivers	1.16	6,980	16.66	10.46	3	Yes	S
514041		Machinists (including Machinist and Tool Die Makers, CNC Machinist)	1.50	1,176	19.67	13.43	3	Yes	S
319011		Massage Therapists	2.50	2,111	21.51	12.66	3	No	S
319092		Medical Assistants	3.07	544	15.44	12.42	3	Yes	R
292081		Opticians, Dispensing	2.68	506	18.48	12.64	4	Yes	S
292052		Pharmacy Technicians	1.24	43	14.88	11.86	3	No	R
319097		Phlebotomists	2.25	114	15.24	12.12	3	Yes	R
272012	HSHW	Producers and Directors	1.27	81	34.30	20.72	5	No	R
211093		Social and Human Service Assistants	1.01	108	15.32	12.92	3	No	R
492022	HSHW	Telecommunications Equipment Installers and Repairers	0.13	166	24.42	15.58	3	Yes	R
292056		Veterinary Technologists and Technicians	2.69	961	15.62	12.04	4	Yes	S
251194	HSHW	Vocational Education Teachers, Postsecondary	1.69	626	29.44	17.17	4	No	S
131022	HSHW	Wholesale and Retail Buyers, Except Farm Products	0.91	85	27.48	16.52	4	Yes	R
273043	HSHW	Writers and Authors	1.29	88	24.51	15.58	5	No	R
173011	HSHW	Architectural and Civil Drafters	1.38	733	24.37	16.33	3	Yes	S
493021		Automotive Body and Related Repairers	1.36	1,217	19.60	12.46	3	No	S
434161		Human Resources Assistants, Except Payroll and Timekeeping	0.52	88	16.99	12.57	3	Yes	R
472151		Pipelayers	1.38	666	19.14	13.62	3	No	S
435031		Police, Fire, and Ambulance Dispatchers	1.35	705	19.53	13.95	3	No	S
472211		Sheet Metal Workers	1.49	1,087	18.70	13.19	3	No	S
173031		Surveying and Mapping Technicians	1.51	733	19.30	13.37	3	Yes	S
253097		Teachers and Instructors, All Other, Except Substitute Teachers	1.52	164	24.41	14.75	5	No	R
514011		Computer-Controlled Machine Tool Operators, M & P	2.64	249	18.06	13.02	3	Yes	S
434051		Customer Service Representatives	1.73	36,239	15.39	10.88	3	Yes	S
292041		Emergency Medical Technicians and Paramedics	3.05	31	16.80	11.39	4	Yes	R
311011		Home Health Aides	3.85	4,744	10.80	9.58	3	Yes	S
514199		Metal and Plastic Machine Workers, all other	-0.58	19	14.94	9.12	2	Yes	S
311014		Nursing Assistants	2.28	14,476	12.88	10.76	3	Yes	S
292052		Patient Care Technicians (Orderlies)	1.59	413	11.65	9.87	3	Yes	S
373012		Pesticide Handlers, Sprayers, & Applicators, Vegetation	1.46	526	16.69	12.52	4	No	S
493092		Recreational Vehicle Service Technicians	1.49	141	17.34	10.01	3	No	S
339032		Security Guards	1.37	13,260	11.93	9.11	3	No	S

<b>Key:</b>
Agrees to current RTOL for 2018-19.
Targeted Occupation in at least one other region
New additions
Removals (not found on State or any other regions TOL and are below 14.33)
Entry Wage of at least \$15.23



## Action Item #7

### Eligible Training Provider Policy

#### Background:

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. In order to maximize customer choice, CareerSource Tampa Bay must identify eligible training providers that are qualified to receive WIOA title I-B funds to train adults and dislocated workers, including those with disabilities.

#### Information:

To maximize consumer choice, the Chief Executive Officer and his/her designee will provide a waiver to approve a training program or training provider that is not included on the list of approved training providers or programs, on a case by case basis. The Eligible training provider policy will be modified to include the below language:

“The Chief Executive Officer and his/her designee will have the authorization to provide a waiver to approve a training program or provider that is not listed on the local ETPL or approved list of training programs based on need/justification”.

**Recommendation:** Workforce Solutions Committee recommends approval to modify the Eligible Training Provider Policy to include the above waiver language.



## **Action Item #8**

### **Formal Procurement: Provider of Legal Services**

A RFP for Legal Services was issued on March 22, 2019 to solicit proposals from qualified and experienced individuals to provide legal services. This RFP was promulgated via multiple avenues, including notices in the Tampa Times and to interested bidders. The proposals were due on April 12<sup>th</sup>, 2019. Six proposals were received but one was not fully responsive.

The Legal Services Review Committee consisting of board members met on May 3, 2019 to discuss their independent evaluations. Meeting minutes have been attached. A minimum score of 65 is required to be considered. The following firms were recommended:

<b>Proposers</b>	<b>Total Score</b> (Max. points 100)
Hillsborough County	81
GrayRobinson	80
Bennett, Jacobs & Adams, P.A.	77

The Legal Services Review committee recommends the top candidates with final selection of the provider for legal services to be made by management of CareerSource Tampa Bay. Select members of CareerSource Tampa Bay senior management will serve on a panel to interview each proposer and make the final decision for the provider of legal services.

#### **RECOMMENDATION**

Ad Hoc Legal Services Review Committee recommends the above named firms to be interviewed by CareerSource Tampa Bay for final selection.

**CareerSource Tampa Bay  
Meeting of the Ad Hoc Legal Services Review Committee**

**Date:** May 3, 2019 @ 1 p.m.

**Location:** Teleconference

**Committee members in attendance:** Michael Bach, Don Noble, Elizabeth Gutierrez

Staff Members in attendance: Anna Munro, Tammy Stahlgren

Director Munro thanked each committee member for serving on the committee and attending the teleconference to discuss the final tabulation of scores for the six RFP respondents. One of the proposals was not complete in its entirety per the RFP requirements, and was therefore eliminated.

Director Munro discussed that each of the five remaining respondents' proposals were graded independently by each of the three Board members on the Ad Hoc Legal Services Committee. The graded scoring sheets were received from the members of the review committee, entered into a spreadsheet and tabulated. A minimum score of 65 was required to be considered, and one respondent failed that requirement and was eliminated. Of the four remaining respondents, the scores of the top three were extremely close – a spread of only four points on a 100-point scale.

The top ranked legal firms were:

Proposers	Total Score
- Hillsborough County	81
- GrayRobinson, P.A.	80
- Bennet, Jacobs & Adams, P.A.	77

**Discussion**

Director Munro requested the Review Committee to provide their feedback on next steps. Committee member Bach suggested management interview each law firm to assess the firm that would best fit CSTB's culture. Committee member Noble and Committee member Gutierrez agreed. Committee member Bach also suggested the final selection of the legal counsel should be a management function and not the role of the Ad Hoc Committee. Committee member Noble and Committee member Gutierrez agreed the final selection should be made by management. Each committee member agreed, the committee would recommend the top candidates for legal counsel, with the final recommendation and decision to be made by management of CareerSource Tampa Bay.

**Recommendation**

Ad Hoc Legal Services Review Committee recommends the above names name firms to be interviewed by CareerSource Tampa Bay for final selection.

**Adjournment**

The meeting was adjourned at 1:21 pm

Minutes prepared by Anna Munro and Tammy Stahlgren



## Information Item #1

### Request for Proposal – Status Update

Service	IT, EDMS, Website	Legal Service	Consultant Services	Career Services	Audit Services
<b>Approval RFP Solicitation</b>	February 21, 2019 Executive Committee Consent Agenda	August 16, 2018 and October 18, 2018 Executive Committee Consent Agenda	February 21, 2019 Executive Committee Consent Agenda	February 21, 2019 Executive Committee Consent Agenda	August 16, 2018 Executive Committee Consent Agenda
<b>RFP Issuance</b>	March 22, 2019	March 22, 2019	April 12, 2019	RFP and Timeline to be developed	tentative date July , 2019
<b>Proposal Due Date</b>	April 10, 2019, 3 pm.	April 12, 2019, 3 pm.	May 31, 2019, 2 pm.		tentative date July 22, 2019
<b>Current Status</b>	Selection of Complete Technology Systems as Service Provider	Recommend to board to approve top two candidates: Hillsborough County and Gray Robinson with final selection by CareerSource Tampa Bay management.	June 20, 2019		Timeline to be finalized





## Information Item #2

### Performance Dashboard 5.10.19

Active			PY 18-19 Totals												
Adult <b>750</b>	OST <b>869</b>	OJT <b>1</b>	<p>Median Wages</p> <table border="1"> <tr><th>Category</th><th>Median Wage</th></tr> <tr><td>Dislocated Worker</td><td>17.00</td></tr> <tr><td>Adult</td><td>16.19</td></tr> <tr><td>Youth</td><td>11.00</td></tr> <tr><td>WP</td><td>8.50</td></tr> </table>	Category	Median Wage	Dislocated Worker	17.00	Adult	16.19	Youth	11.00	WP	8.50	Employers Served <b>990</b>	Individuals Served <b>34,207</b>
Category	Median Wage														
Dislocated Worker	17.00														
Adult	16.19														
Youth	11.00														
WP	8.50														
DW <b>391</b>	Apprenticeship <b>307</b>		Direct Placements <b>1,883</b>	Staff Assisted <b>22,410</b>											
Youth <b>319</b>	Work Experience <b>3</b>		Returning Employers <b>506</b>	Self Assisted <b>11,797</b>											
			Returning % <b>51.11%</b>	Individuals Employed <b>10,413</b>											
			Job Orders <b>1,201</b>	WP Median Wage <b>\$8.50</b>											
<b>WIOA AD</b> Adult EE <b>234</b> Adult Non-EE <b>247</b> Adult EE Rate <b>49 %</b> Adult Average Wage <b>\$17.64</b> Adult Median Wage <b>\$16.19</b>		<b>WIOA DW</b> DW EE <b>287</b> DW Non-EE <b>202</b> DW EE Rate <b>59 %</b> DW Average Wage <b>\$22.27</b> DW Median Wage <b>\$17.00</b>		<b>WIOA Youth</b> Youth Closed Positive <b>152</b> Youth Closed Non-Positive <b>287</b> Youth PO Rate <b>35 %</b> Youth Average Wage <b>\$12.31</b> Youth Median Wage <b>\$11.00</b>											

CALWAF / CWASAFU / DWASAFU / PY19CT

Last Updated



## Region 15 Performance

Measures	PY2017-2018 4th Quarter Performance	PY 2017- 2018 % of Performance Goal Met For Q4	PY 2017-2018 Performance Goals	PY2018-2019 1st Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q1	PY2018-2019 2nd Quarter Performance	PY 2018- 2019 % of Performance Goal Met For Q2	PY 2018- 2019 Performance Goals
<b>Adults:</b>								
Employed 2nd Qtr After Exit	93.90	105.51	<b>89.00</b>	92.90	103.22	91.90	102.11	<b>90.00</b>
Median Wage 2nd Quarter After Exit	\$8,663	110.36	<b>\$7,850</b>	\$8,414	122.83	\$8,402	122.66	<b>\$6,850</b>
Employed 4th Qtr After Exit	90.90	106.94	<b>85.00</b>	90.10	108.55	91.70	110.48	<b>83.00</b>
Credential Attainment Rate				86.50	139.52	89.00	143.55	<b>62.00</b>
<b>Dislocated Workers:</b>								
Employed 2nd Qtr After Exit	92.80	111.81	<b>83.00</b>	92.90	110.60	91.80	109.29	<b>84.00</b>
Median Wage 2nd Quarter After Exit	\$7,512	109.66	<b>\$6,850</b>	\$7,723	112.74	\$7,725	112.77	<b>\$6,850</b>
Employed 4th Qtr After Exit	89.20	112.91	<b>79.00</b>	89.40	113.16	88.40	111.90	<b>79.00</b>
Credential Attainment Rate				87.90	129.26	87.60	128.82	<b>68.00</b>
<b>Youth:</b>								
Employed 2nd Qtr After Exit	88.70	116.71	<b>76.00</b>	85.80	114.40	83.70	111.60	<b>75.00</b>
Employed 4th Qtr After Exit	91.70	132.90	<b>69.00</b>	86.20	124.93	83.20	120.58	<b>69.00</b>
Credential Attainment Rate				84.00	111.70	86.70	115.29	<b>75.20</b>
<b>Wagner Peyser:</b>								
Employed 2nd Qtr After Exit	68.30	106.72	<b>64.00</b>	66.90	98.38	65.00	95.59	<b>62.00</b>
Median Wage 2nd Quarter After Exit	\$5,980	123.30	<b>\$4,850</b>	\$5,961	122.91	\$5,937	122.41	<b>\$4,850</b>
Employed 4th Qtr After Exit	68.80	104.24	<b>66.00</b>	105.08	105.08	65.10	100.15	<b>64.00</b>
<b>Not Met (less than 90% of negotiated)</b>		<b>Met (90-100% of negotiated)</b>			<b>Exceeded (greater than 100% of negotiated)</b>			

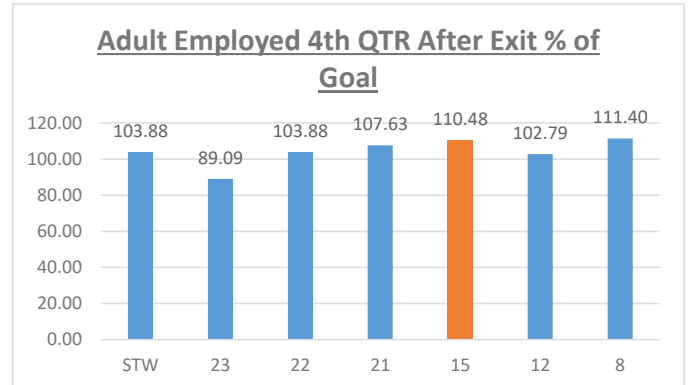
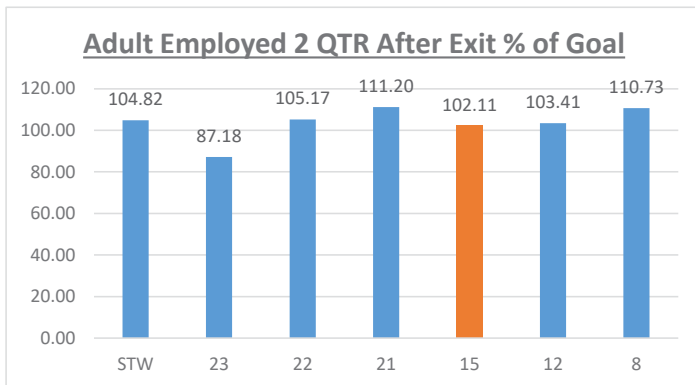
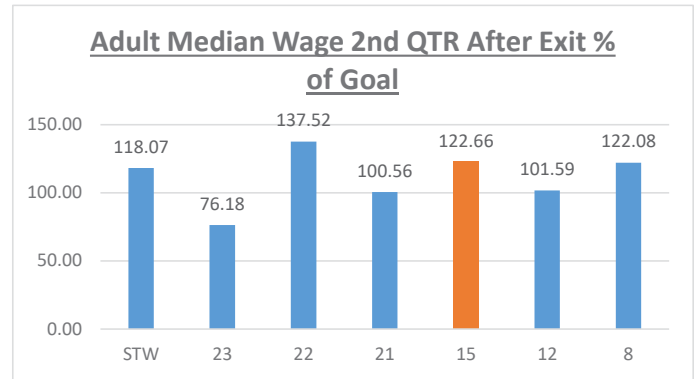
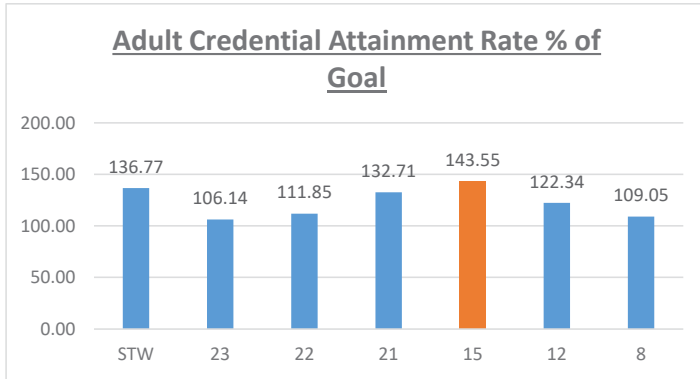
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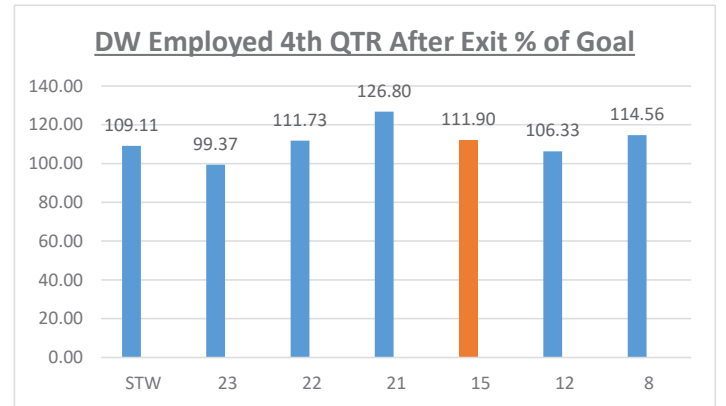
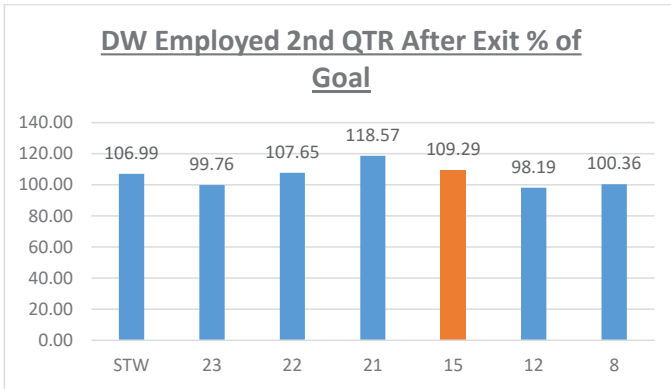
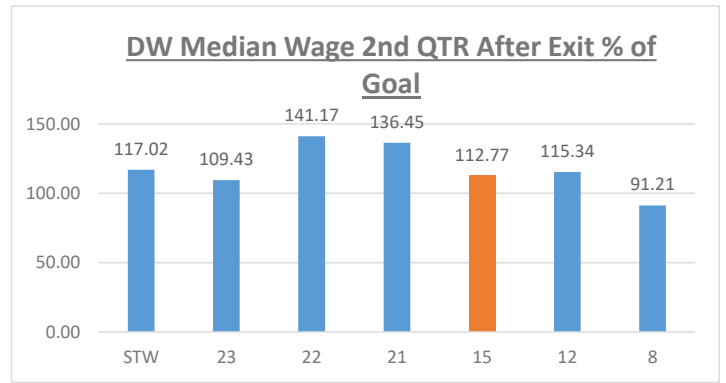
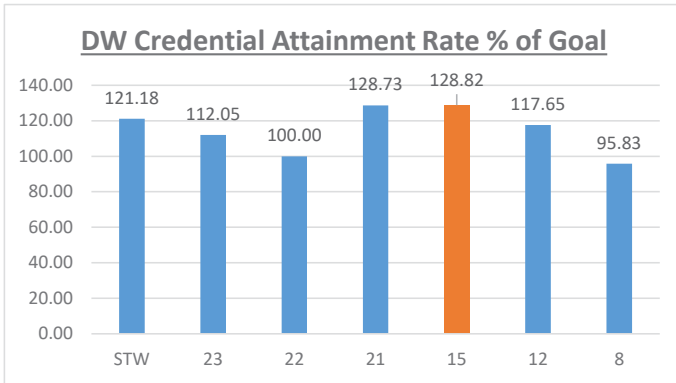
## Statewide Performance

Measures	PY2017-2018 4th Quarter Performance	PY 2017- 2018 % of Performance Goal Met For Q4	PY 2017-2018 Performance Goals	PY2018-2019 1st Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q1	PY2018-2019 2nd Quarter Performance	PY 2018- 2019 % of Performance Goal Met For Q2	PY 2018- 2019 Performance Goals
<b>Adults:</b>								
Employed 2nd Qtr After Exit	88.40	99.33	<b>89.00</b>	88.70	104.35	89.10	104.82	<b>85.00</b>
Median Wage 2nd Quarter After Exit	\$7,605	96.88	<b>\$7,850</b>	\$7,800	113.87	\$8,088	118.07	<b>\$6,850</b>
Employed 4th Qtr After Exit	84.40	99.29	<b>85.00</b>	84.50	102.42	85.70	103.88	<b>82.50</b>
Credential Attainment Rate				84.10	135.65	84.80	136.77	<b>62.00</b>
<b>Dislocated Workers:</b>								
Employed 2nd Qtr After Exit	88.70	106.87	<b>83.00</b>	89.10	107.35	88.80	106.99	<b>83.00</b>
Median Wage 2nd Quarter After Exit	\$7,912	115.50	<b>\$6,850</b>	\$7,968	116.32	\$8,016	117.02	<b>\$6,850</b>
Employed 4th Qtr After Exit	87.50	110.76	<b>79.00</b>	86.80	109.87	86.20	109.11	<b>79.00</b>
Credential Attainment Rate				83.40	122.65	82.40	121.18	<b>68.00</b>
<b>Youth:</b>								
Employed 2nd Qtr After Exit	83.00	109.21	<b>76.00</b>	82.70	110.27	82.30	109.73	<b>75.00</b>
Employed 4th Qtr After Exit	83.10	120.43	<b>69.00</b>	81.00	117.39	79.70	115.51	<b>69.00</b>
Credential Attainment Rate				86.30	114.76	85.00	113.03	<b>75.20</b>
<b>Wagner Peyser:</b>								
Employed 2nd Qtr After Exit	66.50	103.91	<b>64.00</b>	65.80	106.13	64.50	104.03	<b>62.00</b>
Median Wage 2nd Quarter After Exit	\$5,270	108.66	<b>\$4,850</b>	\$5,294	109.15	\$5,307	109.42	<b>\$4,850</b>
Employed 4th Qtr After Exit	67.20	101.82	<b>66.00</b>	67.00	104.69	64.30	100.47	<b>64.00</b>
<b>Not Met (less than 90% of negotiated)</b>			<b>Met (90-100% of negotiated)</b>					<b>Exceeded (greater than 100% of negotiated)</b>

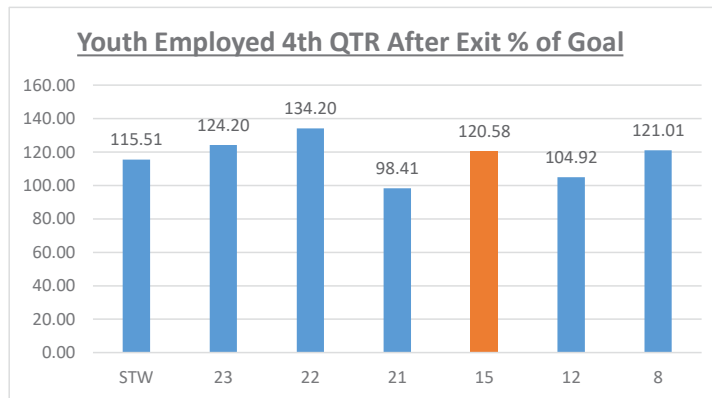
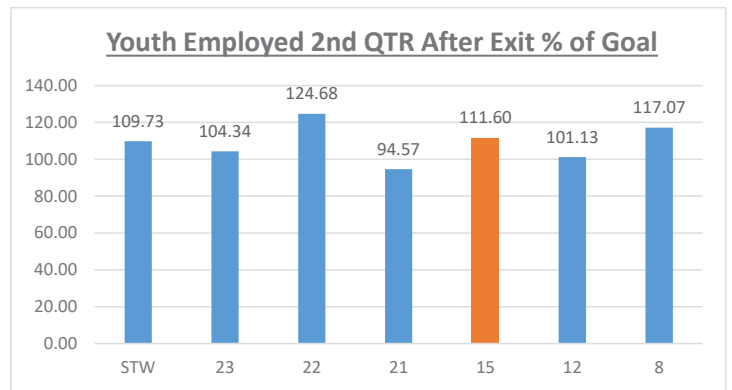
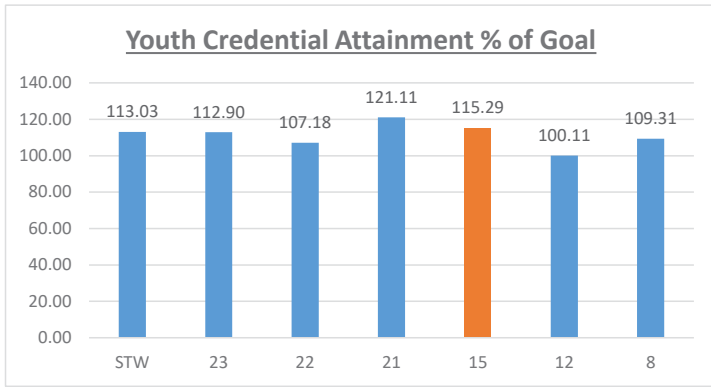
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## Information Item #3

### Summer Job Connection (SJC) Update

- 4.1.19- Program Application launched for Youth & Employers
- Application Stats as of 5.10.19:
  - Youth: 672
  - Employers: 55 applications and 378 positions
- Extensive outreach efforts are underway by our team via community based events, job fairs at University Area CDC, Erwin Tech Open House, RNG Social event, email blasts, social media campaign, radio spots, Employ Florida Youth and Employer lists, networking contacts, business leads and much more!
- On Monday, April 15 2019, 2 p.m. CareerSource Tampa Bay, Hillsborough County Board of County Commissioners, and the Hillsborough County School District held a joint press conference at CareerSource Tampa Bay's Tampa Center, 9215 North Florida Avenue, Suite 101, Tampa 33612.
- Employers include:
  - Advanced C4 Solutions
  - Alternative Energy Application
  - Angels Unaware, Inc.
  - Blonce Motors
  - Boys & Girls Club of Tampa Bay
  - Brockman Repair Service
  - Centre for Girl
  - ECHO of Brandon
  - Erus Energy
  - Film Tampa Bay
  - Fish Window Cleaning
  - Greater New Hope Anointed Ministries
  - Greater Riverview Chamber of Commerce
  - Kingdom Kids Learning Center of Tampa
  - Maid Brigade of Tampa Bay
  - MetaQub Interactive
  - Minimise USA, LLC
  - Nappy Daze, LLC
  - Parwani Law, P.A.
  - Perry Ellis International, Inc.
  - PRI Construction Materials
  - Priority Care Solutions
  - Project LINK, Inc.
  - Proletics
  - Pro-Tools, Inc.
  - Red Wall Marketing
  - School District of Hillsborough County
  - Southshore Insurance Professionals
  - Tampa Bay Wave
  - Tea Bowls and Desserts, LLC
  - THA/Oaks at Riverview Community Center
  - The Crisis Center of Tampa Bay
  - Xclusive LCP Solutions
  - Young Smiles Pediatric Dentistry

#### Key Program Dates:

- 04.15.19 – Youth Registration/Intake Sessions Began & Employer Worksite Screenings
- 06.04.19 – Youth Summit Event at Double Tree Hilton located at 4500 W. Cypress Street
- 06.10.19 – Participants first day of work
- 06.10.19 – 7.19.19: SJC Career Specialist conduct onsite weekly monitoring
- 07.19.19 – Participants last day of work

***One Summer Can Change your Future – We are making connections that matter!***



## INFORMATION ITEM # 4

### Public Relations/Marketing Update

#### OVERVIEW:

CareerSource Tampa Bay added a new addition to the marketing team. Doug Tobin started as the Public Relations/Marketing Director on March 25, 2019. He joins Jeanette Morales, Marketing Communications Manager who joined CSTB January 14, 2019.

One of the goals of the marketing team this quarter will be to develop a marketing/communications plan that would be utilized to promote the agency's brand, programs and grants. The marketing plan would identify best practices to reach our targeted audience and provide measurable results. The communication plan will look at efforts to best communicate internally and externally. The plan will also look at developing an editorial calendar to communicate various programs, career fairs and other efforts through earned media/public relations.

#### MARKETING CAMPAIGNS:

- **Summer Job Connection:** CareerSource Tampa Bay is inviting Hillsborough County youth ages 16 to 21 to participate in a summer youth employment program. The program will provide part-time paid work experience for up to 650 Hillsborough County youth that meet eligibility requirements. The marketing effort will include radio advertising, digital advertising, email marketing and organic social media promotion. Campaign will run from April-July, 2019.
  - Digital marketing/advertising in LinkedIn and retargeting ADs including 125,000 impressions in email marketing targeting youth and employers in April/May. There have been 8,420 web-page views and 40 business referrals since the campaign started.
  - Public Relations: We also had *earned media* to help promote this campaign with news features on Chanel 8, Bay News 9, Tampa Bay Times, and Business Journal and paid media with ABC's Morning Blend.
- **Tech Hire:** The marketing effort includes organic social media promotion and digital marketing/advertising, targeting 17-29 year olds, unemployed/underemployed in Hillsborough County looking for a career in IT or Healthcare. We are also targeting specific zip codes that have generated positive results in the past. Campaign runs April 4 to June 30, 2019. We have received 8,420 hits to the USF Boot Camp landing page/website developed since the campaign started in April.
- **Hurricane Maria:** We are advertising on a Hispanic radio station MAXIMA 92.5 to target victims affected by Hurricane Maria. The campaign will run from April through the summer of 2019. The advertising stopped briefly in May to revamp the campaign to increase the amount of leads.
  - Current referrals received: 260 as of May 1, 2019 mainly as a result of outreach effort.
- **Career Ready:** This campaign will be assisted by the PR/Advertising firm, Moore Communications and started on May 10, 2019.
- **Soft Skills Development Grant:** Marketing is working to build a landing page, flyers and other support materials.
- **Apprenticeship FLA Grant:** Marketing started working on this grant in May.



## PUBLIC RELATIONS

The following **press releases** were released:

1. Professional Mixer (March 6)
2. Summer Job Connection (Kick-Off to the event) (April 15)
3. Annual Job Fair (April 16)

There was one **press conference** that was held for the Summer Job Connection. The press conference was held on Monday, April 15, 2019. We also updated our newsroom online to include videos of appearances on Saturday Spotlight-WTTA-TV, Morning Blend-ABC, Bay News 9 to promote the Summer Job Connection.

## SOCIAL MEDIA

- During the transition to the new marketing team Facebook and Instagram locked the team out from the CSTB accounts and we had to develop new pages. This will result in lower social media numbers in the short term but will provide us with the ability to use the power of social media marketing in the long term.
- Current Social Media following:
  - Facebook: 43, Intern Facebook: 998, LinkedIn: 3,537, Instagram: 276, Twitter: 1,649

## WEBSITE

Marketing is working to launch the new CSTB website. We are working with our IT vendor and Moore Communications to finalize a timeline to launch the new website. We also saw a significant increase in website traffic in April, we believe due to the start of the marketing effort. In April, total page views for [www.CareerSourceTampaBay.com](http://www.CareerSourceTampaBay.com) had 108,287 page views.

### Website Traffic

<i>Timeframe</i>	<i># of People Visited Site</i>	<i># of Visits</i>	<i>Page views</i>	<i>Returning Visitors</i>	<i>New Visitors</i>
<i>January – March 2019</i>	<i>39,985</i>	<i>68,090</i>	<i>246,156</i>	<i>20%</i>	<i>80%</i>
<i>July 2018 – March 2019</i>	<i>147,834</i>	<i>270,280</i>	<i>897,907</i>	<i>16.8%</i>	<i>83.2%</i>
<i>PY 2018 – 2019</i>	<i>268,491</i>	<i>463,112</i>	<i>1,587,580</i>	<i>15%</i>	<i>85%</i>

Source: Google Analytics

### Social Media Traffic

<i>Month</i>	<i># of New Twitter Followers</i>	<i># of New Facebook Fans</i>	<i># of New LinkedIn Followers</i>	<i># of New Instagram Followers</i>	<i># of Engagements</i>	<i># of Impressions</i>
<i>Jan. – March 2019</i>	<i>3</i>	<i>0*</i>	<i>409</i>	<i>35</i>	<i>6,051</i>	<i>74,915</i>
<i>July 2018 – Mar. 2019</i>	<i>18</i>	<i>0*</i>	<i>644</i>	<i>187</i>	<i>6,051</i>	<i>246,945</i>
<i>PY 2017 – 2018</i>	<i>138</i>	<i>477</i>	<i>473</i>	<i>82</i>	<i>11,942</i>	<i>2,204,771</i>

Source: Sprout Social



## **Information Item #5**

### **Expenditure Reports for the Period ended 3/31/2019**

CareerSource Tampa Bay  
Grant Award to Actual Expenditures  
FY 2018-2019  
For Period Ending 3/31/2019

Program Description	Award Begin Date	Award End Date	Award Amount	FY18-19 Budget	FY18-19 Expenditures YTD	FY18-19 Remaining Budget	FY18-19 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
<b>Workforce Innovation Opportunity Act</b>									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	1,945,332	0	100.00%	88%	100%
WIOA - Adult PY2018	7/1/18	6/30/20	2,748,612	2,755,712	566,631	2,189,081	20.56%	37%	21%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	2,554,908	20,191	99.22%	88%	99%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,967,653	1,954,326	-	1,954,326	0.00%	37%	0%
WIOA - Youth PY2017	4/1/17	6/30/19	2,725,862	923,791	923,791	(0)	100.00%	89%	100%
WIOA - Youth PY2018	4/1/18	6/30/20	3,004,861	2,429,862	127,056	2,302,806	5.23%	44%	4%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	-	251,171	0.00%	50%	0%
WIOA - Sector Strategies - Career READY	9/1/17	6/30/19	391,545	299,409	142,480	156,929	47.59%	86%	60%
WIOA - Sector Strategies - IT Training	7/1/17	6/30/19	396,495	269,322	67,920	201,402	25.22%	88%	49%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	31,327	20,667	60.25%	88%	86%
WIOA - Community Based Sec Str	4/1/17	6/30/19	199,375	101,587	63,856	37,731	62.86%	89%	81%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	25,645	74,355	25.65%	46%	26%
WIOA - Soft Skills	2/1/19	8/31/20	100,000	100,000	154	99,846	0.15%	10%	0.2%
WIOA - Hurricane Maria Outreach	1/1/18	9/30/19	71,507	67,782	42,980	24,802	63.41%	71%	65%
<b>Total Workforce Innovation Opportunity Act</b>				<b>13,825,386</b>	<b>6,492,080</b>	<b>7,333,306</b>	<b>46.96%</b>		
<b>Employment Services</b>									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	764,673	468,493	62.01%	60%	60%
DVOP PY2017	10/1/17	10/31/18	245,000	75,889	30,506	45,383	40.20%	92%	81%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	57,344	94,845	37.68%	50%	27%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	6,341	11,967	34.64%	100%	79%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	16,112	21,935	42.35%	50%	30%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	98%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	392,521	169,979	69.78%	50%	52%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	20,183	49,567	28.94%	50%	22%
TAA Administration PY2017	7/1/17	6/30/19	14,695	7,078	1,116	5,962	15.77%	63%	59%
TAA Administration PY2018	7/1/18	6/30/19	13,000	13,000	-	13,000	0.00%	75%	0%
TAA Training PY2017	7/1/17	9/30/18	78,593	14,200	14,200	(0)	100.00%	100%	100%
TAA Training PY2018	7/1/18	6/30/19	112,512	112,512	16,845	95,667	14.97%	75%	15%
TAA Case Management PY2017	7/1/17	9/30/18	9,945	909	909	0	100.00%	100%	100%
TAA Case Management PY2018	7/1/18	6/30/19	43,571	43,571	14,874	28,697	34.14%	75%	34%
Military Family	7/1/18	6/30/19	98,434	98,434	73,343	25,091	74.51%	75%	75%
<b>Total Employment Services</b>				<b>2,950,138</b>	<b>1,900,914</b>	<b>1,049,224</b>	<b>64.43%</b>		
<b>Welfare Transition</b>									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	929,305	929,305	929,305	-	100.00%	100%	100%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	2,915,658	2,915,658	686,140	2,229,518	23.53%	67%	24%
<b>Total Welfare Transition</b>				<b>3,844,963</b>	<b>1,615,445</b>	<b>2,229,518</b>	<b>42.01%</b>		
<b>Direct Grants &amp; Special Projects</b>									
RESEA Transition PY2018	1/1/18	12/31/18	380,020	201,862	201,862	0	100.00%	100%	100%
RESEA Transition PY2019	1/1/19	3/31/20	540,000	290,000	133,352	156,648	45.98%	20%	25%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	29,076	251,424	10.37%	75%	10%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	560,874	733,851	43.32%	69%	61%
Tech Hire Evaluation	3/20/18	6/30/20	75,000	75,000	21,361	53,639	28.48%	45%	28%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	11,991	83,362	12.58%	48%	13%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	174,799	11,320	93.92%	86%	95%
<b>Total Direct Grants &amp; Special Projects</b>				<b>2,423,560</b>	<b>1,133,315</b>	<b>1,290,245</b>	<b>46.76%</b>		
<b>Totals</b>				<b>\$ 23,044,047</b>	<b>11,141,754</b>	<b>11,902,293</b>	<b>48.35%</b>		

Training Budget vs. Actual				
Budget	Actual Exp to date	Remaining Budget	% spent to date	% Target
\$ 8,208,000	\$ 3,450,815	\$ 4,757,185	42.04%	75.00%

# of customers served	1,997	Avg Cost per	\$ 1,728.00
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Note: # served - Includes ITA's, OJT's, PWE's, Supportive Services, apprenticeships, training certifications

**CareerSource Tampa Bay  
Expenditure Report  
For Period Ending March 31, 2019**

**Funding Sources**

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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**Current Year Budgeted Revenues:**

Carryforward Funds from FY 2018	6,234,316	620,038	-	457,362	7,311,716
FY 2019 Award	9,172,297	2,669,600	3,844,963	3,021,198	18,708,058
Total Funds available	15,406,613	3,289,638	3,844,963	3,478,560	26,019,774
Less: Planned Carryforward for FY 2020	(1,581,227)	(339,500)	-	(1,055,000)	(2,975,727)
Total Available Funds Budgeted	13,825,386	2,950,138	3,844,963	2,423,560	23,044,047

**Expenditures to Date:**

**Pooled Costs:**

Case Management	1,328,684	495,550	790,998	229,328	2,844,560
Business Services	1,361,855	125,107	347,829	78,396	1,913,187
Indirect Costs	535,729	229,401	133,669	76,143	974,942
One Stop Operating	4,544	757,931	144,481	146	907,102
Technology	14,863	213,119	41,955	9,530	279,467
Community Outreach	5,739	20,002	4,485	567	30,793
Staff Training & Development	4,058	3,185	855	2	8,100
<b>Total Pooled Costs:</b>	<b>3,255,472</b>	<b>1,844,295</b>	<b>1,464,272</b>	<b>394,112</b>	<b>6,958,151</b>

**Direct Costs:**

Service Provider Contracts	-	-	18,941	235,313	254,254
Participant Training Costs	3,077,378	31,154	129,293	91,289	3,329,114
Subsidized Employment (OJT/PWE)	64,024	-	2,939	-	66,963
Employed Worker Training (EWT)	49,872	-	-	-	49,872
Program Staff Direct	-	-	-	362,383	362,383
DEO (Jointly managed staff) travel	-	19,840	-	-	19,840
Other Operating Costs	45,334	5,625	-	50,218	101,177
<b>Total Direct Costs:</b>	<b>3,236,608</b>	<b>56,619</b>	<b>151,173</b>	<b>739,203</b>	<b>4,183,603</b>

<b>Total Expenditures to Date</b>	<b>6,492,080</b>	<b>1,900,914</b>	<b>1,615,445</b>	<b>1,133,315</b>	<b>11,141,754</b>
<b>Unexpended Balance</b>	<b>7,333,306</b>	<b>1,049,224</b>	<b>2,229,518</b>	<b>1,290,245</b>	<b>11,902,293</b>
<b>% of Budget Expended</b>	<b>46.96%</b>	<b>64.43%</b>	<b>42.01%</b>	<b>46.76%</b>	<b>48.35%</b>

**CareerSource Tampa Bay  
Pooled Cost Expenditure Detail  
For Period Ending March 31,2019**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
<b>Total Pooled Cost Budgets</b>	4,849,000	3,900,000	2,430,557	1,605,000	500,000	328,000	35,000	13,647,557
<b>Expenditures:</b>								
Salaries & Benefits	2,750,347	1,755,439	661,698	-	-	-	8,100	5,175,584
Legal Fees	-	-	49,006	-	-	-	-	49,006
Bank Fees	-	-	395	-	-	-	-	395
Payroll Processing Fees	-	-	18,160	-	-	-	-	18,160
Professional Fees	37,960	10,712	16,905	-	-	-	-	65,577
Contract Labor	-	-	122,378	-	-	-	-	122,378
Contract IT Svcs	-	-	13,033	-	264,325	-	-	277,358
Office Rent / Lease	21,742	94,735	27,115	701,462	-	-	-	845,054
Utilities	-	-	-	20,357	-	-	-	20,357
Repairs & Maintenance	13	58	743	9,287	-	-	-	10,101
Security	206	812	322	6,186	-	-	-	7,526
Janitorial Services	-	-	-	6,320	-	-	-	6,320
Pest Control	-	-	-	724	-	-	-	724
Equipment Rental	1,295	5,060	3,446	34,343	-	-	-	44,144
Copy machine usage / maintenance	1,184	5,238	1,895	19,198	-	-	-	27,515
Office Supplies	360	917	1,386	12,653	-	154	-	15,470
Operating Supplies	-	-	890	682	-	2,640	-	4,212
Computer Software License / Maint	-	8,333	1,476	-	15,142	-	-	24,951
Equipment <5000	-	-	423	731	-	-	-	1,154
Postage / Shipping	98	427	341	3,999	-	-	-	4,865
Document Shredding	55	211	88	1,400	-	-	-	1,754
Insurance Com Property	189	473	407	9,348	-	-	-	10,417
Insurance General Liability	324	811	38	22,033	-	-	-	23,206
Insurance D&O	-	-	2,361	-	-	-	-	2,361
Telecommunication	3,927	13,655	10,122	57,792	-	-	-	85,496
Outreach / Marketing	-	-	-	-	-	27,806	-	27,806
Travel - Mileage	2,915	5,881	1,367	-	-	-	-	10,163
Travel - Out of town	17,561	8,628	19,336	-	-	98	-	45,623
Meetings & Conferences	5,940	1,128	7,143	104	-	-	-	14,315
License/Dues/Other Fees	444	669	13,741	211	-	95	-	15,160
Other Expenses	-	-	727	272	-	-	-	999
<b>Total Expenditures to Date</b>	<b>2,844,560</b>	<b>1,913,187</b>	<b>974,942</b>	<b>907,102</b>	<b>279,467</b>	<b>30,793</b>	<b>8,100</b>	<b>6,958,151</b>
<b>Unexpended Balance</b>	<b>2,004,440</b>	<b>1,986,813</b>	<b>1,455,615</b>	<b>697,898</b>	<b>220,533</b>	<b>297,207</b>	<b>26,900</b>	<b>6,689,406</b>
<b>% of Budget Expended</b>	<b>59%</b>	<b>49%</b>	<b>40%</b>	<b>57%</b>	<b>56%</b>	<b>9%</b>	<b>23%</b>	<b>51%</b>
<b>Salaries &amp; Benefits as a % of total</b>	<b>97%</b>	<b>92%</b>	<b>68%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Operating costs as a % of total</b>	<b>4%</b>	<b>9%</b>	<b>32%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	







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