



Board of Directors

CareerSource Tampa Bay

May 19, 2022 11:00 AM - 12:30 PM EDT

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- A. TBD**

Pledge of Allegiance





Consent Agenda Items

Background

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

- A. Approval of Minutes -February 17, 2022, Board of Directors Meeting
- B. Approval of Minutes – February 18, 2022, Ad Hoc By -Laws Committee Meeting
- C. Approval of Minutes – May 3, 2022, Nominating Committee Meeting
- D. 2021-2022 Budget Modification No. 3
- E. Audit and Tax Engagement Letter
- F. Approval of New Training Provider – Net Synergy Virtual Solutions LLC dba LT3 Academy
- G. Approval of Training Programs

Recommendation:

To approve the above items on the Consent Agenda as presented.



Board of Directors Minutes

CareerSource Tampa Bay
Feb 17, 2022 at 11:00 AM EST

Attendance

Members Present (Remote):

Tom Aderhold, Michael Bach, Dr. Vanity Barr-Little, Sean Butler, Andrea Cichon, Richard Cranker, Elizabeth Gutierrez, Gary Hartfield, Benjamin Hom, John Howell, Geordie Hyland, Robert Blount, III, Ian Lieberman, Dr. Brian Mann, Steve Morey, Gwen Myers, Donald Noble, Richard Padilla, Gil Schisler, Roy Sweatman, Thayne Swenson, Sophia West, Jason Woody, Audrey Ziegler

Members Absent:

Richard Bennett, Warren Brooks, Stephanie Brown-Gilmore, Constance Daniels, Jim Junecko, Randall King, Karen Koundourakis, Ocea Wynn

Attendance

Members Present (Remote):

Wesley Barr, Saleema Bennett, Melissa Carroll, Luna Clarke, Sheila Doyle, John Flanagan, Kay Jefferson, Chad Kunerth, Barry Martin, Anna Munro, Michelle Schultz, Don Shepherd, Tammy Stahlgren, Doug Tobin, April Torregiante, Jennifer Wilson, Michelle Zieziula

Guests Present (Remote):

Nancy Brown - Division of the Blind, Daniel Harper - DEO, Charles Williams - DEO, Nicole Beverly - EDSI, Trevor Stout - EDSI, Corrine Turcotte - James Moore, Ben Clark - James Moore

Board Counsel Present (Remote):

Katherine Benson

Board Liason Present (Remote):

Ken Jones

- I. Call to Order, Welcome, and Roll Call (Presenters: Benjamin Hom)

Chair Ben Hom called the meeting to order at 11:00 a.m. There was a quorum present.

He welcomed Audrey Zeigler, she was appointed today as the County Administrator's designee to the CSTB Board of Directors.

- II. Pledge of Allegiance

Tom Aderhold led the Pledge of Allegiance.

- III. Public Comments (Presenters: Benjamin Hom)

There were none.

IV. Consent Agenda (Presenters: Benjamin Hom)

- A. Approval of Minutes - November 18, 2021 Board of Directors Meeting (Presenters: Benjamin Hom)
- B. 2021 - 2022 Budget Modification No. 2 (Presenters: Sheila Doyle)
- C. Approval of Training Programs - Rasmussen University (Presenters: Melissa Carroll)
- D. RFP Issuance: IT Service Provider (Presenters: Sheila Doyle)
- E. 2021-22 Proposed Additions to the CSTB Regional Demand Occupations List (Presenters: Don Shepherd)

Motion:

To approve the items on the Consent Agenda as presented.

Motion moved by Donald Noble and motion seconded by Gil Schisler. Motion Carried.

V. Chair's Report (Presenters: Benjamin Hom)

Due to time constraints, the Chair asked the Board members if they had any questions about the Chair or CEO reports. No discussion occurred.

VI. Board Counsel Report (Presenters: Katherine Benson)

Legal counsel will be participating on the Ad Hoc By Laws Committee to oversee edits made to the By-Laws based on the REACH Act. No discussion occurred.

VII. CEO Report (Presenters: John Flanagan)

No discussions occurred.

VIII. Action/Discussion Items

- A. Required Communication and Acceptance of Annual Financial Statement Audit for the Fiscal Year ended June 30, 2021

Ben Clark and Corrine Turcotte of James Moore, CPAs provided an overview of the Annual Financial Statement Audit. In summary, the audit went well, and no current year audit findings were noted.

Motion:

To approve the acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2021.

Motion moved by Gil Schisler and motion seconded by Tom Aderhold. Motion Carried.

- B. Form 990 for Fiscal year ending June 30, 2021 (Presenters: Corinne J. Turcotte, CPA, Ben Clark)

Motion:

To approve the acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2021.

Motion moved by Tom Aderhold and motion seconded by Gil Schisler. Motion Carried.

- C. Approval of Related Party Training Vendor (Presenters: Luna Clarke)

Related Party and Transaction

Tampa Area Electrical JATC (Joint Apprenticeship and Training Committee) and Board Members Randall King and Richard Padilla.

ITA not to exceed \$190,000.

- Randall King was identified as having a conflict of interest and was notified prior to the meeting.
- Randall King completed and submitted a Voting Abstention Form.
- Randall King was not present at the meeting.
- Richard Padilla identified himself at the meeting as having a conflict of interest.
- Richard Padilla will sign a voting Abstention form after the meeting.
- After Richard Padilla verbally abstained, he was placed in a virtual waiting room during discussion and vote.

Motion:

To approve the related-party ITAs with Tampa Area Electrical JATC, for the period covering July 1, 2022, through June 30, 2023, contingent upon approval by both DEO and CareerSource Florida.

Motion moved by Michael Bach and motion seconded by Gil Schisler. Motion Carried.

D. CEO Merit Increase (Presenters: Benjamin Hom)

(John Flanagan was not present during discussion and vote)

This evaluation and proposal represent a 2-year period, as the last CEO performance review and compensation adjustment was approved on May 21, 2020, at the regularly scheduled Board of Director's meeting, for the period of January 22, 2019 to December 31, 2019. This current review takes into account the time period of Jan 1, 2020 – December 30, 2020, and January 1, 2021 – December 31, 2021. Based on a 360-degree evaluation by the Executive Committee and Direct Reports to the CEO, and an Executive Compensation Analysis prepared by Robert Newland Associates, the following motion was presented.

Motion:

To approve a Retro Wage Adjustment of 3.5% to January 2021, and a 4% Cost of Living Adjustment and a 7.5% Performance Adjustment effective January 1, 2022. These adjustments for performance and cost of living are reflective of a 2-year time period(s), covering the time of Jan 1, 2020 – December 31, 2020, and Jan 1, 2021 – December 31, 2021.

Motion moved by Gil Schisler and motion seconded by Jason Woody. Motion Carried.

Next step: Setting the 2022 Goals for the CEO based on the CSTB Strategic Plan.

E. ACE Program Agreement Modification (Presenters: Ken Jones)

Ken Jones added this action item at the meeting. He requested the first modification to the Apprenticeship-to-Career Empowerment Program agreement by and between Hillsborough County and Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay, be approved at today's meeting so it could be brought forward to the BOCC for review and approval.

In its current agreement the program would end March 2022, but because of the success that we've had with the program, we would like to extend it until the end of the county's fiscal year September 30, 2022. The County is proposing additional County funding in the amount of \$545,000 to extend the program to September 30, 2022 with a goal of training an additional 75 youth between the ages of 18 and 24.

Motion:

To approve the request to extend the ACE program until the end of the County's fiscal year, resulting in 75 additional youth being served by the ACE Program through County funding of \$545,000 and roughly \$650,000 from CareerSource Tampa Bay, and to give the Chair the authority to sign the agreement without a special meeting.

Motion moved by Donald Noble and motion seconded by Michael Bach. Motion Carried.

IX. Presentation – DEO Annual Performance PY 2020-2021 (Presenters: Charles Williams)

The Department of Economic Opportunity's Program Year (PY) 2021-2022 annual performance presentations to the CareerSource Local Workforce Development Boards (LWDB) was reviewed. The presentation covered Program Year (PY) 2020-2021. The presentation provided an overview of Florida's workforce system funding, oversight, and service delivery. The presentation focused on the LWDB's compliance with State and Federal expenditure requirements, programmatic and fiscal monitoring results, and WIOA performance results.

Work Experience Expenditures - no issues

Individual Training Account (ITA) Expenditures - no issues

Out of School Youth Expenditures - not meeting expenditures, we have until 6/30/2022 to meet goal

Primary Indicators of Performance -

Metrics Failed:

- Adult Employed in 4th quarter after exiting the program
- Adult Credential Attainment Rate
- Dislocated Worker Employed in 4th quarter after exiting the program
- Youth Employed in 4th quarter after exiting the program
- Youth Credential Attainment Rate
- Youth Measurable Skill Gains

DEO will be providing CSTB trends discovered through analyzing data that will be helpful in increasing the performance in areas that failed to meet required measures at the end of the program year.

DEO will be providing best practices, based on the data and the analysis that will create an opportunity for staff to engage with the state to get those measures up to par.

A lot of the missed measures were related to "4th quarter after exit," and "looking for employment." These performance misses were due to COVID-19, many skilled and trained job-seekers failed to find employment. DEO is creating a statistical adjustment model that will look at the number of participants that are served each year, and the characteristics observed in order to try to determine the probability of success for each of the models. DEO will be providing data to try to help in negotiation of the measures and appropriate goals going forward in the upcoming program years.

DEO understands that existing measures were created prior to COVID. Until new measures are determined, we will hold harmless and provide technical assistance to LWDBs until the negotiated measures are determined.

Programmatic and Financial Monitoring Activities

11 Programmatic findings, which is a decrease from 18 findings in PY2019.

1 observation finding in the Financial monitoring which is a decrease of 3 findings in PY2019 .

The report has already been sent out and we have received the corrective action plan.

X. Information Items

Due to time constraints, Information Items were covered only if there were questions about a particular item.

A. PY 21-22 Strategic Goals Dashboard Update

No discussion occurred.

B. Tampa Bay Hires Update

The deadline for Young Adult applications is February 28, 2022. The deadline for Employer applications is May 2022, but they should be encouraged to submit applications ASAP.

C. Special Grants Update

No discussion occurred.

D. Marketing and Public Relations Update

Marketing created 4 new brochures to reflect our areas of focus and services that Board members can use to market our services.

E. Training Vendors Outcome Report

No discussion occurred.

F. Wagner Peyser Demographic

No discussion occurred.

G. One-Stop Operator Update

No discussion occurred.

H. Expenditure Reports for Period Ending December 31, 2021.

No discussion occurred.

I. DEO Final Programmatic Monitoring Review Schedule Program Year 2021-2022

No discussion occurred.

J. 2022 U.S. Federal Poverty Guidelines

No discussion occurred.

K. CSTB Policies Update

No discussion occurred.

XI. Committee Reports

Due to time constraints there were no committee updates.

XII. Future Business

There was none.

XIII. Adjournment

The meeting was adjourned at 12:36 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.



Ad Hoc By-Laws Committee Meeting Minutes

CareerSource Tampa Bay
Feb 18, 2022 at 2:30 PM EST

Attendance

Members Present:

Michael Bach

Members Present (Remote):

Tom Aderhold, Mary Helen Farris, Karen Koundourakis, Donald Noble, Roy Sweatman

Attendance

Members Present:

John Flanagan, Tammy Stahlgren

Members Present (Remote):

Dr. Byron Clayton

Board Council Present (Remote):

Mary Helen Farris

Board Liason Present (Remote):

Ken Jones

I. Call to Order, Roll Call, and Welcome (Presenters: Michael Bach)

Chair Mike Bach called the meeting to order at 2:30 p.m.

II. Pledge of Allegiance

Don Noble led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action Items/Discussion Items

A. By Laws Proposed Changes (Presenters: Ken Jones)

Motion:

Pending approval of Ad Hoc Committee edits by Katherine Benson, county attorney, the Ad Hoc Bylaws Committee supports the CEO's revisions to the CSTB Bylaws and is recommending presenting the revised Draft Bylaws to the CSTB Board of Directors for approval.

Motion moved by Karen Koundourakis and motion seconded by Roy Sweatman.
Motion Carried.

- Section 4.4 – Powers Regarding a Director and Staff (p5): The Director’s contract has been revised and this note is no longer needed. Accept changes as presented.
- Section 5.1 – Terms of Membership (p7): The State approved REACH Act of 2021 directed that CSTB Board members shall serve no more than 8 consecutive years. The committee recommended adding "as a board member" to read: "Members of the Board may not serve as a board member for more than eight (8) consecutive years, unless such member is a representative of a governmental entity. Service in a term as a board member of office which commenced before July 1, 2021, does not count toward the eight (8) year limitation. If a Member of the Board is appointed to serve the remainder of an unexpired term, then such service shall count towards the Member’s eight (8) year limit."
- Section 7.1 – Standing Committees (p10): Insertion of the Nominating Committee and Career Pathways Committee as “Standing Committees”. Accept changes as presented.
- Section 7.10 – Career Pathways Committee Membership, Duties and Responsibilities (p14-15): Insertion of the roles and responsibilities of the Career Pathways Committee.
 - Lengthy discussion occurred around Section 7.10 C, D, E. The committee preferred changing the wording from: "Reviewing..." to: "Reviewing and providing feedback for..." They wanted to ensure that this is a working committee.
- Section 15.1 – Enactment Provision (p19): Insertion of the date the revisions will be approved by the BOCC. Accept changes as presented.

V. Adjournment

The meeting was adjourned at 3:37 p.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.



Nominating Committee Meeting Minutes

CareerSource Tampa Bay
May 3, 2022 at 1:30 PM EDT

Attendance

Members Present (Remote):

Gary Hartfield, Benjamin Hom, John Howell, Steve Morey

Members Absent:

Gwen Myers

Attendance

Members Present (Remote):

John Flanagan, Tammy Stahlgren

Board Liaison Present (Remote):

Ken Jones

- I. Call to Order, Roll Call, and Welcome (Presenters: Benjamin Hom)

Chair Hom called the meeting to order at 1:30 p.m. There was a quorum present.

- II. Public Comments (Presenters: Benjamin Hom)

There were none

- III. Action Items/Discussion Items

- A. 2022-2023 Board Officers (Presenters: Benjamin Hom)

The committee reviewed eligibility and term requirements of: the CSTB officer slate, the current BOD subcommittee assignments, officers' terms, and attendance records. After much discussion, and taking into consideration specific Board of Director experiences and expertise, the slate of nominees was created as noted below:

Slate of Officers for PY 2022 – 2023

Chair: Sean Butler

Vice Chair: Don Noble

2nd Vice Chair: Commissioner Gwen Myers

Treasurer: Gary Hartfield

Alternate Treasurer: Dr. Brian Mann

Secretary: Steve Morey

Motion:

To approve the slate of officers as listed above.

Motion moved by Benjamin Hom and motion seconded by John Howell. Motion carried.

IV. Information Items

The following information items were in the packet and were used as a reference during the meeting.

- A. Committee Assignment Officers
- B. Duties of Board Officers
- C. Board of Directors Attendance PY 2021-2022

V. Process / Next Steps

Ken Jones was directed to contact the nominees asking if they are willing to serve if elected by the Board. The slate of officers will be presented at the next Board of Directors meeting scheduled for May 19, 2022.

Per the Tampa Bay Workforce Alliance Bylaws states:

"The slate of nominees for Officers shall be presented to the Board for a vote by the Nominating Committee at CSTB's annual meeting. Prior to voting on the slate of nominees, nominations shall be accepted from the floor."

VI. Adjournment

The meeting was adjourned at 2:35 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.



Consent Agenda Item PY 2021-2022 Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$28,053,860 to \$28,267,627 for an overall increase of \$213,767. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Decrease in WIOA Performance Incentives of \$98,733 *(see FN 1)*

Employment Services:

Increase in Military Family of \$10,000 *(see FN 2)*

Direct Grants and Special Projects:

Increase in Hillsborough County ACE program for \$272,500 *(see FN 3)*

New award – Community Foundation of Tampa Bay for \$30,000 *(see FN 4)*

Additionally, there was an increase in expenditures of \$212,976.

Recommendation

The Finance Committee recommends approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

Footnotes:

- 1) The amount originally awarded was based on the potential amount that could have been earned if all performance metrics had been met.*
- 2) Additional funds received from DEO to assist with program operations.*

- 3) *Extension of award was approved through 9/30/2022 for a total of \$545,000. Increase of \$272,500 in PY 2021-2022 relates to anticipated expenditures through the end of the fiscal year 6/30/22.*
- 4) *American Rescue Plan (ARP) funding received through the Community Foundation of Tampa Bay to assist with costs related to safety and health standards as a result of COVID-19.*

**CareerSource Tampa Bay
PY 2021-2022 Revenue Budget
Modification #3**

Program/Award	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	6,856,036	-	6,856,036
WIOA Youth	5,666,668	-	5,666,668
WIOA Dislocated Worker	2,824,110	-	2,824,110
WIOA Rapid Response	263,236	-	263,236
WIOA Performance Incentives	445,628	(98,733)	346,895
WIOA Get There Faster - Military Program	1,210,000	-	1,210,000
Subtotal WIOA	17,265,678	(98,733)	17,166,945
Wagner Peyser	2,078,937	-	2,078,937
Wagner Peyser - One Stop Security	84,000	-	84,000
Veterans Programs	266,090	-	266,090
SNAP	595,831	-	595,831
Trade Adjustment Act	273,197	-	273,197
Military Family	98,434	10,000	108,434
Subtotal Employment Services	3,396,489	10,000	3,406,489
Welfare Transition Program	4,605,333	-	4,605,333
Subtotal WTP	4,605,333	-	4,605,333
Reemployment & Eligibility Assessment (RESEA)	527,518	-	527,518
Hillsborough County - ACE	609,000	272,500	881,500
NDWG - COVID 19	683,022	-	683,022
Hillsborough County - Sector Strategies	400,000	-	400,000
Tech Quest Apprenticeship (TQA)	79,000	-	79,000
Tech Boost	387,000	-	387,000
United Way Suncoast	82,500	-	82,500
Foundation of Caring	18,320	-	18,320
Community Foundation of Tampa Bay	-	30,000	30,000
Subtotal Grants and Special Projects	2,786,360	302,500	3,088,860
Total Combined	28,053,860	213,767	28,267,627

CareerSource Tampa Bay
Planning Budget - Modification #3
Fiscal Year 2022 (July 2021-June 2022)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2021-2022	Prior Approved Budget FY 2021-2022	Modification #3
Revenue:							
Fiscal Year 2022 New Allocations	7,930,581	2,475,924	3,980,492	1,654,738	16,041,735	15,729,235	312,500
Carryforward from Prior Year Allocations	9,236,364	930,565	624,841	1,434,122	12,225,892	12,324,625	(98,733)
Total Revenue	17,166,945	3,406,489	4,605,333	3,088,860	28,267,627	28,053,860	213,767
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,015,482	-	192,554	-	1,208,036	1,208,036	-
Case Management	2,639,334	550,744	1,685,061	19,824	4,894,963	4,909,913	(14,950)
Career Services	342,954	-	45,307	-	388,261	388,261	-
One Stop Operating/Facilities Costs	237,744	1,289,934	387,195	47,127	1,962,000	1,962,000	-
Technology	30,044	505,940	153,648	200,368	890,000	890,000	-
Community Outreach	28,658	277,200	81,946	32,196	420,000	420,000	-
Program Staff Training & Professional Development	2,003	33,729	10,243	4,025	50,000	50,000	-
Subtotal - Program Services Allocated	4,296,219	2,657,547	2,555,954	303,540	9,813,260	9,828,210	(14,950)
Program Services - Direct Costs:							
Participant & Work Based Learning	7,073,000	220,000	1,310,000	1,699,400	10,302,400	10,103,400	199,000
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	329,133	329,133	300,207	28,926
Subrecipient Contracts	4,097,948	60,000	182,282	465,664	4,805,894	4,805,894	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	11,170,948	315,000	1,492,282	2,494,197	15,472,427	15,244,501	227,926
Total Program Service Costs:	15,467,167	2,972,547	4,048,236	2,797,737	25,285,687	25,072,711	212,976
Indirect Costs							
Indirect Costs	1,605,468	403,615	534,840	256,077	2,800,000	2,800,000	-
Total Indirect Costs	1,605,468	403,615	534,840	256,077	2,800,000	2,800,000	-
Total Expenditures	17,072,635	3,376,162	4,583,076	3,053,814	28,085,687	27,872,711	212,976
Unobligated Balance	94,310	30,327	22,257	35,046	181,940	181,149	791



Consent Agenda Item Audit and Tax Engagement Letter for Fiscal Year Ending June 30, 2022

Background:

CareerSource Tampa Bay's formal procurement of Audit and Tax Services resulted in the selection of James Moore & Co., P.L. (James Moore) as the CPA firm. James Moore initial one-year contract was for the year ending June 30, 2019. At the discretion and approval of the Finance Committee and contingent upon satisfactory performance evaluation, the contract term has an option to extend for four (4) additional one (1) year periods, as follows:

- Option 1: June 30, 2020
- Option 2: June 30, 2021
- Option 3: June 30, 2022
- Option 4: June 30, 2023

Results:

James Moore, CPAs has become a trusted resource for CareerSource Tampa Bay (CSTB). They have displayed extensive knowledge of workforce development boards and a firm understanding of the guidelines and requirements surrounding the system, programs and the funding received. In addition, the CPA firm has consistently upheld a high level of responsiveness and have met all required reporting deadlines.

The attached audit and tax engagement letter (engagement letter) describes the CPA's terms and conditions for the year ended June 30, 2022 and represents Option three (3) of the four (4) year option to extend. The form and content are materially consistent with the prior year.

The audit and tax fees of \$23,625 and \$1,575, respectively, represents a 5% increase from the amount provided in James Moore's five (5) year cost proposal. The increase is due to higher operating costs experienced by James Moore. CSTB executive staff deem the increase to be acceptable.

Recommendation:

The Finance Committee recommends approval to engage James Moore & Co., P.L. to provide audit and tax services, for fees in the amount of \$23,625 and \$1,575, respectively, for the fiscal year ending June 30, 2022.

April 22, 2022

Tampa Bay Workforce Alliance, Inc.
d/b/a CareerSource Tampa Bay
4902 Eisenhower Boulevard, Suite 250
Tampa, FL 33634

You have requested that we audit the financial statements of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay (the Organization), which comprise the statement(s) of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In addition, if applicable, we will audit the entity's compliance over major federal award programs and major state projects for the period ended June 30, 2022. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objective of our expressing an opinion on the financial statements and an opinion on compliance regarding the entity's major federal award programs and major state projects.

The objectives of our audit of the financial statements is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit(s) are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Schedule of Expenditures of Federal Awards and/or State Financial Assistance (SEFA)

We will subject the schedule of expenditures of federal awards and/or state financial assistance to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards and state financial assistance is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

If applicable, prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility, if the Data Collection Form is applicable. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form, if applicable, is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; (if applicable) the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Uniform Guidance), (if applicable) Section 215.97, Florida Statutes, Florida Single Audit Act; and the provisions of Chapter 10.650, Rules of the State of Florida, Office of the Auditor General (if applicable).

As part of an audit of financial statements in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America, and the provisions of Chapter 10.650, Rules of the State of Florida, Office of the Auditor General. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to the governing body of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s) to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report as required by Chapter 10.650, Rules of the State of Florida, Office of the Auditor General upon completion of our audit.

Audit(s) of Major Program and/or Major Project Compliance

If applicable, our audit(s) of the entity's major federal award program(s) and/or state project(s) compliance will be conducted in accordance with the requirements of the Florida Single Audit Act; the Uniform Guidance; and Chapter 10.650, Rules of the State of Florida, Office of the Auditor General; and will include tests of accounting records, a determination of major programs and/or projects in accordance with the Uniform Guidance, Chapter 10.650, Rules of the State of Florida, Office of the Auditor General, and other procedures we consider necessary to enable us to express such an opinion on major federal award program and/or major state project compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

If applicable, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting

from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

If applicable, our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, if applicable, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

If applicable, Chapter 10.650, Rules of the State of Florida, Office of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major state projects, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and Chapter 10.650, Rules of the State of Florida, Office of the Auditor General, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the state projects as a whole.

If applicable, our procedures will consist of tests of transactions and other applicable procedures described in the State of Florida State Projects Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major state projects, and performing such other procedures as we consider necessary in the circumstances. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major state projects in our report on compliance issued pursuant to Chapter 10.650, Rules of the State of Florida, Office of the Auditor General.

Also, if applicable, as required by Chapter 10.650, Rules of the State of Florida, Office of the Auditor General, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state project. Our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Chapter 10.650, Rules of the State of Florida, Office of the Auditor General. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

As part of a compliance audit in accordance with GAAS, and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs and/or major state projects, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Reporting

We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to the board of directors of the Organization. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Reporting on Key Audit Matters

Management has not requested that we communicate key audit matters in our auditors' report for this fiscal year.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and state financial assistance expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;

5. For preparing the schedule of expenditures of federal awards and/or state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance (if applicable) and Chapter 10.650, Rules of the State of Florida, Office of the Auditor General requirements (if applicable);
6. For the design, implementation, and maintenance of internal control over federal awards, state financial assistance, and compliance;
7. For establishing and maintaining effective internal control over federal awards and state financial assistance that provides reasonable assurance that the entity is managing federal awards and state projects in compliance with federal and state statutes, regulations, and the terms and conditions of the federal awards and state financial assistance;
8. For identifying and ensuring that the entity complies with federal laws and state statutes, regulations, and the terms and conditions of federal award programs and state financial assistance projects and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and state financial assistance projects;
9. For disclosing accurately, currently, and completely the financial results of each federal award and major state project in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, and relevant to federal award programs and state financial assistance projects, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;

18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
20. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information;
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter; and
24. For identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants.
25. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit, including your understanding of your responsibilities as defined in this letter to us in your management representation letter.

Other DEO Audit Engagement Requirements

As a part of our audit, in accordance with the Florida Department of Economic Opportunity (DEO), we will also complete the following:

- We will test the Board's reconciliation of its financial records to the Subrecipient Enterprise Resource Application (SERA) maintained by DEO and include a note to the financial statements confirming whether or not such a reconciliation was performed by the Organization in a satisfactory manner.
- If applicable, we will test the Organization's compliance under federal audit guidelines with federal cash management requirements and to report any material problems. We will also test the Organization's compliance under the State of Florida DEO guidelines for cash management.

- We will provide a management letter for any findings not included in the audit report. If a management letter is not present, it will be stated so in the Schedule of Findings and Questioned Costs.
- We will audit all funds overseen, managed, or administered by the Organization. This includes funds that are provided to any auxiliary entity over which the Organization or Organization's leadership exercises any controlling influence, such as a foundation or an association.
- We will state in the Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Awards Program that the audit was conducted in accordance with the special audit guidance provided by the DEO.

Nonattest Services

We will perform the following nonattest services: Preparation of IRS Form 990, and the Data Collection Form. With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its responsibilities. The Organization's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning competent individuals (Anna Munro, CPA and Sheila Doyle, CPA) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm may advise the Organization with regard to different matters, but the Organization must make all decisions with regard to those matters.

Any nonattest services performed by us do not constitute an audit performed in accordance with *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

During the course of the engagement, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditors' report to the date the financial statements are issued.

Corinne Turcotte is the service leader for the audit services specified in this letter. The service leader's responsibilities include supervising the services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the reports.

In accordance with the requirements of the Internal Revenue Service, we will prepare from your records and information you will provide, Internal Revenue Service Form-990—Return of Organizations Exempt from Tax and the required filings for the Organization. Should these require an extension, we will notify you as soon as possible. We will not audit or express assurance on these returns and filings.

Our fees for these services, including expenses, will be \$23,625 plus \$1,575 for the 990 tax return. Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the Organization’s records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

Table below optional if multiple years for table format is desired to present fees

<u>Year</u>	<u>Audit Fee</u>	<u>990 Fee</u>
2022	\$23,625	\$1,575

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity’s significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

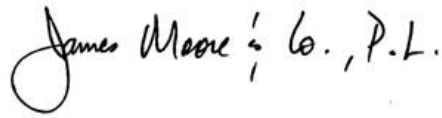
In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

The audit documentation for this engagement is the property of James Moore & Co., P.L. and constitutes confidential information. However, we may be requested to make certain audit documentation available to a grantor or their designee, a state agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of James Moore & Co., P.L. personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Tampa Bay Workforce Alliance, Inc.
d/b/a CareerSource Tampa Bay
April 22, 2022
Page 10

This engagement letter includes the attached James Moore & Co., P.L. Standard Terms and Conditions as Attachment A which is incorporated and made a part of this engagement letter by reference.

Very truly yours,



JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of the Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay.

By _____

Title _____

Date _____



CPAs & Advisors

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

April 23, 2021

To the Members
James Moore & Co., P.L.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. (the firm) in effect for the year ended October 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. in effect for the year ended October 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Moore & Co., P.L. has received a peer review rating of *pass*.

Haddox Reid Eubank Betts PLLC

Attachment A
James Moore and Co., P.L.
Standard Terms and Conditions

The terms and conditions set forth below are incorporated into the engagement letter agreement pursuant to which James Moore & Co., P.L. (“JMCO”, the “Firm”) will provide services to Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay (“Client”).

1. **Management’s Responsibilities** – Management of Client is responsible for establishing and maintaining an effective internal control system. JMCO services may include advice and recommendations which management may or may not adopt. Client’s management shall be fully and solely responsible for applying independent business judgment with respect to the services and work product provided by JMCO, to make implementation decisions, if any, and to determine further courses of action with respect to any matters addressed in any advice, recommendations, services, reports, or other work product or deliveries to Client. Management is responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the engagement to JMCO. Client should retain all the documents, canceled checks, and other data that form the basis of income and deductions. If the engagement also includes tax services, these records may be necessary to prove the accuracy and completeness of tax returns to a taxing authority. Client has final responsibility for the tax return(s) and; therefore should review the return(s) carefully before signing and filing.
2. **Responsible Person** – Client designates the individual signing the engagement letter (“Representative”) as the individual to whom JMCO should look to provide information, communicate, and answer questions. Client understands that JMCO will rely on the Representative designated above and that decisions by the Representative may be beneficial to some and detrimental to others. JMCO is directed to rely on the Representative for all Client decisions including but not limited to tax treatments, allocation of income and expense items, tax elections and accounting treatments. All communication with the Representative is deemed to be communication with Client.
3. **Advice in Writing** – JMCO only provides advice for Client to rely upon in writing. Casual discussions of tax, accounting or other issues and informal communication are not advice upon which Client can rely. Client agrees that the only advice from JMCO upon which Client may rely is written advice received from JMCO on our letterhead or via e-mail.
4. **Unencrypted E-Mail Use Authorized for Communication** – In connection with this engagement, JMCO may communicate with Client or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, JMCO cannot guarantee or warrant that e-mails from JMCO will be properly delivered and read only by the addressee. Therefore, JMCO specifically disclaims and waives any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions or for the unauthorized use or failed delivery of e-mails transmitted by JMCO in connection with the performance of this engagement. In that regard, Client agrees that JMCO shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. During the term of this engagement Client may elect by notification in writing to JMCO to suspend or terminate the use of e-mail.

5. **Cooperation** – Client agrees to cooperate with JMCO in the performance of JMCO services for the Client, including providing JMCO with reasonable facilities and timely access to Client’s data, information and personnel. Client shall be responsible for the performance of Client’s employees and agents and for the accuracy and completeness of all data and information provided to JMCO for purposes of this engagement. In the event that JMCO is unable to obtain required information on a timely basis JMCO may revise its estimate of fees, alter the services required and/or terminate the engagement.
6. **Independent Contractor** – Client and JMCO are both independent contractors and neither Client nor JMCO are, or shall be considered to be, an agent, distributor or representative of the other. Neither Client nor JMCO shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.
7. **Payment of Invoices** – JMCO will bill Client for professional services, expenses, and out-of-pocket costs on a monthly basis. Payment is due within 30 days of the date on the billing statement. JMCO reserves the right to suspend work or terminate the engagement in the event that payment is not received within 30 days of the date on the billing statement. JMCO may also suspend work or terminate the engagement if information furnished is not satisfactory for JMCO to perform work on a timely basis. JMCO will notify Client if work is suspended or terminated. If JMCO elects to terminate the engagement for nonpayment or for any other reason provided for in this letter, the engagement will be deemed to have been completed for purposes of payment being due from Client. Upon written notification of termination, even if JMCO has not released work product, Client will be obligated to compensate JMCO for all time expended and to reimburse JMCO for all out-of-pocket costs through the date of termination. Suspension of work or termination of the engagement may result in missed deadlines, penalties/interest along with other consequences and Client agrees that suspended work or termination of the engagement shall not entitle Client to recover damages from JMCO. All fees, charges and other amounts payable to JMCO hereunder do not include any sales, use, value added or other applicable taxes, tariffs or duties, payment of which shall be the sole responsibility of Client, excluding any applicable taxes based on JMCO’s net income or taxes arising from the employment or independent contractor relationship between JMCO and JMCO’s personnel. A late payment charge of 1½% per month will be assessed on any balance that remains unpaid after deduction of current payments, credits, and allowances after 90 days from the date of billing. This is an Annual Percentage Rate of 18%.
8. **Confidential & Proprietary Information** – Client and JMCO both acknowledge and agree that all information communicated by one party (the “Disclosing Party”) to the other (the “Receiving Party”) in connection with this engagement shall be received in confidence, shall be used only for purposes of this engagement, and no such confidential information shall be disclosed by the Receiving Party or its agents or personnel without the prior written consent of the other party. Except to the extent otherwise required by applicable law or professional standards, the obligations under this section do not apply to information that: (a) is or becomes generally available to the public other than as a result of disclosure by the Receiving Party, (b) was known to the Receiving Party or had been previously possessed by the Receiving Party without restriction against disclosure at the time of receipt thereof by the Receiving Party, (c) was independently developed by the Receiving Party without violation of this agreement or (d) Client and JMCO agree from time to time to disclose. Each party shall be deemed to have met its nondisclosure obligations under this paragraph as long as it exercises the same level of care to protect the other’s information, except to the extent that applicable law, regulations or professional standards impose a higher requirement. JMCO may retain, subject to the terms of this Paragraph, one copy of Client’s confidential information required for compliance with applicable professional standards or internal policies. If either Client or JMCO receives a subpoena or other validly issued administrative or judicial demand requiring it to disclose the other party’s confidential information, such party shall (if permitted to do so) provide written notice to the other of such demand in order to permit it to seek a protective order. So long as the notifying party gives notice as provided herein, the notifying party shall be entitled to comply with such demands to the extent permitted by law, subject to any protective order or the like that may have been entered into in the matter. In the event that Client wishes to assert

a privilege or Client fails to respond and JMCO asserts the privilege on Client's behalf, Client agrees to pay for all expenses incurred by JMCO in defending the privilege, including, by way of illustration only, JMCO's attorney's fees, court costs, outside adviser's costs, penalties and fines imposed as a result of Client asserting the privilege or Client's direction to JMCO to assert the privilege. JMCO's techniques, judgments, methodology, and practices relating to its engagement practices are agreed by Client and JMCO to constitute proprietary confidential business information in the nature of trade secrets, security measures, systems and procedures which are in the nature of competitive interests which would impair the competitive business of JMCO should the information be released. Notwithstanding the foregoing, the terms of this paragraph shall not apply to contravene any statute or regulation.

9. **Disclosures** – Certain communications involving advice are privileged and not subject to disclosure. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, Client, Client's employees or Client's agents may be waiving this privilege. To protect this right to privileged communication, please consult with JMCO or an attorney prior to disclosing any information about JMCO advice. Should Client determine that it is appropriate for JMCO to disclose any potentially privileged communication; Client agrees to provide JMCO with written, advance authority to make that disclosure.
10. **Force Majeure** – Neither Client nor JMCO shall be liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.
11. **Indemnification** – Client, its officers and directors hereby agrees to indemnify; agrees to pay for the defense (with counsel of JMCO's choosing) of JMCO, (including JMCO's principals, employees and authorized agents) and agrees to hold JMCO harmless from any and all suits, claims, actions, proceedings, liabilities, judgments, losses and costs whatsoever (including but not limited to attorneys' fees and litigation costs) arising in connection with any services performed or products provided by JMCO pursuant to, or under the cover of this engagement letter (Indemnity) as described in this paragraph. This Indemnity relates only to circumstances (1) in which there is a knowing misrepresentation by Client and/or its management relating to this engagement (2) arising out of or relating to claims by Client's employees or former employees/contractors for our critiques of employee performance and (3) third party use of JMCO work product. The foregoing indemnity is intended to apply to the extent not contrary to applicable law and/or regulations governing the provision of professional services. This provision shall survive the termination of this engagement for a period of five years. Notwithstanding the foregoing, the provisions of this paragraph shall not apply to Client when JMCO provides attest services to a Securities Exchange Commission Registrant Public Entity, Employee Benefit Plan, Bank, Credit Union or any other entity for which the terms of this paragraph shall be prohibited by law or regulation.
12. **Errors, Fraud, Theft, Embezzlement, Illegal Acts** – Unless a Statement of Work specifically obligates JMCO to search for fraud, theft, embezzlement and/or illegal acts, JMCO services cannot be relied upon to disclose errors, fraud, theft, embezzlement or other illegal acts that may exist, nor will we be responsible for the impact on our services of incomplete, missing, or withheld information, or mistaken or fraudulent data provided from any source or sources. However, we will inform you of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention.
13. **Document Retention and Ownership** – The parties agree that JMCO will endeavor to retain documents and records in accordance with the Firm's Record Retention and Destruction Policy. Client agrees that after the specified period of retention expires (typically seven (7) years), documents and records may not be available. However, the related engagement records will not be destroyed regardless of the retention period, if JMCO has knowledge of potential or pending legal action and/or investigation by a regulatory agency, and it has been determined by the Firm that the records in question are relevant to said legal action and/or investigation. If it is determined that the records in

question are relevant to the legal action and/or investigation, the Firm will impose a litigation hold on the records thereby suspending the scheduled destruction of the records. As potential or pending legal action or an investigation may not be public knowledge, we request that you inform us of any such legal action or investigation in a timely manner. Likewise, we request that you inform us when all legal action or investigation has been concluded so that the Firm can release the litigation hold and the records related to our engagement can be destroyed in accordance with our Record Retention and Destruction Policy. JMCO does not retain original client records or documents. Records prepared by us specifically for you as part of this engagement (for example, financial statements and other financial reports, tax returns, general ledgers, depreciation schedules, etc.) and other supporting records prepared by JMCO (for example, adjusting entries and related support, data combining schedules, calculations supporting amounts in tax returns and financial statements, letters, memos and electronic mail, etc.) will remain part of the engagement records. When any records are returned or provided to you, it is your responsibility to retain and protect them for possible future use, including potential examination by any government or regulatory agencies. JMCO owns and retains the rights to JMCO's internal working papers; any information created by JMCO is not the property of Client. In the event that documents are requested by the Representative or any other individual considered by law or regulation to be our client we will furnish the documents readily available in the Client file (which shall not include any obligation on JMCO's part to undertake a search of JMCO's electronic document and email files) to the requesting party.

14. **Hosting of Client Data** – JMCO does not Host, is not the custodian of, and accepts no responsibility for Client financial and non-financial data. Client acknowledges that it has sole responsibility for the storage and preservation of its financial and non-financial data.
15. **Professional Standards** – JMCO will perform this engagement in accordance with the professional standards applicable to the engagement including those standards promulgated by the American Institute of Certified Public Accountants. In the event that issues arise that present a conflict of interest and/or a potential for breach of professional standards it may become necessary to terminate or suspend services of this engagement. We will notify you if this issue arises.
16. **Use of Third Party Providers** – In the normal course of business, JMCO uses the services of third-parties and individual contractors, which are not employees of JMCO. Those services are performed at various levels and in various aspects of JMCO's engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement JMCO may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require JMCO to handle confidential information and JMCO expects third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, JMCO requires those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Client acceptance of this arrangement acknowledges and accepts our handling of confidential Client information including access by third-party and individual service providers.
17. **Limitation of Liability and Actions** – Neither party may assert against the other party any claim in connection with this engagement unless the asserting party has given the other party written notice of the claim within one (1) year after the asserting party first knew or should have known of the facts giving rise to such claim. Notwithstanding anything to the contrary, JMCO's maximum aggregate liability in this engagement (regardless of the nature of the any claim asserted, including contract, statute, any form of negligence, tort, strict liability or otherwise and whether asserted by Client, JMCO or others) shall be limited to twice the sum of the fees paid to JMCO during the term of this engagement. In no event shall JMCO be liable for consequential, incidental, special or punitive loss, damage or expense (including, without limitation, lost profits, opportunity costs, etc.) even if JMCO had been advised of their possible existence. This provision shall survive the termination of this agreement. Notwithstanding the foregoing, the provisions of this paragraph shall not apply to Client when JMCO provides attest services to a Securities Exchange Commission Registrant Public Entity,

Employee Benefit Plan, Bank, Credit Union or any other entity for which the terms of this paragraph shall be prohibited by law or regulation.

- 18. Mediation** – Prior to resorting to arbitration or litigation that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement the parties agree to attempt resolution of any dispute in mediation administered by and conducted under the rules of the American Arbitration Association (AAA) in mediation session(s) in Alachua County, Florida. Unless the parties agree in writing to the contrary, the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. The results of any such mediation shall be binding only upon agreement of each party to be bound. Each party may disclose any facts to the other party or to the mediator that it in good faith considers reasonably necessary to resolve the dispute. However, all such disclosures shall be deemed in furtherance of settlement efforts and shall not be admissible in any subsequent proceeding against the disclosing party. Except as agreed to in writing by both parties, the mediator shall keep confidential all information disclosed during mediation. The mediator shall not act as a witness for either party in any subsequent proceeding between the parties. The costs of any mediation proceeding shall be shared equally by the participating parties.
- 19. Binding Arbitration** – All disputes not resolved by mediation (as described above) arising out of and/or related to the services and/or relationship with JMCO and Client will be resolved through binding arbitration. The parties agree that they are irrevocably voluntarily waiving the right to a trial by jury by entering into this voluntary binding arbitration agreement. The arbitration proceeding shall take place in Alachua County, Florida. The arbitration shall be governed by the provisions of the laws of Florida (except if there is no applicable state law providing for such arbitration, then the Federal Arbitration Act shall apply) and the substantive law of Florida shall be applied without reference to conflicts of law rules. In any arbitration instituted hereunder, the proceedings shall proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the American Arbitration Association (AAA), except that discovery shall be limited to identification of witnesses, exchange of expert reports, deposition of experts only, exchange of documents in the Client file and interrogatories and shall not include any exchange of e-mail or any requirement to produce or search for e-mail. Any Dispute regarding discovery, or the relevance or scope thereof, shall be determined by the Arbitration Panel (as defined below). For amounts in dispute less than One Million Dollars, the arbitration shall be conducted before a single arbitrator appointed as a neutral by the AAA. The single arbitrator shall be both a licensed attorney and a licensed certified public accountant at the time of appointment as the arbitrator. If the amount in dispute is One Million Dollars or more, the arbitration shall be conducted before a panel of three persons, all panel members must be members of the AAA's panel of neutrals with one arbitrator selected by each party (party selection shall be completed within twenty days of receipt of the panel nominees from the AAA or, failing party selection the panel members shall be appointed by the AAA), and the third member of the panel will be selected by the AAA will be licensed as a certified public accountant at the time of appointment to the panel (the "Arbitration Panel"). The party-selected arbitrators shall be treated as neutrals. The Arbitration Panel shall have no authority to award non-monetary or equitable relief, but nothing herein shall be construed as a prohibition against a party from pursuing non-monetary or equitable relief in a state or federal court. The parties also waive the right to punitive damages and the arbitrators shall have no authority to award such damages or any other damages that are not strictly compensatory in nature. In rendering their award the Arbitration Panel shall issue a reasoned award. The Arbitration Panel is directed to award attorneys' fees and costs along with the costs of the arbitration proceeding to the prevailing party as determined by the Arbitration Panel. The confidentiality provisions applicable to mediation shall also apply to arbitration. The award issued by the Arbitration Panel may be confirmed in a judgment by any federal or state court of competent jurisdiction. In no event shall a demand for arbitration be made after the date on which the initiation of the legal or equitable proceeding on the same dispute would be barred by the applicable statute of limitations or statute of repose or this agreement. For the purposes of applying the statute of limitations or repose or this agreement, receipt of a written demand for arbitration by the AAA shall be deemed the initiation of the legal or equitable proceeding based on such dispute.

20. **Employees** – Both Client and JMCO agree that they will not employ any employee of the other within one year of the employee’s last day of employment with the other, unless mutually agreed upon in writing. Employment of a former employee within one year of the employee leaving the other party may cause significant economic losses and/or breach of professional standards for JMCO and potential economic loss and/or potential conflicts of interest for Client. If this provision is breached, client will pay 3 months’ salary of the employee to JMCO.
21. **Posting and Distribution of Information** – JMCO’s permission is required prior to distribution or posting of JMCO work product. If Client plans to distribute or post online any of JMCO’s work product, a copy of the document, reproduction master or proof will be submitted to JMCO not less than seven days prior to distribution or posting to provide JMCO sufficient time for our reading and approval prior to distribution or posting. If, in our professional judgment, the circumstances require, we may withhold our written consent. Client agrees that prior to posting an electronic copy of any of JMCO’s work product, including but not limited to financial statements and our report(s) thereon, that Client will ensure that there are no differences in content between the electronic version posted and the original signed version provided to management by JMCO. Except as prohibited by law and/or regulation, client agrees to indemnify JMCO, defend using counsel of JMCO’s choosing and hold JMCO harmless from any and all claims that may arise from any differences between electronic and original signed versions of JMCO’s work product.
22. **Assignment** – Neither party may assign any of its rights or obligations under the terms of this engagement without the prior written consent to the other.
23. **Additional Work** – From time to time Client may request that JMCO undertake to complete additional work. In the event that such work is undertaken without a separate written engagement understanding then the terms of this engagement letter shall govern the additional work.
24. **Entire Agreement** – This engagement letter constitutes the entire understanding between the parties regarding the JMCO services and supersedes all prior understandings relating to JMCO services. No amendment, modification, waiver or discharge of the terms of this engagement letter shall be valid unless in writing and signed by authorized representatives of both parties. This understanding has been entered into solely between Client and JMCO, and no third-party beneficiaries are created hereby. In the event any provision(s) of the terms of this document shall be invalidated or otherwise deemed unenforceable, such finding shall not cause the remainder of this document to become unenforceable. The proper venue for all actions involving the relationship between JMCO and Client are the tribunals of principal jurisdiction in Alachua County, Florida. This engagement and the relationship between the parties shall be construed and enforced in accordance with, and governed by Florida law without giving effect to Florida’s choice of law principles. This document may be transmitted in electronic format and shall not be denied legal effect solely because it was formed or transmitted, in whole or in part, by electronic record; however, this document must then remain capable of being retained and accurately reproduced, from time to time, by electronic record by the parties and all other persons or entities required by law. An electronically transmitted signature or acknowledgment will be deemed an acceptable original for purposes of binding the party providing such electronic signature.

ADDENDUM - ASSURANCES AND CERTIFICATIONS

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay

The “Assurances and Certifications” ensure the inclusion and acknowledgment of the required Federal and State contracting requirements that must be included in Contractor agreements.

This addendum is part of the attached Agreement by and between James Moore & Co., P.L. and Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay for the services described in the Agreement dated April 22, 2022 attached hereto. In consideration of the mutual covenant and stipulations set forth in the Agreement and Addendum herein, the parties agree as follows:

1. Termination for Cause and Convenience [\[2 CFR 200\]](#)

- a. Either party may request termination upon 60 days prior written notice to the other party. Written notification of termination be by registered mail, return receipt requested.
- b. CareerSource Tampa Bay may unilaterally terminate or modify this modified agreement, if for any reason the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
- c. CareerSource Tampa Bay may unilaterally terminate this modified agreement at any time that it is determined that:
 - i. Contractor fails to provide any of the service it has contracted to provide; or
 - ii. Contractor fails to comply with the provisions of this modified agreement; or
 - iii. Such termination is in the best interest of the Board.

Agreement shall be terminated for cause if the Contractor breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of Notification of Contract Breach by certified mail, return receipt requested. Notice of Breach shall include an explanation of how the Contractor breached the agreement and remedies, as applicable, to cure such breach. In the event this agreement is terminated for cause, Contractor shall be deemed to be in default and liable for damages sustained for any breach of this agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

2. State Discriminatory List [\[Discriminatory Vendor List\]](#), Debarment and Suspension [\[2 CFR 200\]](#), Public Entity Crime [\[Convicted Vendor List\]](#)

The Contractor certifies that it not currently debarred, suspended, or excluded from or participation in Federal assistance program, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement, in accordance with 29 CFR Part 98. No contract shall be awarded to parties listed on GSA List of Parties Excluded from Federal Procurement or Non-Procurement. Additionally, the Contractor is not on the State’s Discriminatory or Public Entity Crime List.

3. Equal Employment Opportunity [\[2 CFR 200\]](#)

Equal Employment Opportunity Act: The contractor shall comply with Executive Order 11246, Equal Employment Opportunity Act, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.

4. Prohibition on certain telecommunications and video surveillance services or equipment. [\[2 CFR 200.216\]](#)

Contractor agrees to comply with the provisions of 2 CFR Appendix II part 200 and 2 CFR part 200.216 and the requirements stated therein.



Consent Agenda Item Approval of New Training Provider

Overview

Applications for new training providers are accepted from January-March. Eligible Training Provider Policy application threshold criteria are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established
- ITA Cap: Training customers may receive training assistance under ITA services up to a lifetime cap of \$10,000.00 per individual.
- Limit training programs to those with a minimum entry level wage rate of \$15.40 per hour hour* (based on annual regionally adjusted wage rate)

Customer Choice

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Individuals who are interested in training services are made aware of the full array of training services by CSTB. They are invited to review and research training providers and programs outlined on the CSTB's approved training provider list. Training provider and program selections must fall on CSTB's ETPL to be considered for enrollment through the WIOA program.

Information for Tables Below

- Average Wage at Placement was provided by the Training Provider
- Entry Wage Rate based on the Standard Occupational Classification (SOC) code for the training program listed on the CSTB Region 15- Regional Targeted Occupation List for PY 21-22*.

Net Synergy Virtual Solutions LLC dba LT3 Academy

2227 University Square Mall, Tampa FL 33612

LT3 Academy provided a letter from the Florida Department of Education for their Uptown Pre-apprenticeship for Technology & Innovation program. This pre-apprenticeship program is an extension of their Net Synergy Virtual Solutions Apprenticeship Program. LT3 Academy self-attested that they will start reporting to FETPIP annually. Staff conducted a site visit on Tuesday, 3.29.2022.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Uptown Preapprenticeship for Technology & Innovation	Included	\$8,000.00	Included	\$8,000.00	6 months	N/A – New Program	N/A – New Program	\$30.62

- School Opened: 2021
- Total enrollments for Uptown Pre-apprenticeship for Technology & Innovation for school year 2021-22: 11
- This program provides a sustainable and equitable path to software development focused jobs.
- Newly registered FLDOE pre-apprenticeship program.

Recommendation

The Workforce Performance Committee recommends approval of LT3 Academy’s training provider application and pre-apprenticeship training program.



Consent Agenda Item Approval of Training Programs

Process for Current Training Providers to Add Additional Programs

Applications for approval of new training programs for an existing training provider is accepted from January-March. The following must be provided for each training program:

- a) Program Cost & Performance Data Worksheet
- b) A complete course description and new fee schedule; and
- c) A copy of license that includes the course or program being added.

Current application threshold criteria per the Eligible Training Provider Policy are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established
- ITA Cap: Training customers may receive training assistance under ITA services up to a lifetime cap of \$10,000.00 per individual.
- Limit training programs to those with a minimum entry level wage rate of \$15.40 per hour* (based on annual regionally adjusted wage rate)

Customer Choice

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Individuals who are interested in training services are made aware of the full array of training services by CSTB. They are invited to review and research training providers and programs outlined on the CSTB's approved training provider list. Training provider and program selections must fall on CSTB's ETPL to be considered for enrollment through the WIOA program.

Information for Tables Below

- Average Wage at Placement was provided by the Training Vendor
- Entry Wage Rate based on the Standard Occupational Classification (SOC) code for the training program listed on the CSTB Region 15 - Regional Targeted Occupation List for PY 21-22*.
- Color legend:

Does not meet the minimum entry level wage rate
Does not meet completion rate of 65%
Does not meet wage rate and completion rate

B-3-1, LLC dba FleetForce Truck Driving School

Additions:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Class B Commercial Truck Operator	\$0	\$2,045.00	\$450.00	\$2,495.00	5 days	98%	\$22.00	\$12.61

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for is: \$29,940 (12 x \$2,495) 	<ul style="list-style-type: none"> Not applicable

Florida Technical College

Additions:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Medical Assistant Technician	\$400.00	\$14,400.00	\$975.00	\$15,775.00	9 months	N/A – New Program	\$15.00	\$13.02
LaSalle Ethical Hacker Exam Preparation	Included	\$2,650.00	Included	\$2,650.00	6 months	100%	\$43.30	\$43.30
Business Office Specialist	\$400.00	\$14,535.00	\$675.00	\$15,610.00	9 months	N/A – New Program	N/A – New Program	\$17.13
Medical Billing and Coding Specialist	\$400.00	\$14,400.00	\$675.00	\$15,475.00	9 months	N/A – New Program	N/A – New Program	\$13.02
Computer Support Technician	\$800.00	\$14,535.00	\$675.00	\$16,010.00	9 months	N/A – New Program	N/A – New Program	\$15.76

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the 5 programs is: \$71,8000 (12 x \$42,650, 4 programs capped at \$10,000 each) 	<ul style="list-style-type: none"> Not applicable

Hillsborough County School Board – Technical Colleges

Additions:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Nails Specialty - Erwin Technical College (West Campus)	\$189.00	\$525.60	\$215.40	\$930.00	Less than 1 yr	N/A – New Program	N/A – New Program	\$9.92
Facial Specialty - Erwin Technical College (West Campus)	\$237.00	\$642.40	\$85.60	\$965.00	Less than 1 yr	N/A – New Program	N/A – New Program	\$10.49
Cloud Computing & Virtualization - Erwin Technical College	\$2,628.00	\$550.00	\$350.00	\$3,528.00	900 hours	N/A – New Program	N/A – New Program	\$25.96
Automotive Service Technology 2 - Erwin Technical College	\$500.00	\$2,190.00	\$466.00	\$3,156.00	750 hours	N/A – New Program	N/A – New Program	\$12.55

\$8,579.00

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the 4 programs is: \$102,948.00 (12 x \$8,579.00) 	<ul style="list-style-type: none"> Warren “Scott” Brooks <p>NOTE: At full board meeting this will require related party voting, at which time board member will be required to abstain.</p>

Hillsborough Community College

Additions:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Educator Preparation Institute	Included	\$2,360.19	\$562.00	\$2,922.19	Less than 1 year	44.9%	\$29.61	\$22.25
Digital Media/Multimedia Production - A.S. Degree (Course #: AS.MMT)	\$3,200.00	\$6,263.40	\$150.00	\$9,613.40	2 years	23.3%	\$12.64	\$14.96
Digital Media/Multimedia Technology (Video/Web Production) (Course #: CCC.MMT.PROD/VIDEO/WEB)	\$800.00	\$1,565.85	\$75.00	\$2,440.85	1 year	22.18%	\$15.41	\$14.96
Electronics Technician (Course #: CCC.EET)	\$1,600.00	\$3,445.00	\$190.00	\$5,235.00	1 year	17.6%	\$18.50	\$15.05
Phlebotomy Technician (Course #: NUR-8245)	Included	\$1,549.00	Included	\$1,549.00	4 months	94%	\$13.10	\$13.10

Advanced Welding Technology (Course #: VOC.WELDING.ADV)	\$3,505.00	\$1,974.50	\$0	\$5,479.50	8 months	N/A - Program	N/A - Program	\$14.85
Computer Information Administrator	\$3,000.00	\$6,490.00	\$0	\$9,490.00	2 years	N/A – New Program	N/A – New Program	\$43.30
Florida Law Enforcement Academy: Corrections to Law Enforcement Crossover (Course #: VOC.COLE.CO)	\$1,030.72	\$1,360.81	\$100.00	\$2,491.53	5 months	N/A – New Program	N/A – New Program	\$25.32
Florida Law Enforcement Academy: Equivalency of Training (Course #: CJD 8813)	Included	\$983.00	\$100.00	\$1,083.00	10 days	N/A – New Program	N/A – New Program	\$25.32
Florida Law Enforcement Academy: Probation Officer to Law Enforcement Crossover (Course #: VOC.COLE.PRO)	\$1,667.31	\$1,397.94	\$100.00	\$3,165.25	5 months	N/A – New Program	N/A – New Program	\$25.32
Game Design and Development (Authoring) (Course #: CCC.MMT.AUTH)	\$600.00	\$1,340.00	\$60.00	\$2,000.00	16 months	56.25%	\$34.98	\$26.43
Phlebotomy/EKG Technician Combo	Included	\$2,095.00	Included	\$2,095.00	3 months	60%	\$14.02	\$13.10
Security D License (Course #: CJD 8800)	Included	\$118.00	Included	\$118.00	1 week	100%	\$15.13	\$9.66
Security G License (Course #: CJD 8808)	\$0	\$158-\$183.00	Included	\$158-\$183.00	3 days	89%	\$15.13	\$9.66
Web Development (Course #: CCC.WEB.OPT2)	\$1,750.00	\$3,653.65	\$0	\$5,403.65	35 hours	33.3%	\$19.79	\$22.19
Medical Laboratory Sciences (Course #: ATC.MED.LAB)	\$1,000.00	\$4,596.16	\$200.00	\$5,693.16	16 months	33.3%	\$13.63	\$13.63

\$58,962.53

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the 16 programs is: \$707,550.36 (12 x \$58,962.53) 	<ul style="list-style-type: none"> Dr. Brian Mann <p>NOTE: At full board meeting this will require related party voting, at which time board member will be required to abstain.</p>

New Horizons Computer Learning Center of Gulf Coast Florida

Additions:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Preparatory Program for Cisco Certified Network Associate Cyber Ops	Included	\$4,295.00	Included	\$4,295.00	2 weeks	85%	\$45.00	\$26.86
Preparatory Program for Microsoft Certified Azure Administrator Associate	Included	\$2,975.00	Included	\$2,975.00	1 week	99%	\$60.00	\$26.86

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the 2 programs is: \$39,995.00 (12 x \$7,270) 	<ul style="list-style-type: none"> Not applicable

Southern Technical College

Addition:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Veterinary Assisting	\$0	\$17,995.00	\$0	\$17,995.00	40 weeks	75%	\$12.15	\$13.04

If Committee/Board Approves	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the 1 program is: \$120,000.00 (12 x \$10,000, 1 program capped at \$10,000) 	<ul style="list-style-type: none"> Not applicable

University of South Florida

Addition:

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 21-22 Entry Wage Rate*
Advanced HR Management Certificate	Included	\$2,975.00	\$0	\$2,975.00	3 months	N/A – New Program	\$30.00	\$19.43

If Committee/Board Approves	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the 1 program is: \$35,700.00 (12 x \$2,975) 	<ul style="list-style-type: none"> Not applicable

Recommendation:

The Workforce Performance Committee recommends approval of FleetForce Truck Driving School, Florida Technical College, Hillsborough County School Board, Hillsborough Community College, New Horizons Computer Learning Center, Southern Technical College, and University of South Florida’s applications for new training programs.

Note: Hillsborough County School Board and Hillsborough Community College, as noted above, are related party and therefore pulled for Board action at the May 19th board meeting.

Key Regional Workforce / Demographic Indicators

The unemployment rate in the CareerSource Tampa Bay region (Hillsborough County) was 2.5 percent in March 2022. This rate was 2.3 percentage points lower than the region's year ago rate of 4.8 percent. The region's March 2022 unemployment rate was 0.2 percentage point below the state rate of 2.7 percent. The labor force was 788,598, up 29,023 (+3.8 percent) over the year. There were 19,612 unemployed residents in the region.

The industries gaining in jobs over the year were:

Leisure and Hospitality	+19,600 jobs	*3 rd highest growth of all metro areas
Trade, Transportation, and Utilities	+16,600 jobs	*Up 6.5%, highest in all metro areas
Professional and Business Services	+15,400 jobs	
Financial Activities	+ 8,400 jobs	*Up 6.6%, highest in all metro areas
Manufacturing	+ 3,800 jobs	
Education and Health Services	+ 3,600 jobs	
Information	+ 1,800 jobs	
Mining, Logging, and Construction	+ 1,500 jobs	* 2 nd highest growth of all metro areas
Other Services	+ 1,400 jobs	

Government (-2,700 jobs) industry lost jobs over the year.

Unemployment Rates			
(not seasonally adjusted)	Mar-22	Feb-21	Mar-21
CareerSource Tampa Bay (Hillsborough County)	2.5%	2.9%	4.8%
Tampa-St. Petersburg-Clearwater MSA	2.5%	2.9%	4.8%
Florida	2.7%	3.1%	5.3%
United States	3.8%	4.1%	6.2%

Nonagricultural Employment by Industry (not seasonally adjusted)	Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area				Florida			
	Mar-22	Mar-21	change	percent change	Mar-22	Mar-21	change	percent change
Total Employment	1,446,900	1,377,500	69,400	5.0	9,281,500	8,780,100	501,400	5.7
Mining, Logging, and Construction	87,300	85,800	1,500	1.7	593,000	578,900	14,100	2.4
Manufacturing	71,600	67,800	3,800	5.6	407,200	384,800	22,400	5.8
Trade, Transportation, and Utilities	272,000	255,400	16,600	6.5	1,922,200	1,806,300	115,900	6.4
Wholesale Trade	60,600	55,600	5,000	9.0	373,000	351,000	22,000	6.3
Retail Trade	166,800	157,400	9,400	6.0	1,140,800	1,079,200	61,600	5.7
Transportation, Warehousing, and Utilities	44,600	42,400	2,200	5.2	408,400	376,100	32,300	8.6
Information	27,500	25,700	1,800	7.0	145,600	134,000	11,600	8.7
Financial Activities	136,200	127,800	8,400	6.6	645,300	610,400	34,900	5.7
Professional and Business Services	271,400	256,000	15,400	6.0	1,521,800	1,418,100	103,700	7.3
Education and Health Services	220,300	216,700	3,600	1.7	1,361,300	1,335,700	25,600	1.9
Leisure and Hospitality	161,700	142,100	19,600	13.8	1,226,800	1,072,200	154,600	14.4
Other Services	45,300	43,900	1,400	3.2	346,300	328,100	18,200	5.5
Government	153,600	156,300	-2,700	-1.7	1,112,000	1,111,600	400	0.0

Population	2020	2019	change	percent change
CareerSource Tampa Bay (Hillsborough County)	1,497,957	1,476,431	21,526	1.5
Florida	21,733,312	21,492,056	241,256	1.1

Average Annual Wage	2020	2019	change	percent change
CareerSource Tampa Bay (Hillsborough County)	\$60,913	\$56,468	\$4,445	7.9
Florida	\$55,845	\$51,744	\$4,101	7.9

EMSI Economy Overview



Economy Overview

<p>1,522,345</p> <p>Population (2021)</p> <p>Population grew by 124,252 over the last 5 years and is projected to grow by 105,617 over the next 5 years.</p>	<p>783,080</p> <p>Total Regional Employment</p> <p>Jobs grew by 42,176 over the last 5 years and are projected to grow by 46,366 over the next 5 years.</p>	<p>\$58.9K</p> <p>Median Household Income (2019)</p> <p>Median household income is \$4.0K below the national median household income of \$62.8K.</p>
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Takeaways

- As of 2021 the region's population increased by 8.9% since 2016, growing by 124,252. Population is expected to increase by 6.9% between 2021 and 2026, adding 105,617.
- From 2016 to 2021, jobs increased by 5.7% in Hillsborough County, FL from 740,904 to 783,080. This change outpaced the national growth rate of 0.7% by 5.0%. As the number of jobs increased, the labor force participation rate increased from 63.4% to 66.4% between 2016 and 2021.
- Concerning educational attainment, 22.0% of Hillsborough County, FL residents possess a Bachelor's Degree (1.7% above the national average), and 9.4% hold an Associate's Degree (0.7% above the national average).
- The top three industries in 2021 are Restaurants and Other Eating Places, Local Government, Excluding Education and Hospitals, and Education and Hospitals (Local Government).

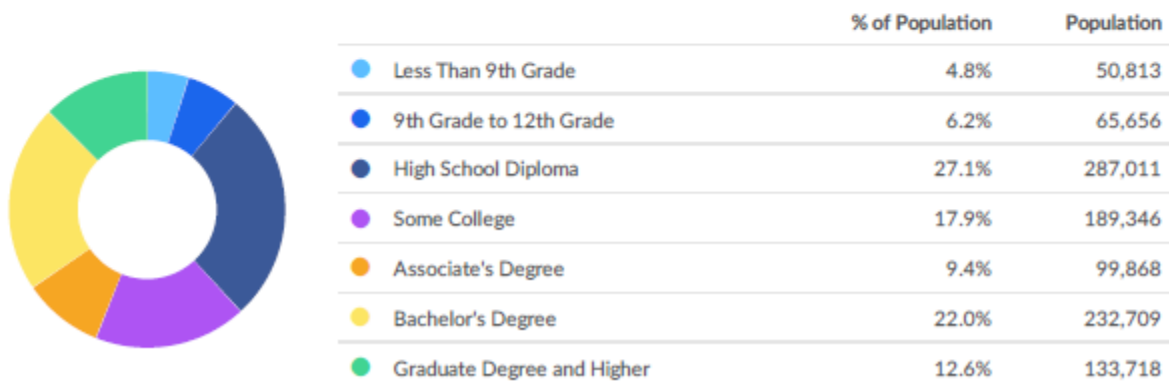
	Population (2021)	Labor Force (2021)	Jobs (2021)	Cost of Living	GRP	Imports	Exports
Region	1,522,345	807,506	783,080	104.3	\$112.17B	\$75.45B	\$102.84B
Tampa Zips	881,272	N/A	580,690	104.3	\$84.55B	\$52.37B	\$81.26B
State	22,022,077	10,625,101	9,941,058	101.1	\$1.20T	\$871.29B	\$847.92B
Nation	331,820,028	161,631,945	161,875,556	100.0	\$22.09T	\$0	\$10.75T

Dec 2021 Labor Force Breakdown



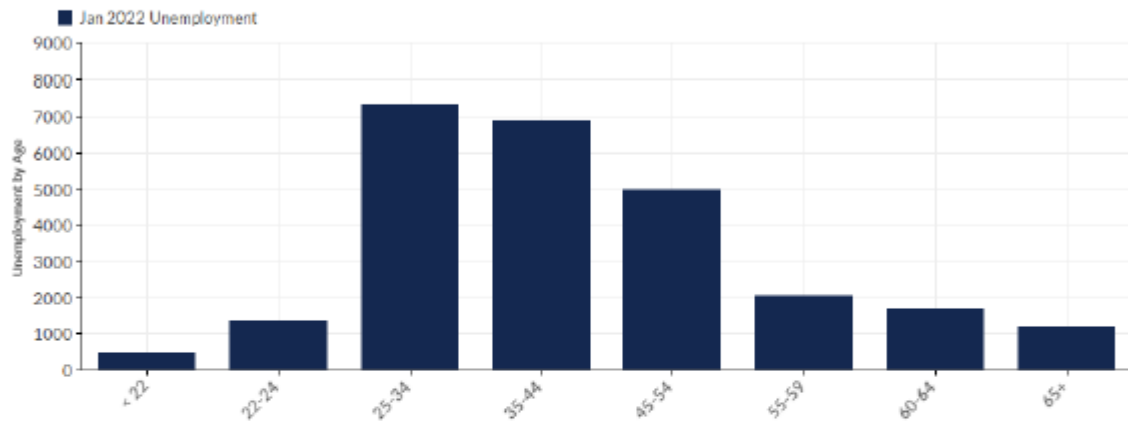
Educational Attainment

Concerning educational attainment, 22.0% of Hillsborough County, FL residents possess a Bachelor's Degree (1.7% above the national average), and 9.4% hold an Associate's Degree (0.7% above the national average).



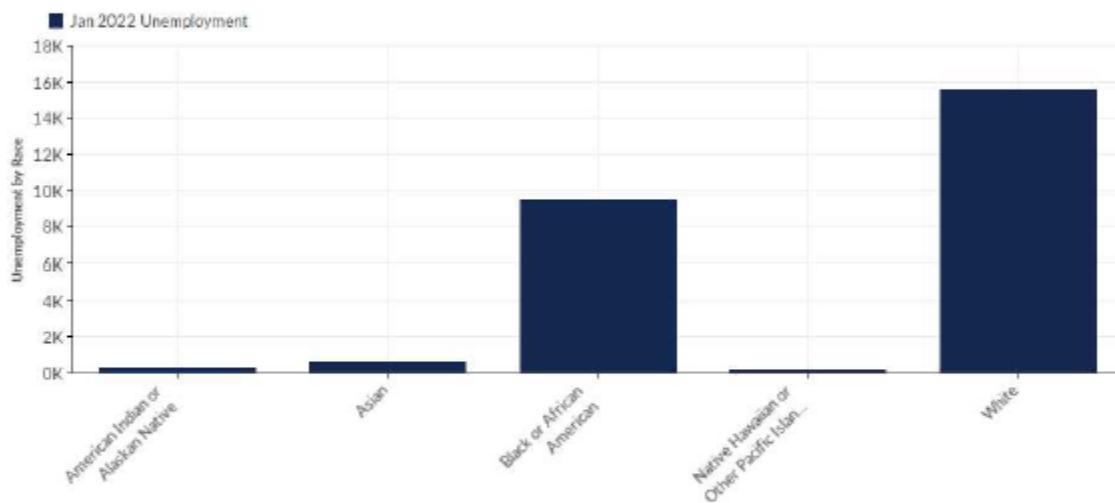
Unemployment by Demographics

Unemployment by Age



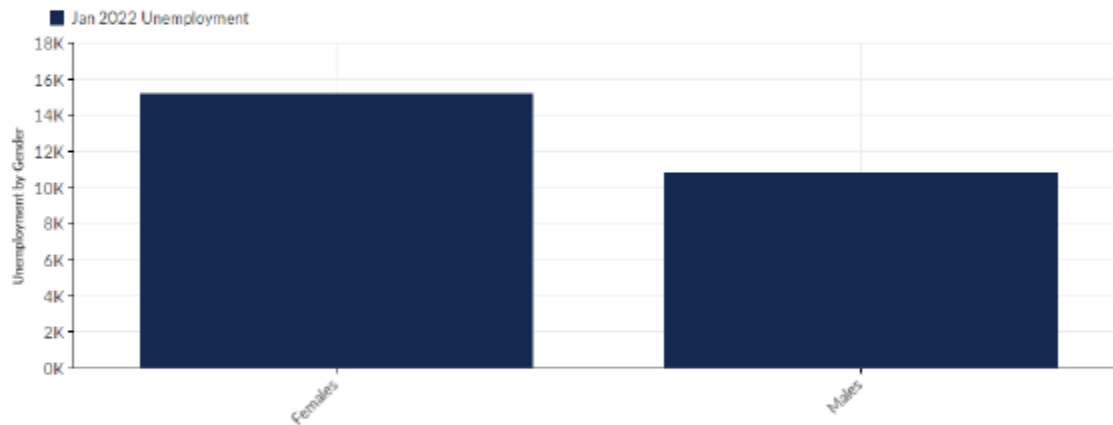
Age	Unemployment (Jan 2022)	% of Cohort
< 22	477	1.84%
22-24	1,365	5.26%
25-34	7,351	28.30%
35-44	6,890	26.53%
45-54	4,982	19.18%
55-59	2,046	7.88%
60-64	1,673	6.44%
65+	1,191	4.59%
Total	25,975	100.00%

Unemployment by Race



Race	Unemployment (Jan 2022)	% of Cohort
American Indian or Alaskan Native	291	1.12%
Asian	591	2.28%
Black or African American	9,427	36.29%
Native Hawaiian or Other Pacific Islander	115	0.44%
White	15,552	59.87%
Total	25,975	100.00%

Unemployment by Gender



Gender	Unemployment (Jan 2022)	% of Cohort
Females	15,168	58.39%
Males	10,807	41.61%
Total	25,975	100.00%

Management Operation(s)

Physical Plant

- Negotiation new lease for administrative space – Meridian Complex – Potential cost savings of approximately \$25,000 annually

Legislative Highlights

- UP to 25% of TANF funds possibly held back in the event that DEO does NOT release procurement for One Common Portal, a legislative mandate in the REACH Act.
- CareerSource FL and the REACH office have hired Ernst and Young as project lead on Board alignment exercise. Initial data will be presented at the June 9, 2022 CareerSource FL meeting.
 - Explicitly stated in REACH Act that DEO/CareerSource FL look to identify realignment opportunities to condense, or reduce regions from 24 to a number yet to be determined.
- Preliminary “Letter Grades”, as part of REACH Act, will be published and discussed at the June 9, 2022 CSF meeting as well. This year will serve as a baseline for future performance.
- One Stop Operator and Career Services Agreement are structured as one year contracts with renewable years. As a result, final approval of contract will occur at BOCC in June.

Business Development Highlights:

- Starting pilot project with Anthem Blue Cross to identify up to 50 participants who are classified as long term Medicaid recipients and moving them to employment. For every placement into employment or training for 2 consecutive quarters, CSTB will receive an unrestricted payment from Anthem
 - We are in discussions with other carriers for possible pilots, as RFP for Medicaid services is currently out to RFP, and workforce development is a requirement for all bidders.
- Awarded a research project from the United Way Suncoast. CSTB will be charged with identifying “Youth Success Metrics” for the Suncoast Region. This will also be unrestricted income.
- Appointed Chair of the Tampa Bay Chamber’s Workforce Development Subcommittee.

Program Operation(s)

ACE Update

- Cyber Security Cohort 2 – 12/2/2021 to 02/21/2022
- Business Office Specialist Cohort2 – 1/3/2022 to 3/1/2022
- Digital Marketing Specialist Cohort3 – 1/6/2022 to 2/25/22

Served to Date:

- 70 participants seated to date
- 63 participants remain active
- 68 certifications have attained to date by ACE participants
- 31 completers to date with 5 classes still in progress
 - 3 completers were offered OJT with their worksite employers
 - 3 were offered employment with their worksite
 - 6 report new employment
 - 4 pursuing advance training after their ACE experience
- 26 employers active in ACE with contracts or contracts in process with an additional 4 employers committed for year 1 with 70 total PWE worksite positions

Veterans Grant – Get There Faster

Grant Activities to date:

- Planning and implementation meetings continue at leadership and grants level.
- Job Descriptions developed and position openings posted.
 - Grant supports three (3) positions for a coordinator and 2 coaches
 - Two staff have been hired and in training. The third is identified and recommendation to hire submitted to HR and leadership.
 - Staff training has been initiated and will continue as new staff brought on board.
- Coordination meetings with grant key partners continue.
- Marketing launch is set for mid-March with program launch, marketing strategy and social media campaign. Press Release slated to go out for Get There Faster and then second Press Release for Troops to Technician second grant initiative.
- Develop of eligibility standards, grants application and grant procedure are in progress.
- Planning mid-March 2022 launch date

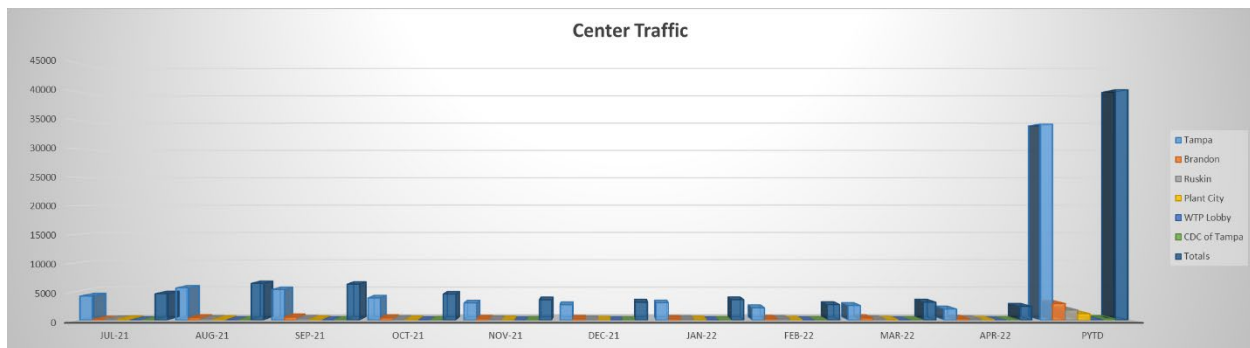
Center Traffic Update

April 2022 Center Traffic update below (Timeframe April 1 - April30 28)

- Total of 2,456 customer visits occurred this month.
 - 2,372 customer visits were unique.
 - Main reasons for customers visit:
 - Resource Center = 1,797 customer visits
 - Re-employment Assistance = 420 customer visits
 - SNAP = 389 customer visits
- Averaging 150 visits per business day

YTD PY 21-22 Center Traffic update below:

- **Time frame: July 1 - April 30, 2022**
- Total of 40,296 customer visits occurred during this time. This represents an increase of 8.3% when compared to the same frame of PY 20/21.
- Averaging 187 customers visit per business day
- Averaging 4,030 customer visits per month
- Tampa represents 85% of all traffic; followed by Brandon representing 7%, then Ruskin at 4%.



Department Highlight – Sector Strategies:

Activities

1. Sector Partnership Projects (to build career pathways or talent pipelines)
 - a. Business & Finance
 - i. Regions Bank – Leadership pathway
 - b. Health Science
 - i. USF School of Nursing / CNOs from Local HC Providers – Nursing pre-apprenticeships, apprenticeships, and externships to improve retention.
 - ii. BayCare – TBD
 - c. IT & Tech
 - i. Net Synergy / ASCM – Supply Chain Technologist pathway
 - Net Synergy has begun integrating ASCM curriculum into their pre-apprenticeship and apprenticeship curriculum.
 - Preparing pitch for local ASCM members.
 - d. Skilled Trades
 - i. SMT – CNC Machinist and Quality Inspector pipelines
 - Launched talent pipeline optimization assistance.
 - ii. Moffitt Cancer Center – TBD
 - Meeting scheduled to determine target occupations on 3/10.

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- iii. Tampa Ship – 5 Skilled Trades Apprenticeship pathways for FL, MS & LA
 - Application for FL registration has begun. CSTB ETPL is next.
 - Began effort for a proposal to assist Tampa Ship.
 - iv. AmSkills / ARM / DOL – Entry-Level Manufacturing Worker pathways
 - Conceptualizing process to route CSTB job seekers to AmSkills and track their progress.
 - v. HCPS – Welder, CNC Machinist and Maintenance Tech pathways
 - Conceptualizing process to sign students up for EF and CSTB services
 - vi. HCC – Welder, CNC Machinist and Maintenance Tech pathways
 - Conceptualizing process to sign students up for EF and CSTB services
2. Alliance for Workforce Innovation (AWI)
 - a. PO requisition has been submitted for transitioning the Manufacturing Alliance website.
 - b. PO requisition has been submitted for best practice research
3. Special Projects
 - a. Career Pathways Portal
 - i. PO requisition has been submitted for occupation data mining.
 - ii. PO requisition has been submitted for training data mining.
 - iii. PO requisition has been submitted but waiting terms modification response.
 - b. Credit for Prior Learning (CPL)
 - i. PO was approved. Strada legal is reviewing CSTB General Provisions, Certifications and Assurances addendum.
 - c. Proposal for WorkRise RFP
 - i. United Way Suncoast will partner on a proposal to research, evaluate and communicate the impact of Summer Hires Program to improve and expand it.
 - d. Proposal to Provide Research for United Way Suncoast Youth Success Project

Outcomes

1. No. of AWI Members
2. No. of Completed Sector Partnership Projects
3. Talent Pipeline Metrics (per HC Agreement)
 - a. No. of Participants Served (Enrolled in Employ Florida)
 - b. No. of Participants Enrolled in Education/Certification Training
 - c. No. of Participants Completing Education/Certification Training
 - d. No. of Participants Earning at Least One Industry Certification
 - e. No. of Participants Obtaining Employment/Upskilled Employment
 - f. No. of Participants Remaining Employed (6 Months)



Events Happenings

On May 10th, several members of Business Development Team participated in an Aviation Career Fair at Blake High School. In attendance were Mario Rodriguez, Shalanda Ross who was accompanied by a Veteran Spouse (former aircraft mechanic), and Doug Earle. We were able to provide career counseling and pathways to many different careers even though the focus was aviation themed. We invited Airborne Maintenance and Engineering to set up next to us so we could talk about how CSTB and local companies partner together to help with and participate in OJT and Apprenticeship programs such as the GTF program.

It was a terrific event, and we were able to talk to about 200 young adults and several other employers/service providers



CareerSource Tampa Bay assisted the Tampa Police Department on securing employers for their Shielding our Teens summer program. This is a Tampa PD pilot program that aims to help local teens land summer jobs. This opportunity will provide teens with work experience and provide positive community involvement. The Tampa PD was looking for employers to connect with students at the following job fairs. Students were ages 15-18. CSTB also had a vendor table at the job fairs and we connected with youth to let them know about our youth programs and overall job seekers services.

1st Job Fair:

Date: Tuesday, April 19th

Time: 1:55pm – 3:55pm

Location: Middleton High School - 4801 N 22nd St, Tampa, FL 33610

2nd Job Fair:

Date: Wednesday, April 27th

Time: 1:00pm – 3:00pm

Location: Jefferson High School - 4401 W Cypress St, Tampa, FL 33607

3rd Job Fair:

Date: Wednesday, May 4th

Time: 9:00am – 11:00am

Location: Chamberlain High School - 9401 N Blvd, Tampa, FL 33612

Officer Hector Zurita stated that he will ensure that he connects with CSTB as they look on making the program bigger and better next year!

CSTB has also been invited to join Family Fun Day hosted by The City of Tampa Police Department on May 21st!

On Tuesday, April 26, 2022, Shalanda Ross, represented CareerSource Tampa Bay (CSTB) and the Military Family Employment Advocacy (MFEA) Program in a Fox 13 media broadcast. The broadcast focused on employment services and opportunities available to military spouses at MacDill AFB. The broadcast took place at the Military & Family Readiness Center (MFRC) at MacDill. Shalanda Ross briefly spoke about the partnership that CSTB has with MacDill & the MFRC, MFEA services, the Get There Faster grant, and available non-appropriated fund positions at MacDill. Military spouse Sydney Hale was also present to speak about the resume & job search assistance she received through CSTB. The broadcast is scheduled to air during Military Appreciation Month, which occurs during the month of May.

Upcoming Conferences

- 2022 NAWDP Conference – May 15-27, 2022, Las Vegas, NV
- CareerSource Florida Meetings – June 7-9, 2022, Tallahassee, FL
- US Conference of Mayors Annual Meeting – June 3-4, 2022, Reno, NV
- 2022 SETA Conference (Southeastern Employment Training Association – August 28-31, 2022



Action Item

2022-2023 Planning Budget

Background

CareerSource Tampa Bay's (CSTB) 2022-2023 Planning Budget has been prepared based on preliminary information received from the Department of Economic Opportunity (DEO) for our primary formula-based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). The WIOA allocations are projecting an approximate 5-9% decrease from the prior year allocations while Wagner Peyser and WTP are indicating level funding. 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 through the end of our current fiscal year, June 30,2022. A budget modification will be presented in the first quarter of FY2023 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 19,2022 and before the Hillsborough BOCC in early June for final approval. Once approved by BOCC, the budget is then submitted to the State Workforce Board, CareerSource Florida, and DEO for their review.

2022-2023 Planning Budget Information

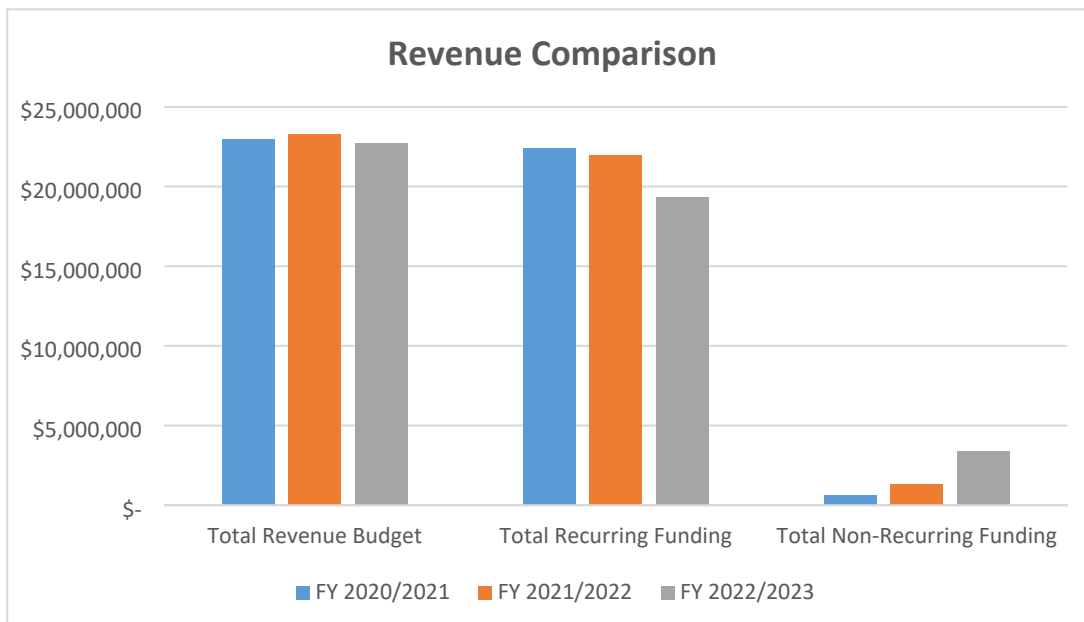
Revenue Budget

The total projected revenue for FY2023 is \$22,718,926, which includes \$9,523,500 in anticipated carryforward dollars. Carryforward amounts consist of both recurring and non-recurring funding as several of the grants span multiple fiscal years. Overall, we are projecting a decrease in revenues over the FY2022 preliminary budget of \$549,941.

Revenue Comparison

The below chart represents the comparison of the FY2023 projected revenues to the past two fiscal years recurring and non-recurring revenues. Recurring revenues, consisting of both new awards and carryforward funding, have remained fairly consistent over the past several years. The increase in non-recurring revenues in the current year is related to the Get There Faster – Military award , as well as, additional funds received from Hillsborough County.

Fiscal Year	Total Revenue Budget	Total Recurring Funding	Total Non-Recurring Funding
FY 2020/2021	\$ 22,983,190	\$ 22,378,190	\$ 605,000
FY 2021/2022	\$ 23,268,867	\$ 21,942,117	\$ 1,326,750
FY 2022/2023	\$ 22,718,926	\$ 19,313,426	\$ 3,405,500



Recurring Funding

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 revenues include both current year allocations and prior year carryforward amounts for these funding streams.

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
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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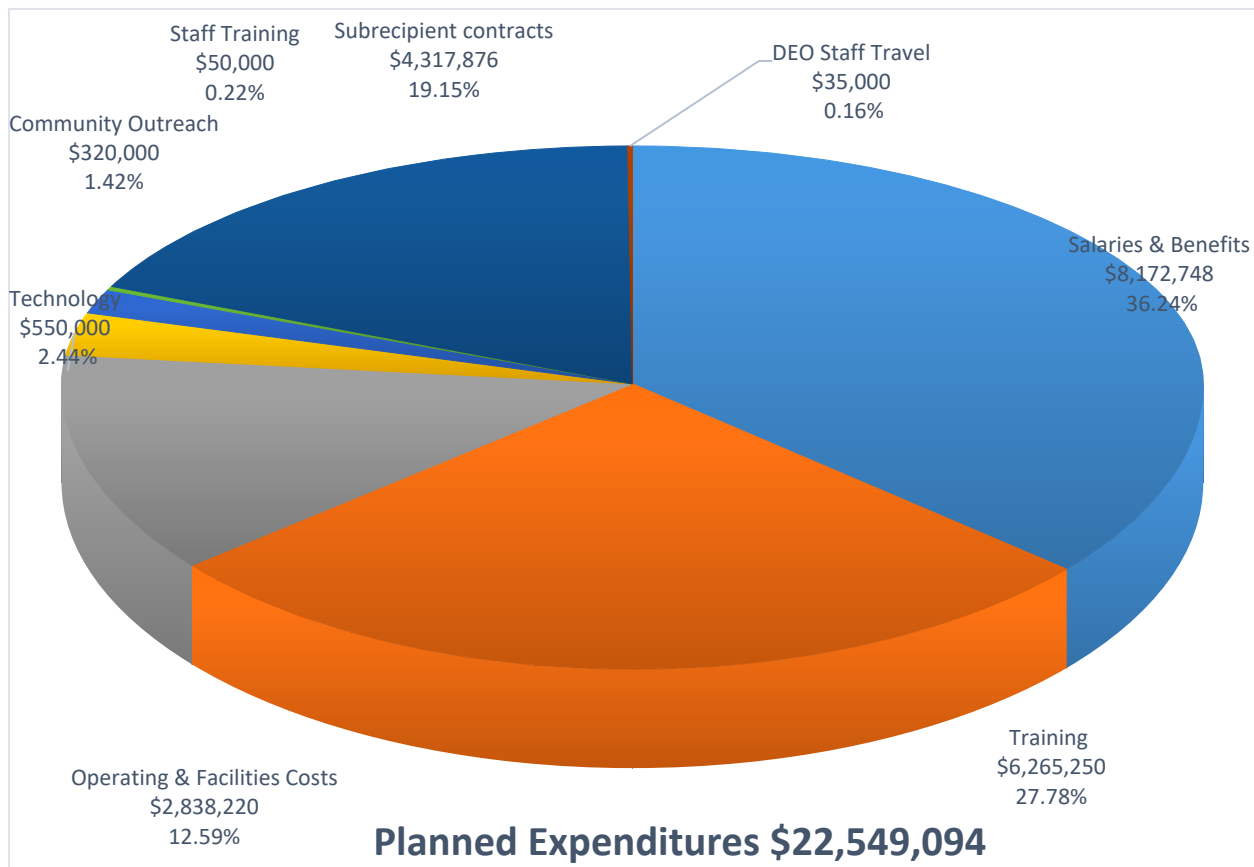
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*** CareerSource Florida (CSF) Funding methodology based on prior year data. Current year information will be available after CSF Finance Council meeting.*

Planned Expenditures

The total projected expenditures for FY2023 are \$22,549,094. The below graph provides the categories of expenditures. The most significant projected expenditures are:

- Salaries and benefits – approx. \$8.2M or 36.0% of total budgeted expenditures. *Note: Approximately 95% of costs captured in the Case Management and Career Services cost pools are related to salaries & benefits. Approximately 80% of costs captured in the Business Services and Indirect cost pool are related to salaries and benefits.*
- Participant & Work Based learning – approx. \$6.3M or 28.0% of total budgeted expenditures.
- Subrecipient contracts - \$4.3M or 19% 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, caseloads, 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 four One Stop centers located in Tampa, Brandon, Ruskin and Plant City.*
 - **Technology** - expenditures in this cost pool are associated with the purchase of equipment, professional services, software and non-consumable supplies for the provision of the one stop services. These expenditures include 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 activities 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, 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 FY2023 budget this includes the National Emergency grant, the Hillsborough County Apprenticeship-to-Career Empowerment or ACE program, the Hillsborough County Targeted Industry Sector Workforce Training and Placement program, Tech Quest Apprenticeship and Tech Boost.
 - **Subrecipient Contracts** – this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms. For the FY2023 budget this includes services that were outsourced to Educational Data Systems, Inc. (EDSI) for Career Services/One Stop Operator, Business Services, WIOA AD/DW and certain special grants.
 - **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 PY2023 Planning Budget in order to provide to the CSTB Board of Directors and Hillsborough BOCC for their approvals and allow for required submission to the State Workforce Board and Department of Economic Opportunity for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2022.

**CareerSource Tampa Bay
Planning Budget
Fiscal Year 2023 (July 2022-June 2023)**

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Budget FY 2022-2023	Budget FY 2021- 2022	Increase/ (Decrease) FY2023 & FY2022
Revenue:							
Fiscal Year 2023 New Allocations	5,648,250	2,164,684	4,380,492	1,002,000	13,195,426	13,261,117	(65,691)
Carryforward from Prior Year Allocations	6,910,000	585,000	800,000	1,228,500	9,523,500	10,007,750	(484,250)
Total Revenue	12,558,250	2,749,684	5,180,492	2,230,500	22,718,926	23,268,867	(549,941)
Expenditures:							
Program Services - Allocated Costs:							
Business Services	726,440	-	263,560	-	990,000	1,139,714	(149,714)
Case Management	2,214,291	476,882	1,724,047	23,852	4,439,072	3,961,839	477,233
Career Services	351,582	-	45,431	-	397,013	413,516	(16,503)
One Stop Operating/Facilities Costs	248,791	1,133,885	403,577	53,747	1,840,000	2,000,000	(160,000)
Technology	119,190	239,907	116,248	74,655	550,000	650,000	(100,000)
Community Outreach	77,362	145,900	65,801	30,937	320,000	370,000	(50,000)
Program Staff Training & Professional Development	1,684	32,193	10,967	5,156	50,000	50,000	-
Subtotal - Program Services Allocated	3,739,340	2,028,767	2,629,631	188,347	8,586,085	8,585,069	1,016
Program Services - Direct Costs:							
Participant & Work Based Learning	3,825,000	185,000	1,425,000	830,250	6,265,250	7,226,500	(961,250)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	494,883	494,883	140,357	354,526
Subrecipient Contracts	3,526,579	39,000	337,297	415,000	4,317,876	4,200,000	117,876
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	7,351,579	259,000	1,762,297	1,740,133	11,113,009	11,601,857	(488,848)
Total Program Service Costs:	11,090,919	2,287,767	4,391,928	1,928,480	19,699,094	20,186,926	(487,832)
Indirect Costs							
Indirect Costs	1,379,316	426,085	764,008	280,591	2,850,000	2,919,287	(69,287)
Total Indirect Costs	1,379,316	426,085	764,008	280,591	2,850,000	2,919,287	(69,287)
Total Expenditures	12,470,235	2,713,852	5,155,936	2,209,071	22,549,094	23,106,213	(557,119)
Unobligated Balance	88,015	35,832	24,556	21,429	169,832	162,654	7,178



Action Item

PY 22-23 Board & Committee Schedule

Enclosed is proposed meeting schedule for Program year 2022-2023 for all Board and Committee meetings.



2022 - 2023 Schedule of Board & Committee Meetings

	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	June 2023
Board of Directors 11:00 a.m. – 12:30 p.m. 9215 N. Florida Ave., Tampa		18			17			16			18	
Executive Committee 11:00 a.m. – 12:00 p.m. 9215 N. Florida Ave., Tampa			15			15			16			15
Finance Committee 9:00 a.m. – 10:00 a.m. 4902 Eisenhower Blvd., Tampa		25		27			26	23		27		29
Workforce Performance Committee 9:00 a.m. – 10:00 a.m. 9215 N. Florida Ave., Tampa		3			2			1			3	
Youth Development Committee 9:00 a.m. – 10:30 a.m. 9215 N. Florida Ave., Tampa		10			9			8			10	
Career Pathways Committee 9:00 a.m. – 10:00 a.m. 9215 N. Florida Ave., Tampa	20			19			18			19		
Human Resource Committee 11:00 a.m. – 12:00 p.m. 4902 Eisenhower Blvd., Tampa				TBD						TBD		
Nominating Committee 11:00 a.m. – 12:00 p.m. 4902 Eisenhower Blvd. Ste 250										TBD		

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.

Updated 5.12.2022

Recommendation:

Staff recommends the approval of the PY 2022-2023 Board and Committee Meeting schedule.



Action Item

PY 2022 – 2023 Board Officers

Nominating Process Information:

Tampa Bay WorkForce Alliance Bylaws states:
Section 6.1 - Board Officer Positions, Nominations and Elections

The Board Officers of CSTB shall consist of a Chair, a Vice-Chair, a 2nd Vice-Chair, a Secretary and a Treasurer. The Chairperson of the CEO or designee shall occupy the 2nd Vice-Chair position. The Chair, Vice-Chair, Treasurer, and Secretary of CSTB shall be nominated and elected as follows:

- A. A slate of nominees for Officers shall be presented to the Board for a vote by the Nominating Committee at CSTB’s annual meeting. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.
- C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.

Background:

On May 3, 2022, the Nominating Committee met to discuss the slate of Board Officers for PY 2022-2023.

The committee reviewed eligibility and term requirements of: the CSTB officer slate, the current BOD subcommittee assignments, officers’ terms, and attendance records. After much discussion, and taking into consideration specific Board of Director experiences and expertise, the slate of nominees was created as noted below:

Officers	PY 2022 – 2023
Chair	Sean Butler
Vice Chair	Don Noble
2 nd Vice Chair	Commissioner Gwen Myers
Treasurer	Gary Hartfield
Secretary	Steve Morey
<i>Secretary Alternate</i>	<i>Dr. Brian Mann</i>

RECOMMENDATION

The Nominating Committee is recommending that the Board of Directors approve the proposed slate of officers for Program Year 2022-2023.



Action Item

Approval of Vendor and Contract Recommendation

Purpose:

To provide a recommendation to the CareerSource Tampa Bay (CSTB) Board of Directors to select Resultant, LLC as the Managed Service Provider (MSP) and upon successful contract negotiations, to enter contract.

Background:

CSTB's Procurement Policy and Procedures require purchases equal to or greater than \$250,000 be procured using formal procurement procedures and prior approval by CSTB's board of directors. As the procurement of a MSP is expected to meet this dollar threshold, CSTB obtained board approval at the February 17, 2022 board meeting.

Services procured are for a MSP who can provide remote user and desktop support, server administration services and network administration services for CSTB's administrative office and career centers. CSTB solicited services by competitive proposal or Request for Proposal (RFP).

RFP 22-0322: IT Services was issued on March 10, 2022. CSTB utilized BidNet Direct's Florida Purchasing Group to manage this RFP solicitation and addendums, if applicable. Public notice of the RFP was accomplished via (1) email notifications sent by BidNet Direct to interested bidders (2) email notifications to organizations who have identified themselves to CSTB as having an interest in providing the type of service being procured and (3) notice posted on CSTB's procurement opportunities web page directing interested parties to the BidNet Direct web page of CSTB's current solicitations. The RFP closing date was April 5, 2022.

CareerSource Tampa Bay received proposals from the following organizations:

1. AccountabilIT
2. IT Authorities
3. Resultant, LLC
4. Synoptek
5. Xerox Business Solutions Southeast

CSTB Procurement team confirmed all organizations are not on the listing of debarred vendors, discriminatory vendor or public entity crime list.

Members of the Selection Committee [Sheila Doyle, Richard Beynon, Chad Kunerth, Brandon Pham, and Scott Porter (Bross Group)] completed and signed a Conflict-of-Interest Form declaring no conflict of interest for each of the above entities.

Timeline of Key Events:

4/6/2022 – 4/13/2022: Preliminary evaluation of proposals conducted by the Selection Committee. The Selection Committee independently scored each proposal and provided their scores to CSTB Procurement staff. The proposals were scored in five (5) areas:

CRITERIA	Weight Factor
Proposal cost	20%
Proposer has experience providing services to similar organizations	30%
Qualifications of the proposer demonstrates their capacity/ability to perform the scope of work.	40%
Proposer business status is a certified minority-owned, women-owned or veteran-owned business	5%
Finalist Presentation	5%

4/14/2022: Selection Committee meeting whereby the committee was provided the tabulated average proposal scores by respondent (listed below). In addition, short listed entities that would provide a presentation, as follows: IT Authorities (ITA), Resultant LLC, and Synoptek

AccountabilIT	ITA	Resultant, LLC	Synoptek	Xerox
55.6	62	74.2	63.8	54.4

4/25/2022: Selection Committee meeting whereby presentations were provided by the three (3) entities on pre-selected topics related to the vendor’s onboarding process and a description of the vendor’s “day in the life”, ie, typical work day.

4/26/2022-5/10/2022: Procurement Team gathered additional information from select respondents to provide to Selection Committee to aid in their selection process.

5/12/2022: Selection Committee meeting whereby Resultant, LLC was unanimously selected as the MSP. Although the other entity’s proposals generally demonstrated the entity as having the qualifications to provide the solicited service, Resultant LLC is the preferred vendor due to the following:

- 1) Resultant LLC’s proposal and presentation ranked the highest in effectively responding to the requirements of the RFP/presentation.
- 2) Resultant LLC’s proposal and presentation ranked the highest in conveying an understanding of the scope of work.
- 3) Resultant LLC’s proposal and presentation best aligns with CSTB’s expectation of an MSP.
- 4) Resultant LLC is the best fit for CSTB’s operating tempo and culture.
- 5) Resultant LLC prior experience in providing services to workforce development and quasi-governmental agencies.

Final Scores:

Summary of Proposal and Presentation Cumulative Average Scores:

	IT Authorities (ITA)	Resultant, LLC.	Synoptek
Proposal	62.00	74.20	63.80
Presentation	3.76	5.00	4.40
Final Average Score	65.76	79.20	68.20

Recommendation:

Selection Committee recommends Resultant, LLC. as the managed service provider and upon successful negotiations, CSTB to enter contract.



Action Item Workforce Services Contracts

Background:

CareerSource Tampa Bay (CSTB) obtained board of director (BOD) approval to formally solicit, utilizing formal procurement procedures, certain workforce services. Upon successful completion of competitive procurement procedures, Educational Data Systems, Inc. (EDSI) was recommended, and approved by the BOD, as the service provider. CSTB entered three (3) separate contracts to provide (1) One Stop Operator Services (2) Career Services and (3) Business Services and WIOA Adult & Dislocated Worker Program Services, effective July 1, 2021, with BOD approval.

The three (3) contracts remain in full force and effect until June 30, 2022, unless terminated or extended. The contracts may be renewed and extended, at the option of CSTB, for three (3) additional one-year periods, as follows:

Option Year	Fiscal Year (FY)	Contract Period	
		From	To
Option Year 1	FY2023	July 1, 2022	June 30, 2023
Option Year 2	FY2024	July 1, 2023	June 30, 2024
Option Year 3	FY2025	July 1, 2024	June 30, 2025

A four-year term was selected to align with the requirement to competitively procure the One Stop Operator, at least once every four (4) years, per sec.121(d)(2)(A) of the Workforce Opportunity Innovation Act.

The One Stop Operator and Career Services contracts were also approved by the Hillsborough Board of County Commissioners (BoCC). The Chief Elected Official, (BoCC), is to approve the One Stop Operator per 20 CFR §§ 662.410. The selection of the provider for Career Services is to be in partnership with the BoCC per Article V, section 5.6 (i)(3) of the Interlocal agreement between the BoCC and CSTB.

Information:

CSTB elects to exercise its option to extend, for the period July 1, 2022 to June 30, 2023, the following contracts with EDSI:

- One Stop Operator contract
- Career Services contract and
- Business Services and WIOA Adult & Dislocated contract

Recommendation:

Staff recommends approval to extend (1) One-Stop Operator contract (2) Career Services contract and (3) WIOA Adult & Dislocated Worker and Business Services contract for the period July 1, 2022 to June 30, 2023, and upon successful negotiations, to enter contract.



Action Item

Copier Replacement Solicitation

Purpose:

To request approval to solicit quotes from qualified vendors to replace copiers, as needed, in CSTB's administrative office and career center locations and select a vendor for recommendation to CSTB's board of directors.

Background:

CSTB's Procurement Policy and Procedures require purchases equal to or greater than \$250,000 be procured using formal procurement procedures and prior approval by CSTB's board of directors. The cost of procuring replacement copiers is expected to meet the dollar threshold for formal procurement procedures. The current leases will end in September 2022 and March 2024. Entering a new lease will allow the refresh of copiers with new equipment.

A request for quote (RFQ) will be developed to obtain pricing quotations from qualified vendors to replace copiers, as needed, in CSTB's administrative office and career center locations. The RFQ will be posted for an appropriate time period. The devices supplied will support copying, scanning, and printing at a set rate for color and black and white pages. The RFQ will be based on specifications developed by a CSTB Team.

The RFQ will be released via the Florida Online Bid System now identified as BidNet Direct. CSTB utilizes BidNet Direct to post current solicitations as well as manage the RFQ solicitation and addendums, if applicable. CSTB's procurement opportunities web page provides a link to CSTB's BidNet Direct webpage. Advanced email notification of RFQ will be sent by BidNet Direct to interested bidders and organizations who have identified themselves to CSTB as having an interest in providing the service being procured.

A review team comprised of CSTB staff will complete the necessary steps to select a vendor for recommendation to CSTB's board of directors.

Recommendation:

Staff recommends approval to solicit quotes from qualified vendors to replace copiers, as needed, in CSTB's administrative office and career center locations and select a vendor for recommendation to CSTB's board of directors.



Action Item

Related Party Paid Work Experience (PWE) Agreements

Background

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Economic Opportunity (DEO) and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

Prior to entering any Related Party Contract with a Related Party, the proposed Contract must be brought before the Board for consideration and approval. The Board shall ensure that: (i) the Board member or employee with the conflict removes himself or herself from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract; (ii) the Board member or employee with the conflict is not physically present during the voting; (iii) the Board member with the conflict abstains from any vote regarding the Related Party Contract and (iv) the Board member with the conflict completes the required forms: (1) Contract Information Form and (2) Disclosure and Certification of Conflict of Interest in a Contract.

All related party contracts approved on or after July 1, 2021, must be published on CSTB's website within 10 days after approval by the board or DEO, whichever is later, and remain published for at least one year after termination of the contract.

Information

[Tampa Bay Hires](#)

The Tampa Bay Hires Program, paid work experience component, is available year round for young adults who are ready to get a job. The program is for out-of-school youth, between the ages of 16-24, who are looking to gain hands-on experience.

[Tampa Bay Summer Hires](#)

The Tampa Bay Summer Hires (previously known as Summer Job Connection, SJC) provides a unique opportunity for career exploration to Hillsborough County youth between the ages of 16 to 24 who meet eligibility, low income and employment requirements. The program instills in the young adults of tomorrow critical and essential skills that employers need. The program introduces and prepares youth to the world of work and provides them with work readiness and essential skills training. Following the Youth Summit and Job Fair, scheduled from May 31st - June 1st, eligible youth will participate in the program tracks as listed below.

Tampa Bay Summer Hires program tracks:

- Eight (8) Paid Work Experience earning \$13 per hour
- Four (4) week Career Exploration earning incentives
- Six (6) week Leadership: Young Leaders of Tomorrow earning incentives

Related Party PWE Agreements

Organization Name	Board Member	Amount not to exceed
Hillsborough County School Board	Warren Scott Brooks	\$506,688

The Hillsborough County School Board PWE agreement was effective the summer of 2021 until December 31, 2021 and automatically renews for up to three additional one year periods on January 1. The Agreement was approved at the May 20, 2021 board meeting as well as by DEO and Career Source Florida. Subsequent renewals require DEO and CareerSource Florida approval. The amount not to exceed includes Paid Work Experience for the Tampa Bay Hires and Tampa Bay Summer Hires Program for the January 1, 2022 renewal period.

Recommendation 1:

Approve Hillsborough County School Board's estimated Paid Work Experience for the renewal year beginning January 1, 2022, contingent upon the approval of DEO and CareerSource Florida.

Organization Name	Board Member	Amount not to exceed
Tampa Housing Authority	Stephanie Brown-Gilmore	\$34,944

Amount not to exceed includes Paid Work Experience for the Tampa Bay Hires and Tampa Bay Summer Hires Program represents the estimated PWE for the initial term. The initial term of the agreement continues through 12.31.2022 and automatically renews for up to three additional one year periods on January 1.

Recommendation 2:

Approve the attached Paid Work Experience Agreement with Tampa Housing Authority through December 31, 2025, contingent upon the approval of DEO and CareerSource Florida.

Organization Name	Board Member	Amount not to exceed
City of Tampa	Ocea Wynn	\$224,640

Amount not to exceed includes Paid Work Experience for the Tampa Bay Hires and Tampa Bay Summer Hires Program represents the estimated PWE for the January 1, 2022 renewal period (automatic renewal 1 of 3).

Recommendation 3:

Approve the attached Paid Work Experience Agreement with City of Tampa through December 31, 2024, contingent upon the approval of DEO and CareerSource Florida.

Organization Name	Board Member	Amount not to exceed
Tampa General Hospital	Andrea Cichon	\$62,400

Amount not to exceed includes Paid Work Experience for the Tampa Bay Hires and Tampa Bay Summer Hires Program represents the estimated PWE for the initial term. The initial term of the agreement continues through 12.31.2022 and automatically renews for up to three additional one year periods on January 1.

Recommendation 4:

Approve the attached Paid Work Experience Agreement with Tampa General Hospital through December 31, 2025, contingent upon the approval of DEO and CareerSource Florida.

Organization Name	Board Member	Amount not to exceed
Hillsborough Community College	Dr. Brian Mann	\$124,800

Amount not to exceed includes Paid Work Experience for the Tampa Bay Summer Hires Program represents the estimated PWE for the initial term. The initial term of the agreement continues through 12.31.2022 and automatically renews for up to three additional one year periods on January 1.

Recommendation 5:

Approve the attached Paid Work Experience Agreement with Hillsborough Community College through December 31, 2025, contingent upon the approval of DEO and CareerSource Florida.

Organization Name	Board Member	Amount not to exceed
Enterprising Latinas, Inc.	Elizabeth Gutierrez	\$12,480

Amount not to exceed includes Paid Work Experience for the Tampa Bay Summer Hires Program represents the estimated PWE for the initial term. The initial term of the agreement continues through 12.31.2022 and automatically renews for up to three additional one year periods on January 1.

Recommendation 6:

Approve CSTB to enter contract with Enterprising Latinas, Inc. contingent upon successful completion of Paid Work Agreement and DEO and CareerSource Florida approval.



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number:		
Employer/Worksite Host Profile (or Staffing Agency, if applicable)		
Business Name: <u>Tampa Housing Authority</u>		
Address: <u>5301 W Cypress St,</u>		
City: <u>Tampa</u>	State: <u>FL</u>	Zip: <u>33605</u>
Telephone: <u>813-341-9101</u>	Fax: _____	
Website: <u>https://www.thafl.com/Default.aspx</u>		
County: <u>Hillsborough</u>	FEIN #: _____	
Years at Current Location: <u>13 years</u>	Industry Sector: <u>Program and Property Services</u>	
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>		
Representative: <u>Dexter Jackson</u>		
Telephone: <u>813-341-9101 x2887</u>		
Email: <u>dexter.jackson@thafl.com</u>		

CareerSource Tampa Bay	
Staff Contact Name: Louis Rivera	
Contact Phone: 813-763-0479	Email: RiveraL@careersourcetb.com

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described in the applicable appendix and [forms](#):

- Incumbent Worker Training (IWT) – [IWT Appendix](#)
- On-the-Job Training (OJT) – [OJT Appendix](#)
- Paid Work Experience (PWE) – [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise



due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three additional one-year periods, on January 1.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- C. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- D. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- E. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- F. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- G. Funds will not be used to encourage or induce relocation.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14) calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.



D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the address noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4902 Eisenhower Blvd., Suite 250, Tampa, FL 33634
Worksite Host	Contact Name/Title: <u>Dexter Jackson / Managaer</u> Organization Name: <u>Tampa Housing Authority</u> Physical Address: <u>110 E Kirby Street, Tampa, FL. 33604</u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB 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.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.
- E. 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 records are not transferred to CSTB.



Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as 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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.



- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal



funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

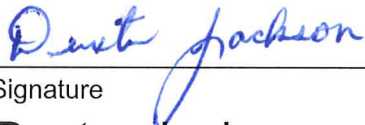
XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay:



Signature

Signature

Dexter Jackson

Print Name

Print Name

Manager

Title

Title

4/11/2022

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date



PWE APPENDIX

The Paid Work Experience ("PWE") program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter an [Initial Work Based Training Outline](#) (Form WBT-102a). And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Trainee, Worksite Host and CSTB shall enter a [Final Work Based Training Outline](#) (Form-102b). Both of which are attached hereto and incorporated herein by reference.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the Youth paid work experience program.
- B. Conduct a local and State Department of Corrections Criminal Background and History background check on all PWE program participants. The results of this check cannot be divulged to the Worksite Host due to the employer employee relationship between CSTB and the program participant.
- C. Provide the funds that will compensate participant(s) one hundred percent (100%) of the Youth PWE wage rate established at \$13.00 per hour, maximum of 30 hours per week for up to twenty (20) weeks. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.
- D. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- E. Hear all grievances concerning the Youth paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- F. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- G. Conduct bi-weekly onsite Youth PWE Worksite monitoring visits with youth and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- H. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary in order to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.



- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - 1. the participant has failed the work assigned or voluntarily quit the work experience.
 - 2. the participant has experienced absenteeism or sickness or other problems.
 - 3. the participant secured employment with the Worksite Host or with another entity.
- I. The work experience is for the benefit of the CSTB participant(s). The work experience shall be no more than twenty (20) weeks and no more than thirty (30) hours per week unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
- J. The CSTB participant shall not engage in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship.
- K. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- L. The participant shall not assist with political or lobbying activities or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- M. No currently employed Worksite Host employee shall be displaced by a CSTB participant. This includes partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits. It is illegal for a Worksite Host to displace any regular employee or fail to fill a vacancy so that a worksite participant may fill the job requirements. Based upon the above, Worksite Host must ensure that employees of Worksite Hosts organization are notified of displacement rules and his/her rights under the law and ability to file a grievance. Worksite Host's execution of the work experience Program Non-Financial agreement is with the expectation that Worksite Host will be monitored by CSTB for compliance with this provision and Worksite Hosts that violate this provision of the Contract and requirement of the law will be terminated from participation in the work experience program.
- N. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the Youth paid work experience program participant's time and attendance required for administrative purposes.
- O. Review and approve participant's time and attendance and submit approved timecard through CSTB online Youth PWE portal, Career Edge, on a bi-weekly basis.
- P. No participant shall be hired into or remain working in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any regular employee is on lay-off from the same or substantially equivalent position or when the regular employee has been bumped and has recall or bumping rights to that position pursuant to the Worksite Host's personnel policy or collective bargaining agreement.



- Q. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with youth and direct worksite supervisor(s).
- R. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- S. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- T. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- U. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- V. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- W. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



OJT and PWE Initial Work Based Training Outline

(Page 1 of 2)

Attachment I: Initial Work Based Training Outline

Check which category applies to you: OJT PWE

1. Employer Name: _____

2. Job/Occupational Title: _____ 3. TOL/SOC Code: _____

4. Job Description: _____

5. Sectors:

<input type="checkbox"/> Finance/Professional Services	<input type="checkbox"/> Healthcare/Life Sciences	<input type="checkbox"/> Hospitality/Retail/Tourism
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Manufacturing/Logistics	<input type="checkbox"/> Military Affairs
		<input type="checkbox"/> Trades/transportation

Job Skills Needed/ Skills to Be Learned Date Measured: _____

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured		Ending Capability	
			Not Skilled	Some Skill	Beginning	Intermediate
1)			Not Skilled	Some Skill	Beginning	Intermediate
2)			Not Skilled	Some Skill	Beginning	Intermediate
3)			Not Skilled	Some Skill	Beginning	Intermediate
4)			Not Skilled	Some Skill	Beginning	Intermediate
5)			Not Skilled	Some Skill	Beginning	Intermediate
6)			Not Skilled	Some Skill	Beginning	Intermediate
7)			Not Skilled	Some Skill	Beginning	Intermediate
8)			Not Skilled	Some Skill	Beginning	Intermediate
9)			Not Skilled	Some Skill	Beginning	Intermediate

WBT-102a Rev. 09/30/2019
 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.
 A proud partner of the American Job Center network.



OJT and PWE Initial Work Based Training Outline – Continued

(Page 2 of 2)

CareerSource TAMPA BAY		Attachment I: Initial Work Based Training Outline		
Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10) 			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
Total Hours: <i>*Note: Total hours cannot exceed 1,040.</i>				
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.				
6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>			
a) Occupational Education Components:				
b) Academic Components:				
	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules 			
Employer Signature			Date	
CSTB Sector Strategist Signature			Date	
WBT-102a Rev. 09/30/2019 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.				



OJT and PWE Final Work Based Training Outline

(Page 1 of 2)

CareerSource TAMPA BAY		Attachment I: Final Work Based Training Outline			
Check which category applies to you: <input type="checkbox"/> OJT <input type="checkbox"/> PWE					
Customer Name:			Last 4 of SSN:		
1. Employer Name:					
2. Job/Occupational Title:			3. TOL/SOC Code:		
4. Job Description: See Attachment 1: Initial WBT Outline				5. Hourly Wage Rate:	
6. Training Period		Start Date:		End Date:	
Job Skills Needed/ Skills to Be Learned		Date Measured:			
Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability	
1)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
2)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
3)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
4)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
5)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
6)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
7)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
8)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
9)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
10)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>	
WBT-102b Rev. 08/27/2020 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 955-8771. A proud partner of the American Job Center network.					



OJT and PWE Final Work Based Training Outline – Continued

(Page 2 of 2)



Attachment I: Final Work Based Training Outline

Total Hours: <i>*Note: Total hours cannot exceed 1,040.</i>	0	0		
-----------------------------------------------------------------------	---	---	--	--

PWE ONLY (WIOA YOUTH ONLY- AGES 16-24)
Section below is only required for PWE program participants.

6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>
a) Occupational Education Components:	
b) Academic Components:	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules

Candidate Signature

Date

Employer Print Name

Job Title

Employer Signature

Date

CSTB Recruiting/ Career Coach Signature

Date

WBT-102b Rev. 08/27/2020
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WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number:		
Employer/Worksite Host Profile (or Staffing Agency, if applicable)		
Business Name: <u>Tampa Housing Authority</u>		
Address: <u>5301 W Cypress St,</u>		
City: <u>Tampa</u>	State: <u>FL</u>	Zip: <u>33605</u>
Telephone: <u>813-341-9101</u>	Fax: _____	
Website: <u>https://www.thafl.com/Default.aspx</u>		
County: <u>Hillsborough</u>	FEIN #: _____	
Years at Current Location: <u>13 years</u>	Industry Sector: <u>Program and Property Services</u>	
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>		
Representative: <u>Dexter Jackson</u>		
Telephone: <u>813-341-9101 x2887</u>		
Email: <u>dexter.jackson@thafl.com</u>		

CareerSource Tampa Bay	
Staff Contact Name: Louis Rivera	
Contact Phone: 813-763-0479	Email: RiveraL@careersourcetb.com

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described in the applicable appendix and [forms](#):

- Incumbent Worker Training (IWT) – [IWT Appendix](#)
- On-the-Job Training (OJT) – [OJT Appendix](#)
- Paid Work Experience (PWE) – [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise



due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three additional one-year periods, on January 1.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- C. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- D. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- E. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- F. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- G. Funds will not be used to encourage or induce relocation.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14) calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.



D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4902 Eisenhower Blvd., Suite 250, Tampa, FL 33634
Worksite Host	Contact Name/Title: <u>Dexter Jackson / Managaer</u> Organization Name: <u>Tampa Housing Authority</u> Physical Address: <u>110 E Kirby Street, Tampa, FL. 33604</u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB 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.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.
- E. 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 records are not transferred to CSTB.



Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as 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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.



- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal



funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay:

Dexter Jackson

Signature

Signature

Dexter Jackson

Print Name

Print Name

Manager

Title

Title

4/11/2022

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date



PWE APPENDIX

The Paid Work Experience ("PWE") program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter an [Initial Work Based Training Outline](#) (Form WBT-102a). And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Trainee, Worksite Host and CSTB shall enter a [Final Work Based Training Outline](#) (Form-102b). Both of which are attached hereto and incorporated herein by reference.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the Youth paid work experience program.
- B. Conduct a local and State Department of Corrections Criminal Background and History background check on all PWE program participants. The results of this check cannot be divulged to the Worksite Host due to the employer employee relationship between CSTB and the program participant.
- C. Provide the funds that will compensate participant(s) one hundred percent (100%) of the Youth PWE wage rate established at \$13.00 per hour, maximum of 30 hours per week for up to twenty (20) weeks. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.
- D. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- E. Hear all grievances concerning the Youth paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- F. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- G. Conduct bi-weekly onsite Youth PWE Worksite monitoring visits with youth and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- H. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary in order to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.



- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - 1. the participant has failed the work assigned or voluntarily quit the work experience.
 - 2. the participant has experienced absenteeism or sickness or other problems.
 - 3. the participant secured employment with the Worksite Host or with another entity.
- I. The work experience is for the benefit of the CSTB participant(s). The work experience shall be no more than twenty (20) weeks and no more than thirty (30) hours per week unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
- J. The CSTB participant shall not engage in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship.
- K. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- L. The participant shall not assist with political or lobbying activities or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- M. No currently employed Worksite Host employee shall be displaced by a CSTB participant. This includes partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits. It is illegal for a Worksite Host to displace any regular employee or fail to fill a vacancy so that a worksite participant may fill the job requirements. Based upon the above, Worksite Host must ensure that employees of Worksite Hosts organization are notified of displacement rules and his/her rights under the law and ability to file a grievance. Worksite Host's execution of the work experience Program Non-Financial agreement is with the expectation that Worksite Host will be monitored by CSTB for compliance with this provision and Worksite Hosts that violate this provision of the Contract and requirement of the law will be terminated from participation in the work experience program.
- N. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the Youth paid work experience program participant's time and attendance required for administrative purposes.
- O. Review and approve participant's time and attendance and submit approved timecard through CSTB online Youth PWE portal, Career Edge, on a bi-weekly basis.
- P. No participant shall be hired into or remain working in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any regular employee is on lay-off from the same or substantially equivalent position or when the regular employee has been bumped and has recall or bumping rights to that position pursuant to the Worksite Host's personnel policy or collective bargaining agreement.



- Q. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with youth and direct worksite supervisor(s).
- R. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- S. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- T. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- U. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- V. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- W. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



OJT and PWE Initial Work Based Training Outline

(Page 1 of 2)

Attachment I: Initial Work Based Training Outline

Check which category applies to you: OJT PWE

1. Employer Name: _____

2. Job/Occupational Title: _____ **3. TOL/SOC Code:** _____

4. Job Description: _____

5. Sectors:

<input type="checkbox"/> Finance/Professional Services	<input type="checkbox"/> Healthcare/Life Sciences	<input type="checkbox"/> Hospitality/Retail/Tourism
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Manufacturing/Logistics	<input type="checkbox"/> Military Affairs
		<input type="checkbox"/> Trades/transportation

Job Skills Needed/ Skills to Be Learned **Date Measured:** _____

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured		Ending Capability	
			Not Skilled	Some Skill	Beginning	Intermediate
1)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WBT-102a Rev. 09/30/2019
 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.
 A proud partner of the American Job Center network.



OJT and PWE Initial Work Based Training Outline – Continued

(Page 2 of 2)

CareerSource TAMPA BAY		Attachment I: Initial Work Based Training Outline		
Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10) 			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
Total Hours: <i>*Note: Total hours cannot exceed 1,040.</i>				
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.				
6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>			
a) Occupational Education Components:				
b) Academic Components:				
	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules 			
Employer Signature			Date	
CSTB Sector Strategist Signature			Date	
WBT-102a Rev. 09/30/2019 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.				



OJT and PWE Final Work Based Training Outline

(Page 1 of 2)

CareerSource TAMPA BAY		Attachment I: Final Work Based Training Outline			
Check which category applies to you: <input type="checkbox"/> OJT <input type="checkbox"/> PWE					
Customer Name:			Last 4 of SSN:		
1. Employer Name:					
2. Job/Occupational Title:			3. TOL/SOC Code:		
4. Job Description: See Attachment 1: Initial WBT Outline				5. Hourly Wage Rate:	
6. Training Period		Start Date:		End Date:	
Job Skills Needed/ Skills to Be Learned			Date Measured:		
Skills	Hours Required	Estimated Training Hours	Starting Capability Measured		Ending Capability
1)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
2)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
3)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
4)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
5)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
6)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
7)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
8)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
9)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
10)			<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled		<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled
WBT-102b Rev. 08/27/2020 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 955-8771. A proud partner of the American Job Center network.					



OJT and PWE Final Work Based Training Outline – Continued

(Page 2 of 2)



Attachment I: Final Work Based Training Outline

Total Hours: <i>*Note: Total hours cannot exceed 1,040.</i>	0	0		
-----------------------------------------------------------------------	---	---	--	--

PWE ONLY (WIOA YOUTH ONLY- AGES 16-24)
Section below is only required for PWE program participants.

6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>
a) Occupational Education Components:	
b) Academic Components:	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules

WBT-102b

Candidate Signature

Date

Employer Print Name

Job Title

WBT-102b

Employer Signature

Date

WBT-102b

CSTB Recruiting/ Career Coach Signature

Date

WBT-102b Rev. 08/27/2020
CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 955-8771.
A proud partner of the American Job Center network.



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: 2022-460-23	
Employer/Worksite Host Profile (or Staffing Agency, if applicable)	
Business Name: Florida Health Sciences Center dba Tampa General Hospital	
Address: 1 Tampa General Circle	
City: Tampa	State: FL Zip: 33606
Telephone: (813) 844-4303	Fax: (813) 844-1820
Website: www.tgh.org	
County: Hillsborough	FEIN #: 59-3458145
Years at Current Location: 25	Industry Sector: Healthcare & Social Assistance
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>	
Representative: Angelique McCormick	
Telephone: (813) 546-6621	
Email: atsau@tgh.org	

CareerSource Tampa Bay	
Staff Contact Name: Melissa Nelson, Sector Strategist	
Contact Phone: (813) 930-7422	Email: nelsonm@careersourceTB.com

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described in the applicable appendix and [forms](#):

- Incumbent Worker Training (IWT) – [IWT Appendix](#)
 On-the-Job Training (OJT) – [OJT Appendix](#)
 Paid Work Experience (PWE) – [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise



due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three additional one-year periods, on January 1.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- C. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- D. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- E. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- F. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- G. Funds will not be used to encourage or induce relocation.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14) calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.



D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4902 Eisenhower Blvd., Suite 250, Tampa, FL 33634
Worksite Host	Contact Name/Title: <u>Angelique McCormick, Director Volunteer Services & Student Affiliations</u> Organization Name: <u>Tampa General Hospital</u> Physical Address: <u>1 Tampa General Circle in Tampa, Florida 33606</u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB 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.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.
- E. 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 records are not transferred to CSTB.



Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as 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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.



- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal



funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay:

Tyler Carpenter

DocuSigned by:
John Flanagan

Signature

Signature

Tyler Carpenter

John Flanagan

Print Name

Print Name

Vice President, People & Talent

President & CEO

Title

Title

May 4, 2022

5/6/2022

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date

Pages 7-12 removed as content is not applicable to PWE



PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter an [Initial Work Based Training Outline](#) (Form WBT-102a). And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Trainee, Worksite Host and CSTB shall enter a [Final Work Based Training Outline](#) (Form-102b). Both of which are attached hereto and incorporated herein by reference.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant’s placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the Youth paid work experience program.
- B. Conduct a local and State Department of Corrections Criminal Background and History background check on all PWE program participants. The results of this check cannot be divulged to the Worksite Host due to the employer employee relationship between CSTB and the program participant.
- C. Provide the funds that will compensate participant(s) one hundred percent (100%) of the Youth PWE wage rate established at \$13.00 per hour, maximum of 30 hours per week for up to twenty (20) weeks. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.
- D. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- E. Hear all grievances concerning the Youth paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- F. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant’s placement in the work site activity.
- G. Conduct bi-weekly onsite Youth PWE Worksite monitoring visits with youth and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- H. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary in order to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.



- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - 1. the participant has failed the work assigned or voluntarily quit the work experience.
 - 2. the participant has experienced absenteeism or sickness or other problems.
 - 3. the participant secured employment with the Worksite Host or with another entity.
- I. The work experience is for the benefit of the CSTB participant(s). The work experience shall be no more than twenty (20) weeks and no more than thirty (30) hours per week unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
- J. The CSTB participant shall not engage in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship.
- K. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- L. The participant shall not assist with political or lobbying activities or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- M. No currently employed Worksite Host employee shall be displaced by a CSTB participant. This includes partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits. It is illegal for a Worksite Host to displace any regular employee or fail to fill a vacancy so that a worksite participant may fill the job requirements. Based upon the above, Worksite Host must ensure that employees of Worksite Hosts organization are notified of displacement rules and his/her rights under the law and ability to file a grievance. Worksite Host's execution of the work experience Program Non-Financial agreement is with the expectation that Worksite Host will be monitored by CSTB for compliance with this provision and Worksite Hosts that violate this provision of the Contract and requirement of the law will be terminated from participation in the work experience program.
- N. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the Youth paid work experience program participant's time and attendance required for administrative purposes.
- O. Review and approve participant's time and attendance and submit approved timecard through CSTB online Youth PWE portal, Career Edge, on a bi-weekly basis.
- P. No participant shall be hired into or remain working in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any regular employee is on lay-off from the same or substantially equivalent position or when the regular employee has been bumped and has recall or bumping rights to that position pursuant to the Worksite Host's personnel policy or collective bargaining agreement.



- Q. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with youth and direct worksite supervisor(s).
- R. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- S. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- T. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- U. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- V. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- W. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Pages 16-19 removed as content is not applicable to PWE



OJT and PWE Initial Work Based Training Outline
(Page 1 of 2)

Attachment I: Initial Work Based Training Outline

Check which category applies to you: OJT PWE

1. Employer Name: _____

2. Job/Occupational Title: _____ 3. TOL/SOC Code: _____

4. Job Description: _____

5. Sectors: Finance/Professional Services Healthcare/Life Sciences Hospitality/Retail/Tourism
 Information Technology Manufacturing/Logistics Military Affairs Trades/transportation

Job Skills Needed/ Skills to Be Learned Date Measured: _____

Skill	Hours Required	Estimated Training Hours	Starting Capability Measured		Ending Capability				
			Not Skilled	Some Skill	Skilled	Beginning	Intermediate	Skilled	
1)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WBT-100a Rev. 09/30/2019
 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TTY equipment via the Florida Relay Service at 711.
 A proud partner of the American Job Center network.



OJT and PWE Initial Work Based Training Outline – Continued

(Page 2 of 2)


CareerSource TAMPA BAY		Attachment I: Initial Work Based Training Outline		
Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
Total Hours: <small>*Note: Total hours cannot exceed 1,040.</small>				
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.				
6. Training Outline:	Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.			
a) Occupational Education Components:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
b) Academic Components:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules 			
_____ Employer Signature		_____ Date		
_____ CSTB Sector Strategist Signature		_____ Date		
<small>WBT-102a Rev. 09/30/2019 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.</small>				

Pages 23-24 removed as content is not applicable to PWE



OJT and PWE Final Work Based Training Outline

(Page 1 of 2)



Attachment I: Final Work Based Training Outline

Check which category applies to you: OJT PWE

Customer Name: _____ Last 4 of SSN: _____

1. Employer Name: _____

2. Job/Occupational Title: _____ 3. TOU/SOC Code: _____

4. Job Description: See Attachment 1: Initial WBT Outline 5. Hourly Wage Rate: _____

6. Training Period Start Date: _____ End Date: _____


Job Skills Needed/ Skills to Be Learned	Date Measured: _____				
	Hours Required	Estimated Training Hours	Starting Capability Measured		Ending Capability
1)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
2)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
3)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
4)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
5)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
6)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
7)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
8)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
9)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>
10)			Not Skilled	<input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill	<input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled	<input type="checkbox"/>	Skilled <input type="checkbox"/>

WBT-1025 Rev. 08/27/2020
 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TTD equipment via the Florida Relay Service at (800) 955-8771.
 A proud partner of the American Job Center network.



OJT and PWE Final Work Based Training Outline – Continued

(Page 2 of 2)

	Attachment I: Final Work Based Training Outline
Total Hours: 0 0	
<i>*Note: Total hours cannot exceed 1,040.</i>	
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.	
6. Training Outline:	Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.
a) Occupational Education Components:	
b) Academic Components:	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules
_____ Candidate Signature	_____ Date
_____ Employer Print Name	_____ Job Title
_____ Employer Signature	_____ Date
_____ CSTB Recruiting/ Career Coach Signature	_____ Date
WBT-102b Rev. 05/27/2020 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 935-8771. A proud partner of the American Job Center network.	



Attachment I: Initial Work Based Training Outline

Check which category applies to you: OJT PWE

1. Employer Name: Florida Health Sciences Center dba Tampa General Hospital

2. Job/Occupational Title: Transporter / Orderlies

3. TOL/SOC Code: 311015

4. Job Description:

Under the supervision of the Manager of Patient Transport, the Transporter is responsible for the completion of assignments, as received from Epic or Dispatcher, for transport of patients and equipment within established departmental time frames and productivity standards, and following departmental operational and safety policies and procedures. Demonstrates positive patient relations, infection control and risk management practices. Responsible for performing job duties in accordance with mission, vision and values of Tampa General Hospital.

5. Sectors:

Finance/Professional Services

Healthcare/Life Sciences

Hospitality/Retail/Tourism

Information Technology

Manufacturing/Logistics

Military Affairs

Trades/transportation

Job Skills Needed/ Skills to Be Learned

Date Measured: 3/15/2022

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
1) Oriented to wayfinding of hospital campus, supply locations, and break rooms.	17		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
2) Able to access required computer programs and technology to view, accept, and complete a transport run.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
3) Able to complete a simple transport run with some assistance.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
4) Able to complete a simple transport run independently.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
5) Able to perform assignments in accordance with infection prevention guidelines.	20		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
6) Able to seek assistance and clarification when needed when performing duties.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
7) Understands how to sign in/out to track hours in the system.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
8) Understands how to check total hours in the system.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
9) Understands and able to apply outstanding customer service to colleagues, patients, and visitors.	20		Not Skilled <input type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>

WBT-102a Rev. 09/30/2019

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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Attachment I: Initial Work Based Training Outline

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10) General Hospital Orientation via online learning system.	15		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
<i>Total Hours:</i> <i>*Note: Total hours cannot exceed 1,040.</i>		192		

PWE ONLY (WIOA YOUTH ONLY- AGES 16-24)
 Section below is only required for PWE program participants.

6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>
a) Occupational Education Components:	Participants will learn on the job skills regarding outstanding customer service skills, use of technology and systems, and patient transport. <hr/> <hr/> <hr/>
b) Academic Components:	Hospital orientation completed via online modules <hr/> <hr/> <hr/> <hr/> <ul style="list-style-type: none"> • CSTB Work Readiness/ Employability Skills Training • CSTB CareerEDGE Training Modules

Tyler Carpenter

 Employer Signature

Josefina Peterson

 CSTB Sector Strategist Signature

May 4, 2022

 Date

5/4/2022

 Date

WBT-102a Rev. 09/30/2019
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WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: _____		
Employer/Worksite Host Profile (or Staffing Agency, if applicable)		
Business Name: Hillsborough Community College - Kids College Summer Camp		
Address: 39 Columbia Drive		
City: Tampa	State: FL	Zip: 33606
Telephone: 813-259-6010	Fax: _____	
Website: www.TampaTraining.com/kids-college		
County: Hillsborough	FEIN #: 59-1810717	
Years at Current Location: 30+	Industry Sector: Education	
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>		
Representative: Ronkel Williams		
Telephone: 813-259-6549		
Email: rwilliams92@hccfl.edu		

CareerSource Tampa Bay	
Staff Contact Name:	
Contact Phone:	Email:

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described in the applicable appendix and [forms](#):

- Incumbent Worker Training (IWT) – [IWT Appendix](#)
- On-the-Job Training (OJT) – [OJT Appendix](#)
- Paid Work Experience (PWE) – [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise



due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three additional one-year periods, on January 1.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- C. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- D. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- E. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- F. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- G. Funds will not be used to encourage or induce relocation.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14) calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.



D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4902 Eisenhower Blvd., Suite 250, Tampa, FL 33634
Worksite Host	Contact Name/Title: <u>Ronkel William</u> Organization Name: <u>Hillsborough Community College - ICCE</u> Physical Address: <u>39 Columbia Drive, Tampa, FL 33606</u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB 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.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.
- E. 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 records are not transferred to CSTB.



Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as 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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.



- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal



funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay:

Ronkel Williams
Digitally signed by Ronkel Williams
DN: cn=Ronkel Williams, o=Hillsborough Community College, ou=ICCE, email=RWilliams92@hccfl.edu, c=US
Date: 2022.05.11 10:24:08 -0400

Signature

Ronkel Williams

Print Name

Business & Community Development Officer

Title

05/11/2022

Date

Signature

Print Name

Title

Date

Staffing Agency (only if applicable):

Signature

Print Representative Name

Title

Date



PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter an [Initial Work Based Training Outline](#) (Form WBT-102a). And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Trainee, Worksite Host and CSTB shall enter a [Final Work Based Training Outline](#) (Form-102b). Both of which are attached hereto and incorporated herein by reference.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the Youth paid work experience program.
- B. Conduct a local and State Department of Corrections Criminal Background and History background check on all PWE program participants. The results of this check cannot be divulged to the Worksite Host due to the employer employee relationship between CSTB and the program participant.
- C. Provide the funds that will compensate participant(s) one hundred percent (100%) of the Youth PWE wage rate established at \$13.00 per hour, maximum of 30 hours per week for up to twenty (20) weeks. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.
- D. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- E. Hear all grievances concerning the Youth paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- F. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- G. Conduct bi-weekly onsite Youth PWE Worksite monitoring visits with youth and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- H. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary in order to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.



- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - 1. the participant has failed the work assigned or voluntarily quit the work experience.
 - 2. the participant has experienced absenteeism or sickness or other problems.
 - 3. the participant secured employment with the Worksite Host or with another entity.
- I. The work experience is for the benefit of the CSTB participant(s). The work experience shall be no more than twenty (20) weeks and no more than thirty (30) hours per week unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
- J. The CSTB participant shall not engage in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship.
- K. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- L. The participant shall not assist with political or lobbying activities or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- M. No currently employed Worksite Host employee shall be displaced by a CSTB participant. This includes partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits. It is illegal for a Worksite Host to displace any regular employee or fail to fill a vacancy so that a worksite participant may fill the job requirements. Based upon the above, Worksite Host must ensure that employees of Worksite Hosts organization are notified of displacement rules and his/her rights under the law and ability to file a grievance. Worksite Host's execution of the work experience Program Non-Financial agreement is with the expectation that Worksite Host will be monitored by CSTB for compliance with this provision and Worksite Hosts that violate this provision of the Contract and requirement of the law will be terminated from participation in the work experience program.
- N. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the Youth paid work experience program participant's time and attendance required for administrative purposes.
- O. Review and approve participant's time and attendance and submit approved timecard through CSTB online Youth PWE portal, Career Edge, on a bi-weekly basis.
- P. No participant shall be hired into or remain working in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any regular employee is on lay-off from the same or substantially equivalent position or when the regular employee has been bumped and has recall or bumping rights to that position pursuant to the Worksite Host's personnel policy or collective bargaining agreement.




- Q. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with youth and direct worksite supervisor(s).
- R. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- S. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- T. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- U. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- V. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- W. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



OJT and PWE Initial Work Based Training Outline

(Page 1 of 2)

		Attachment I: Initial Work Based Training Outline		
Check which category applies to you: <input type="checkbox"/> OJT <input type="checkbox"/> PWE				
1. Employer Name: _____				
2. Job/Occupational Title: _____			3. TOL/SOC Code: _____	
4. Job Description: _____				
5. Sectors: <input type="checkbox"/> Finance/Professional Services <input type="checkbox"/> Healthcare/Life Sciences <input type="checkbox"/> Hospitality/Retail/Tourism				
<input type="checkbox"/> Information Technology <input type="checkbox"/> Manufacturing/Logistics <input type="checkbox"/> Military Affairs <input type="checkbox"/> Trades/transportation				
Job Skills Needed/ Skills to Be Learned		Date Measured: _____		
skill	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
1)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
2)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
3)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
4)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>
5)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input type="checkbox"/>
6)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>
7)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>
8)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>
9)			Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input checked="" type="checkbox"/>
WBT-102a Rev. 09/30/2019 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.				



OJT and PWE Initial Work Based Training Outline – Continued

(Page 2 of 2)

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10)			Not Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/>
			Some Skill <input type="checkbox"/>	Intermediate <input type="checkbox"/>
			Skilled <input type="checkbox"/>	Skilled <input type="checkbox"/>
<i>Total Hours:</i> *Note: Total hours cannot exceed 1,040.				
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.				
6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>			
a) Occupational Education Components:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
b) Academic Components:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules 			
Employer Signature		Date		
CSTB Sector Strategist Signature		Date		
<small> WBT-102a Rev. 09/30/2019 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network. </small>				



OJT and PWE Final Work Based Training Outline

(Page 1 of 2)

Attachment I: Final Work Based Training Outline

Check which category applies to you: OJT PWE

Customer Name: _____ Last 4 of SSN: _____

1. Employer Name: _____

2. Job/Occupational Title: _____ 3. TOL/SOC Code: _____

4. Job Description: See Attachment 1: Initial WBT Outline 5. Hourly Wage Rate: _____

6. Training Period Start Date: _____ End Date: _____

Job Skills Needed/ Skills to Be Learned Date Measured: _____

Skill	Hours Required	Estimated Training Hours	Starting Capability Measured			Ending Capability		
			Not Skilled	Some Skill	Skilled	Beginning	Intermediate	Skilled
1)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WBT-102b Rev. 06/27/2020
 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 955-6771.
 A proud partner of the American Job Center network.



OJT and PWE Final Work Based Training Outline – Continued

(Page 2 of 2)

	Attachment I: Final Work Based Training Outline
Total Hours: <small>*Note: Total hours cannot exceed 1,040.</small>	
0	0
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.	
6. Training Outline:	Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.
a) Occupational Education Components:	
b) Academic Components:	
	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules
_____ Candidate Signature	_____ Date
_____ Employer Print Name	_____ Job Title
_____ Employer Signature	_____ Date
_____ CSTB Recruiting/ Career Coach Signature	_____ Date
WBT-102b Rev. 08/27/2020 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 955-8771. A proud partner of the American Job Center network.	



Action Item
Related Party MOUs

BACKGROUND

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Economic Opportunity (DEO) and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

Prior to entering any Related Party Contract with a Related Party, the proposed Contract must be brought before the Board for consideration and approval. The Board shall ensure that: (i) the Board member or employee with the conflict removes himself or herself from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract; (ii) the Board member or employee with the conflict is not physically present during the voting; (iii) the Board member with the conflict abstains from any vote regarding the Related Party transaction and (iv) the Board member with the conflict completes the required forms: (1) Contract Information Form and (2) Disclosure and Certification of Conflict of Interest in a Contract.

All related party contracts approved on or after July 1, 2021, must be published on CSTB’s website within 10 days after approval by the board or DEO, whichever is later, and remain published for at least one year after termination of the contract.

INFORMATION

[Tampa Hillsborough EDC](#)

CareerSource Tampa Bay desires to enter a Memorandum of Understanding (MOU) with The Tampa Bay Economic Development Council (EDC) to coordinate resources and ensure the effective and efficient delivery of workforce services in Hillsborough County. These resources will focus on retention and growth of existing and new Hillsborough County employers and outreach services available through EDC and CSTB.

The term of this MOU will be from July 1, 2022, through June 30, 2023.

Organization Name	Board Member	Amount not to exceed
The Tampa Bay Economic Development Council	Stephen Morey	\$ 195,000

RECOMMENDATION 1:

Approve the attached MOU with The Tampa Bay Economic Development Council, contingent upon the approval of DEO and CareerSource Florida.

[Enterprising Latinas, Inc.](#)

CareerSource Tampa Bay seeks to enter into a Memorandum of Understanding (MOU) with Enterprising Latinas Inc. to provide career services and workforce training services, to Hillsborough County residents living in the Wimauma area. This will enable the Partner and CSTB to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human services, job training, and other workforce development services to residents of Hillsborough County.

The term of the agreement will be from July 1, 2022, through June 30, 2023.

Organization Name	Board Member	Amount not to exceed
Enterprising Latinas Inc.	Elizabeth Gutierrez	\$ 15,000

RECOMMENDATION 2:

Approve the attached MOU with Enterprising Latinas, Inc., contingent upon the approval of DEO and CareerSource Florida.

[Hillsborough Community College](#)

CSTB wishes to enter a Memorandum of Understanding (MOU) with Hillsborough Community College (HCC) to establish joint processes and procedures that will enable HCC and CSTB to coordinate resources and prevent a duplication of services. The MOU will establish joint processes and procedures that will enable HCC and CSTB to have an integrated service delivery system that will result in a seamless and comprehensive array of education, job training, and other workforce development services to residents of Hillsborough County. CSTB and HCC are in the final stages of establishing the scope of services.

The term of the agreement will be from July 1, 2022, through June 30, 2023.

Organization Name	Board Member	Amount not to exceed
Hillsborough Community College	Dr. Brian Mann	\$30,000

RECOMMENDATION 3:

Approve, upon successful negotiations, MOU with Hillsborough Community College, contingent upon the approval of DEO and CareerSource Florida.



**MEMORANDUM OF UNDERSTANDING
TAMPA BAY WORKFORCE ALLIANCE, INC.
DBA CAREERSOURCE TAMPA BAY
AND
TAMPA HILLSBOROUGH ECONOMIC DEVELOPMENT COUNCIL
MOU # 2022-300-003**

I. PARTIES

This Memorandum of Understanding (“MOU”) is entered by **The Tampa Bay Economic Development Council**, hereafter referred to as the “EDC” and the **Tampa Bay Workforce Alliance, Inc. doing business as CareerSource Tampa Bay**, hereafter referred to as “CSTB.”

II. PURPOSE

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CSTB and EDC and the actions to be taken by each to assure the coordination of their efforts in an effective “One-Stop” delivery system.

This agreement is intended to coordinate resources and ensure the effective and efficient delivery of workforce services in Hillsborough County. These resources will focus on retention and growth of existing Hillsborough County employers and outreach services available through EDC and CSTB.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

III. PROVISION OF SERVICES

A. EDC responsibilities:

1. Collaboration with two (2) CSTB employer services coordinators, with the title of Business Development Manager at EDC (hereinafter referred to as “CSTB Business Development Manager” or collectively referred to as “CSTB Business Development Managers”).
 - a. Generate leads for CSTB business services department by marketing CSTB employer services to Hillsborough County employers and new businesses interested in relocating to Hillsborough County.
 - b. Introducing Hillsborough County businesses to Employ Florida, the state “system of record” for job posting(s).
 - c. Promote and facilitate the Work-based agreements as defined in Exhibit A. Scope of Services, section 3) CareerSource Work-based agreements.

2. EDC shall provide the services as described in Exhibit A - Scope of Services and reporting as described in Exhibit B – Program Performance Report, both of which are attached hereto and incorporated herein by reference.
3. EDC shall submit parking reimbursements quarterly, within ten (10) business days following quarter-end.

B. CSTB's responsibilities:

1. CSTB will coordinate staff presence at the following EDC location, including recruitment, screening, interviewing, and ensuring employees are legally authorized to work in the United States:
101 East Kennedy Blvd, Suite 1750, Tampa, FL, 33602
2. CSTB will serve as employer of record providing all aspects of hiring, firing, discipline, performance management, compensation (including payment and withholding of any payroll taxes), benefits, policies and training (including workplace safety, anti-harassment, anti-retaliation, anti-discrimination and related complaint policies and enforcement of same), mileage, cell phone and parking for two (2) CSTB Employer Services Coordinators with a six (6) month probationary period at an estimated annual value of \$195,000. Travel reimbursements shall be subject to Section 112.061, Fla. Sta.
3. CSTB will continually assess progress of partnership in the implementation of the integrated services by providing a monthly tracking report to EDC to include company referral follow-up and progress update. Report for the preceding month to be received on or before the first (1st) of the following month.
4. CSTB will inform EDC as grant funding is available and when fully allocated.
5. CSTB's Business Services Director or designee will provide value assessments regarding training and services offered by CSTB for all prospects that EDC is working on.
6. CSTB Business Development Managers will attend all CSTB Business Services staff meetings.

C. Relationship of Parties:

The services that CSTB and its employees render to EDC under this Agreement will be as an independent contractor with respect to EDC. Nothing contained in this Agreement will be construed to create a joint venture or partnership, or the relationship of principal and agent, or employer and employee, between CSTB and EDC.

IV. FISCAL NON-FUNDING CLAUSE

This MOU is subject to funding availability. In the event funding to this MOU is reduced, unavailable, or are subsequently determined not to be eligible to fund this MOU, including, but not limited to, federal or state funds, CSTB shall notify EDC of such occurrence, and CSTB may terminate this MOU, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to EDC.

V. PROVISIONS REGARDING ACCESS TO RECORDS

EDC will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- i) Keep and maintain public records required by CSTB to perform the services.
- ii) Upon request from CSTB, provide CSTB 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 Agreement term and following completion of the MOU if EDC does not transfer the records to CSTB.
- iv) Upon completion of the Agreement, transfer at no cost to CSTB, all public records in possession of CSTB or keep and maintain public records required by CSTB to perform the service. If EDC transfers all public records to CSTB upon completion of the MOU, EDC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If EDC keeps and maintains public records upon completion of the Contract, EDC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

Failure of EDC 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 MOU by CSTB.

VI. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as 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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Agreement or applicable law by either party, 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 or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Agreement.

VII. METHODS OF INTERNAL REFERRAL

There are no internal referral procedures.

VIII. TERM

This MOU is effective upon execution, as set forth in Section XIV. of this agreement and will remain in effect until June 30, 2023. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

IX. AMENDMENTS

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

X. MERGER

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

XI. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CSTB and **The Tampa Bay Economic Development Council** and no third party is an intended beneficiary under this MOU.

XII. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XIII. GOVERNANCE

The accountability and responsibility for One-Stop Career Center System's organizational activity and accomplishments will rest with CSTB and the local Chief Elected Officials (CEOs), i.e. the Board of County Commissioners, Hillsborough County. Pursuant to the *Workforce Innovation and Opportunity Act* (WIOA), Sec. 107 (d) (8), the local Board in partnership with the CEOs shall conduct oversight with respect to the One-Stop delivery system.

XIV. SIGNATURES

The parties have executed this Agreement on the last date set forth below, by their respective signatures:

Craig Richard
President and CEO
The Tampa Bay Economic Development Council

Date

Benjamin Hom
Board Chair
Tampa Bay WorkForce Alliance, Inc.
DBA CareerSource Tampa Bay

Date

EXHIBIT A - SCOPE OF SERVICES

PRIMARY GOAL: To coordinate resources and ensure the effective and efficient delivery of services in Hillsborough County. These resources will focus on retention and growth of existing Hillsborough County employer and outreach services available through Tampa Hillsborough Economic Development Corporation (EDC).

EDC will provide the following deliverables:

1) New Employers

Services to be provided: Provide one hundred (100) new employers in the industry sectors: Manufacturing, Trades, Information Technology, Life Sciences, Healthcare, Financial, Professional Services, Defense and Security, Finance & Insurance, Transportation, Logistics, and Hospitality & Tourism and Corporate Headquarters to be registered in EF by the Business Development Managers.

A “new employer” would constitute either, (a), a business that is pursuing the Tampa Bay regions as a new corporate location or relocation of present company (b) a business that has not registered or posted a job within the Employ Florida system, or (b), and employer who has not used Employer Florida to post an open position in the prior twelve (12) months or a new location for an existing Employ Florida user. **EDC to make formal introduction to CSTB designated Business Development Managers via email or documented face-to-face meeting.**

Unit of Service: A Unit of Service is defined as one (1) eligible new employer. EDC shall provide one hundred (100) new employers by June 30, 2023.

2) Employer Service Codes

Services to be provided: Provide four hundred (400) employer service codes to be logged into Employ Florida in the industry sectors: Manufacturing, Trades, Information Technology, Life Sciences, Healthcare, Financial, Professional Services, Defense and Security, Finance & Insurance, Transportation, Logistics, and Hospitality & Tourism utilizing the activity codes included in Attachment A.

Unit of Service: A Unit of Service is defined as one (1) eligible employer service code. EDC shall provide four hundred (400) eligible employer service codes by June 30, 2023.

3) CareerSource Work-Based Agreement

Services to be provided: Provide a total of twenty (20) Incumbent Worker Training (IWT) Paid Work Experience (PWE) or On-The-Job Training (OJT), collectively referred to as Work-based agreements in the following industry sectors: Manufacturing, Trades, Information Technology, Life Sciences, Healthcare, Financial, Professional Services, Defense and Security, Finance & Insurance, Transportation, Logistics, and Hospitality & Tourism. Work-based Agreements must be directly related to the targeted industry clusters per the *CareerSource Tampa Bay’s approved list of targeted industries*. **EDC to make formal introduction to CSTB designated Business Development Managers via email or documented face-to-face meeting.**

Unit of Service: A Unit of Service is defined as one (1) Work-based agreement. EDC shall provide twenty (20) Work-based agreements by June 30, 2023.

EDC shall maintain the necessary back-up information to document the delivery of the services. A Program Performance Report as described in Exhibit B – Program Performance Report is to be emailed on or before the fifteenth (15th) of the following month in which activity was conducted.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, summarize the results and outlining the accomplishments of the Program over the Term.

Business Development Managers shall provide Monthly and final Program Performance Reports to Director of Business Services, Kay Jefferson at jeffersonkay@careersourcetb.com.

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EXHIBIT B - PROGRAM PERFORMANCE REPORT

REPORT PERIOD _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED _____%

I. ACCOMPLISHMENTS:

II. PROBLEMS:

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

<u>UNITS OF SERVICE PROVIDED</u>	<u>PROGRAM GOAL</u>	<u>REPORT PERIOD</u>	<u>TERM TO DATE</u>	<u>% OF GOAL COMPLETED</u>
Eligible New Employer	100	_____	_____	_____
Employer Service Codes	400	_____	_____	_____
Work-based Agreements	20	_____	_____	_____

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: Generate monthly metric reports to include; company name, respective program(s) of interest, work based agreements submission and approval dates, applicable job openings (related to job order) and timing for respective programs of interest.

A monthly Performance Report is to be emailed on or before the fifteenth (15th) of the following month in which activity was conducted.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, summarize the results and outlining the accomplishments of the Program over the Term.

Business Development Managers shall provide Monthly and final Program Performance Reports to CSTB Director of Business Services, Kay Jefferson at jeffersonkay@careersourcetb.com

**MEMORANDUM OF UNDERSTANDING
CAREERSOURCE TAMPA BAY
ONE STOP CAREER CENTER SYSTEM
MOU # 2022-300-002
ENTERPRISING LATINAS, INC.**

I. PARTIES

This Memorandum of Understanding (“MOU”) is entered into between Tampa Bay Workforce Alliance, Inc., doing business as CareerSource Tampa Bay (CSTB), a Florida not-for-profit corporation, in its capacity as the administrative entity for Region 15 Workforce Board, and Enterprising Latinas hereafter referred to as “Partner”.

II. PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CSTB and the Partner and the actions to be taken by each to assure the coordination of their efforts in an effective “One-Stop” delivery system.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Hillsborough County. In addition, this agreement will establish joint processes and procedures that will enable the Partner and CSTB to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human services, job training, and other workforce development services to residents of Hillsborough County.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

III. PROVISION OF SERVICES

A. CareerSource Tampa Bay’s responsibilities are to:

1. Provide CSTB staff co-located at the Partner office for one day per week, 8 hours per week or .20 full-time equivalent. The estimated annual value for the CSTB WIOA staff totals \$15,000. Travel reimbursements shall be subject to Section 112.061, Fla. Sta.
2. Conduct an overview of CSTB programs and services to partner staff.
3. Assist with providing partner enrolled candidates with assistance in completing a full registration in Employ Florida (EF).
4. Provide information on interest and aptitude assessments available to partner candidates.
5. Promote CSTB online services to job seekers including Career Edge, GCF Learn Free, and Metrix Learning.
6. Conduct on-site assessments as needed and as requested by partner.

7. Provide Job Shop Guide collateral materials in Spanish on a variety of job search and retention topics.
8. Provide individual career planning and guidance Educate candidates on the fully array of CSTB programs and services.
9. Share information with Enterprising Latinas on CSTB programs and services, WIOA programs services that are available and upcoming In-House Recruitment events and Job Fairs.
10. Refer candidates to CSTB satellite offices for enhanced ongoing services.
11. Promote Referrals to WIOA basic career services and training services and process referrals from partner organization for potential enrollment into WIOA program services that are available.
12. Consider dual enrollments between partner organization and CSTB where appropriate.
13. Participate in partner organization staff and management meeting.
14. Abide by all policies, rules, procedures, to include Florida statutes, policies and local operating procedures.
15. Ensure timely data sharing with partner regarding performance outcome data for co-enrolled candidates.
16. Provide a variety of statistical reports to track the success of the partnership.
17. Participate in partner on-site events based on calendar of events schedule.
18. May conduct on-site CSTB Employability Skills Workshops at partner location based on identified need and available resources.
19. Review MOU annually and solicit feedback from the partner regarding improvements, changes and/or additions.

B. The Partner's responsibilities are to:

1. Provide co-location for CSTB staff at the Partner office for one day per week, 8 hours per week or .20 full-time equivalent.
2. Provide information and training to CSTB co-located staff on partner program eligibility criteria.
3. Provide access to laptop computers and training room for any group events that CSTB schedules on-site at partner location.
4. Promote Employ Florida (EF) and ensure all referred WIOA candidates are fully registered.
5. Promote CSTB programs and services and WIOA program services that are available.
6. Assist CSTB with outreach efforts by distributing CSTB collateral material to partner enrolled WIOA candidates and posting CSTB flyers in the partner office.
7. Schedule partner referrals for individual appointments to meet with CSTB staff co-located on-site.
8. Respond timely to requests from CSTB management team.
9. Ensure timely data sharing with CSTB regarding performance outcome data for WIOA candidates.
10. Provide feedback to CSTB management regarding the performance of the partnership's effectiveness and the success of the partnership.
11. Invite CSTB co-located staff and management to participate in staff and management meetings.
12. Notify CSTB of any partner office closures or modified hours of operation.
13. Share a variety of statistical reports to track the success of the partnership.

IV. NOTICES

Any and all notices, demands, consents, approvals or other communication which is required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if transmitted by hand-delivery with receipt thereof by a nationally recognized overnight delivery service, or by certified mail posted prior to the expiration date for such notice, return receipt requested and first class postage prepaid, to the following addresses:

If to CSTB: CareerSource Tampa Bay
4902 Eisenhower Blvd. Suite 250
Tampa, FL 33634
Attention: John Flanagan, President & CEO
Email: FlanaganJ@careersourcetb.com

If to Partner: Enterprising Latinas
5128 State Road 674
PO Box 1298
Wimauma, FL 33598
Attention: Elizabeth Gutierrez, CEO
Email: liz.gutierrez@enterprisinglatinas.org

or to such other address as a party may have specified in writing to the other party using the procedures contained in this Article. Notices sent (i) via hand delivery shall be deemed delivered when received; (ii) via overnight delivery by a nationally recognized overnight delivery service shall be deemed delivered on the next business day after deposit with such service; and (iii) via certified mail shall be deemed delivered on the date of receipt.

V. TERM AND RENEWAL

This agreement is effective upon execution, as set forth in **Section XV. Signatures** of this agreement and will cover the period from July 1, 2022 until June 30, 2023. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

VI. AMENDMENTS

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VII. MERGER

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

VIII. FISCAL NON-FUNDING CLAUSE

This MOU is subject to funding availability. In the event funding to this MOU is reduced, unavailable, or are subsequently determined not to be eligible to fund this MOU, including, but not limited to, federal or state funds, CSTB shall notify the Partner of such occurrence, and CSTB may terminate this

MOU, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Partner.

IX. PROVISIONS REGARDING ACCESS TO RECORDS

The Partner will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

i) Keep and maintain public records required by CSTB to perform the services, for a period of 5 years.

ii) Upon request from CSTB, provide CSTB 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 Agreement term and following completion of the MOU if the Partner does not transfer the records to CSTB.

iv) Upon completion of the Agreement, transfer at no cost to CSTB, all public records in possession of CSTB or keep and maintain public records required by CSTB to perform the service. If the Partner transfers all public records to CSTB upon completion of the MOU, the Partner shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

If the Partner keeps and maintains public records upon completion of the Contract, the Partner shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

Failure of the Partner 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 MOU by CSTB.

X. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XI. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XII. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as 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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Agreement or applicable law by either party, 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 or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Agreement.

XIII. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Tampa Bay and the Partner and no third party is an intended beneficiary under this MOU.

XIV. GOVERNANCE

The accountability and responsibility for One-Stop Career Center System’s organizational activity and accomplishments will rest with CareerSource Tampa Bay and the local Chief Elected Officials (CEOs), i.e. the Board of County Commissioners, Hillsborough County. Pursuant to the Workforce Innovation Act (WIOA), Sec. 121(a)(3), the local Board in partnership with the CEOs shall conduct oversight with respect to the One-Stop delivery system.

XV. SIGNATURES

The parties have executed this Agreement on the last date set forth below, by their respective signatures:

Elizabeth Gutierrez
CEO
Enterprising Latinas, Inc.

Date

Benjamin Hom
Board Chair
Tampa Bay WorkForce Alliance, Inc.
DBA CareerSource Tampa Bay

Date



Action Item

Related Party Training Provider and Program ITAs

Background

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established;
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract;
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Economic Opportunity (DEO) and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the Board for consideration and approval. The Board shall ensure that: (i) the Board member or employee with the conflict removes himself or herself from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract; (ii) the Board member or employee with the conflict is not physically present during the voting; (iii) the Board member with the conflict abstains from any vote regarding the Related Party Contract and (iv) the Board member with the conflict completes the required forms: (1) Contract Information Form and (2) Disclosure and Certification of Conflict of Interest in a Contract.

All related party contracts approved on or after July 1, 2021, must be published on CSTB's website within 10 days after approval by the board or DEO, whichever is later, and remain published for at least one year after termination of the contract.

Training Provider and Programs

The Workforce Innovation and Opportunity Act (WIOA) implemented in 2014 provides for training services using Individual Training Accounts (ITA). ITAs can be used to access training from eligible Training Providers who have been approved by the Board of Directors to provide training services and related training programs in occupations that are listed on CSTB's targeted occupations list. Approved Training Providers and Programs are maintained on CSTB's website <https://www.careersourcetampabay.com/about-us/become-a-training-provider/>

Applications for a new training provider and new training programs with an existing training provider are accepted January through March.

Training Provider

New Training Providers, who have met certain requirements, require Workforce Performance Committee (Committee) and Board of Directors (Board) approval. In addition, there are certain limits to the number of enrollments for a new training provider. Training Provider renewal, which must be completed for continued eligibility, does not require Committee and Board approval unless a related party is involved. Training Provider renewal with a related party is required to follow the above related party procedures.

Training Programs

New training programs, that have met certain requirements, with an existing Training Provider require Workforce Performance Committee (Committee) and Board of Directors (Board) approval. Certain performance and accreditation requirements must be maintained for continued inclusion and retention on CSTB's list of approved training providers and programs. However, Committee and Board approval are not required unless a related party is involved. Existing training programs with a related party are required to follow the above related party procedures.

Information

Hillsborough County School Board (Technical Colleges)

Related Party

Organization Name	Board Member
Hillsborough County School Board (HCSB)	Warren Scott Brooks

Training Provider Renewal

HCSB has submitted all required documents to renew their status as an approved training provider for the period July 1, 2022, through June 30, 2023.

Continuing and New Training Programs

HCSB renewed with a total of 35 training programs, 4 new and the remainder continuing. The new training programs were presented and approved at the May 4, 2022, Workforce Performance Committee meeting.

Type	Amount Not to Exceed
New Training Programs ITAs	\$102,948
Continuing Training Programs ITAs	\$60,000
	\$162,948

The monetary "not-to-exceed" threshold has been estimated based on the following:

- New Training Programs: 12 enrollments (new training programs are limited to a maximum of 12 enrollments) multiplied by the total cost of the 4 programs (\$8,579).
- Continuing Training Programs: Estimated based on performance activities during the last 2 fiscal years.

Recommendation 1:

Approve through June 30, 2023, Hillsborough County School Board renewal as a Training Provider and ITA, contingent upon DEO and CareerSource Florida approval.

Hillsborough Community College

Related Party

Organization Name	Board Member
Hillsborough Community College	Dr. Brian Mann

Training Provider Renewal

HCC has submitted all required documents to renew their status as an approved training provider for the period July 1, 2022, through June 30, 2023.

Continuing and New Training Programs

HCC renewed with a total of 98 training programs, 16 new and the remainder continuing. The new training programs were presented and approved at the May 4, 2022, Workforce Performance Committee meeting.

Type	Amount Not to Exceed
New Training Programs ITAs	\$707,550
Continuing Training Programs ITAs	\$300,000
	\$1,007,550

The monetary “not-to-exceed” threshold has been estimated based on the following:

- New Training Program ITAs: 12 enrollments (new training programs are limited to a maximum of 12 enrollments) multiplied by the total cost of the 16 programs (\$58,962.53).
- Continuing Training Programs ITA: Estimated based on performance activities during the last 3 fiscal years.

Recommendation 2:

Approve through June 30, 2023, Hillsborough Community College renewal as a Training Provider and ITAs, contingent upon DEO and CareerSource Florida approval.



Information Item

Strategic Goals Dashboard Update

Here's the link to the live dashboard: [Strategic Goals Live Dashboard Link](#)

Introduction

This document was created to support individual CSTB Strategic Plan Dashboard users as they review and interact with the Dashboard tool and seek to better understand the methodology for how metrics are calculated and reported. Of note, below terminology focuses on quantifiable data metrics. Any outcomes that require a final document or study to establish a baseline, are not included in the detail below. They are instead referred to as "Projects" in the dashboard and are considered a yes or no for meeting the goal. No additional methodology is required.

Summary Page and Indicator Icon Methodology

Each CSTB Priority is identified on the summary page of the dashboard.

Below are the current CSTB Priorities.

1. Connecting Job Seekers to Careers
2. Future Workforce
3. Community Awareness
4. System Redesign
5. Revenue Diversification

Under each pillar on the summary page, is every goal associated with that pillar. Next to each goal is a red triangle, yellow circle, and green triangle. A red triangle indicates that this goal has not been started or met. A yellow circle indicates that this goal has been started but all the objectives have not been met. A green triangle indicates that all the metrics associated with this metric have been successfully completed to-date.

Each metric associated with goals are on the individual priority pages and have their own individual indicator icon.

System Traffic- The total number of customer check in's through the front-desk kiosk system between 7/1/2021 and 6/30/2022.

Virtual Services Served- Distinct count of customers assigned to Region 15 who have received a self-directed service between 7/1/2021 and 6/30/2022 who have not received a staff assisted service between 7/1/2021 and 6/30/2022.

Individuals Served- Count of distinct customers that are assigned to Region 15 and have received a service or activity in WIOA, Generic Programs, WP, TAA, SNAP, or WT with an activity or service actual begin date between 7/01/2021 and 06/30/2022.

Workshop Attendance- Total count of attendance to CSTB Employability Skills Workshops between 7/1/2021 and 6/30/2022. Workshops counted in this measure are Job Search, Leadership, Computer Skills, Social Networking, Interview Skills, Soft Skills, and Financial Management.

Employer Satisfaction- Percentage of employers who select effective or higher to the monthly employer survey question “How effective has the CSTB staff been in providing you the services you need?” between 7/1/2021 and 6/30/2022.

Job Fairs and In-House Recruitments- Count of distinct employers who receive a Provided Mass Recruitment Services or Provided Job Fair Services between 7/1/2021 and 6/30/2022 recorded by CSTB staff.

Placements- Distinct count of customers assigned to Region 15 that had an activity code between 750 and 883 with an actual date between 7/1/2021 and 6/30/2022, a job placement start date in OSST between 7/1/2021 and 6/30/2022 or employment entered on the case closure with a closure date between 7/1/2021 and 6/30/2022.

Small Business Served- Count of distinct employers assigned to Region 15 who receive a service between 7/1/2021 and 6/30/2022 who also list their employer size in their employer account on Employ Florida at 50 or less.

Employers Served- Count of distinct employers assigned to Region 15 who receive a service between 7/1/2021 and 6/30/2022 who also list their employer size in their employer account on Employ Florida at 50 or less.

Value Added Services- Count of customers assigned to Region 15 who receive an On-The-Job or an Incumbent Worker Training activity with an actual begin date between 7/1/2021 and 6/30/2022.

Work Experience Enrolled- Count of customers assigned to Region 15 who receive a Work Experience activity with an actual begin date between 7/1/2021 and 6/30/2022.

OJT Enrolled- Count of customers assigned to Region 15 who receive an On-the-Job activity with an actual begin date between 7/1/2021 and 6/30/2022.

IWT Enrolled- Count of customers assigned to Region 15 who receive an Incumbent Worker Training activity with an actual begin date between 7/1/2021 and 6/30/2022.

Apprenticeship Enrolled- Count of customers assigned to Region 15 who receive an Apprenticeship activity with an actual begin date between 7/1/2021 and 6/30/2022.

Work Based Learning Employers- Count of distinct employers assigned to Region 15 who have a Work Based Learning contract signed with CSTB and have a customer assigned to them with an actual start date of either an On-the-Job Training, Paid Work Experience, or Incumbent Worker Training between 7/1/2021 and 6/30/2022.

Information Item

WIOA Primary Indicators of Performance: PY 2122 July 21-March 22

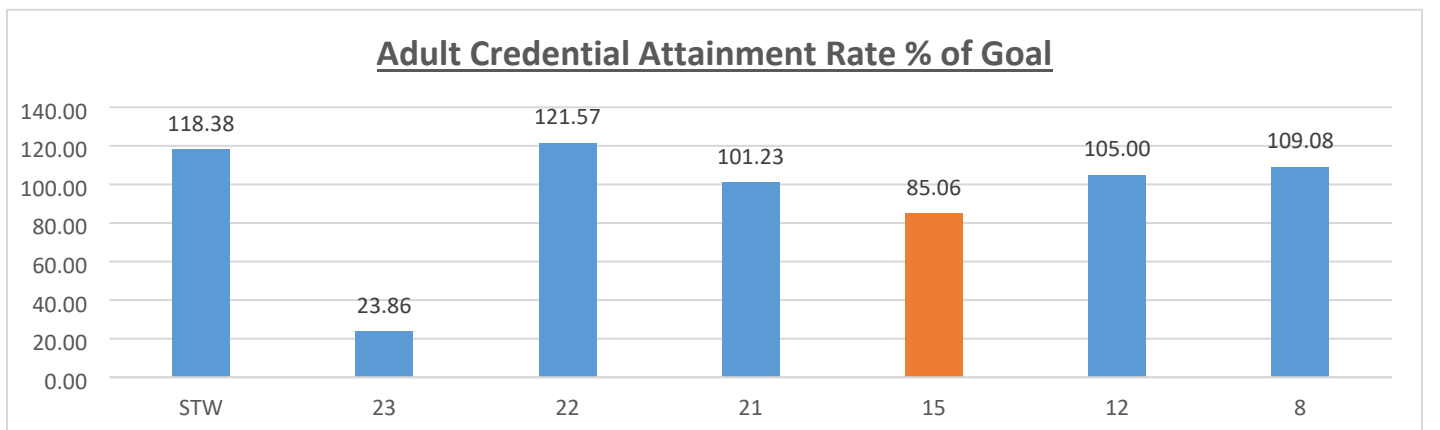
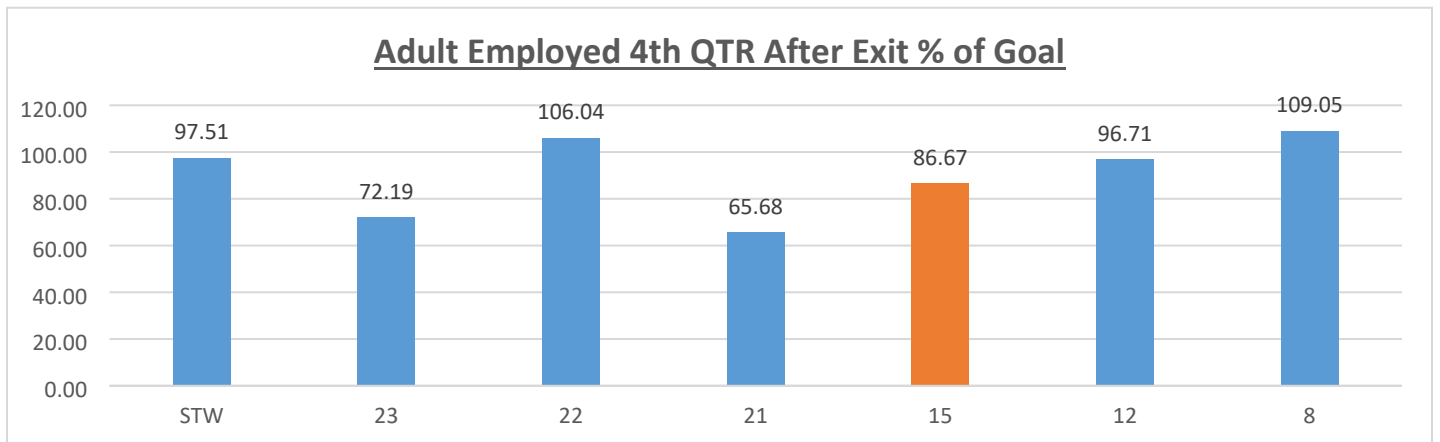
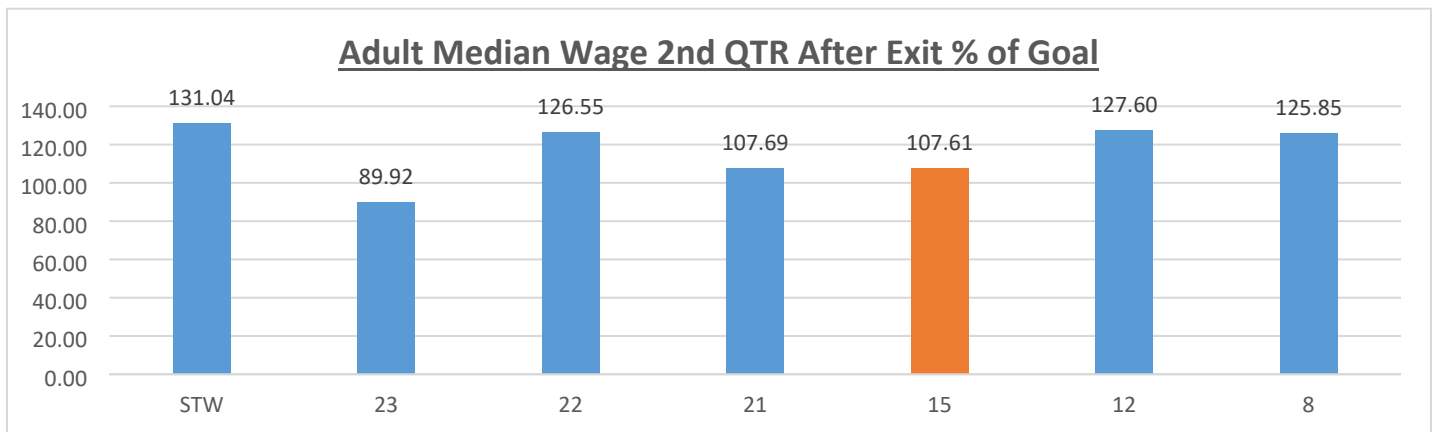
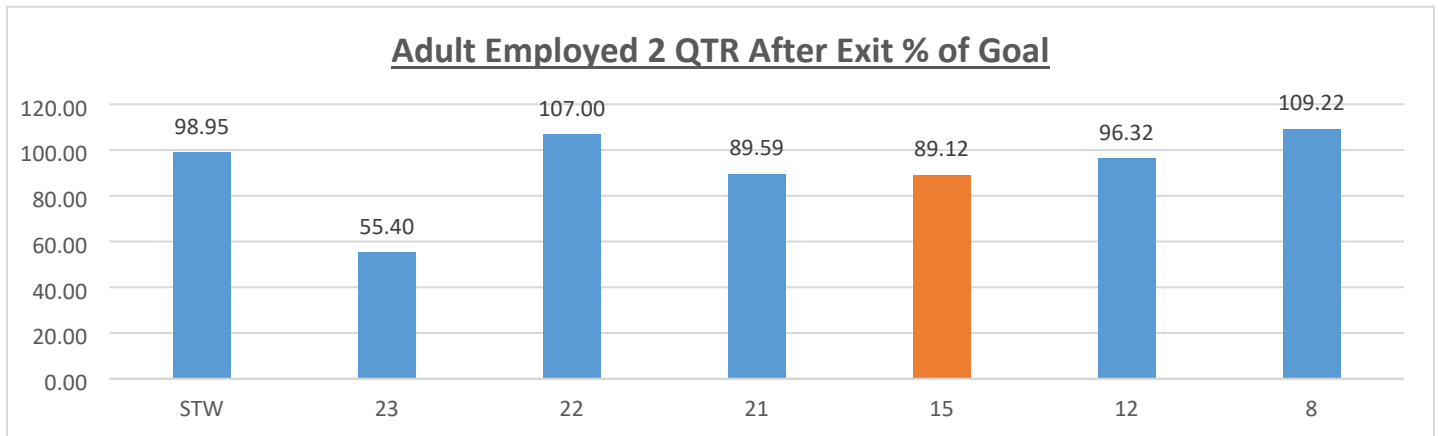
LWDB 15

Measures	PY2021-2022 2nd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q2	PY2021-2022 3rd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q3	PY2021-2022 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	74.80	87.49	76.20	89.12	85.50
Median Wage 2nd Quarter After Exit	\$10,066	107.09	\$10,115	107.61	\$9,400
Employed 4th Qtr After Exit	76.80	85.33	78.00	86.67	90.00
Credential Attainment Rate	74.80	88.00	72.30	85.06	85.00
Measurable Skill Gains	71.10	118.50	74.00	123.33	60.00
Dislocated Workers:					
Employed 2nd Qtr After Exit	82.70	97.29	85.20	100.24	85.00
Median Wage 2nd Quarter After Exit	\$12,969	131.00	\$11,739	118.58	\$9,900
Employed 4th Qtr After Exit	84.80	95.28	82.50	92.70	89.00
Credential Attainment Rate	84.40	120.57	82.70	118.14	70.00
Measurable Skill Gains	68.10	89.02	76.00	99.35	76.50
Youth:					
Employed 2nd Qtr After Exit	70.00	85.37	70.60	86.10	82.00
Median Wage 2nd Quarter After Exit	\$5,433	110.88	\$5,070	103.47	\$4,900
Employed 4th Qtr After Exit	66.50	78.24	67.70	79.65	85.00
Credential Attainment Rate	52.60	59.10	47.60	53.48	89.00
Measurable Skill Gains	27.20	49.45	29.50	53.64	55.00
Wagner Peyser:					
Employed 2nd Qtr After Exit	61.70	88.14	63.50	90.71	70.00
Median Wage 2nd Quarter After Exit	\$6,498	110.14	\$6,843	115.98	\$5,900
Employed 4th Qtr After Exit	64.60	95.00	65.30	96.03	68.00
Not Met (less than 90% of negotiated)					
Met (90-100% of negotiated)					
Exceeded (greater than 100% of negotiated)					

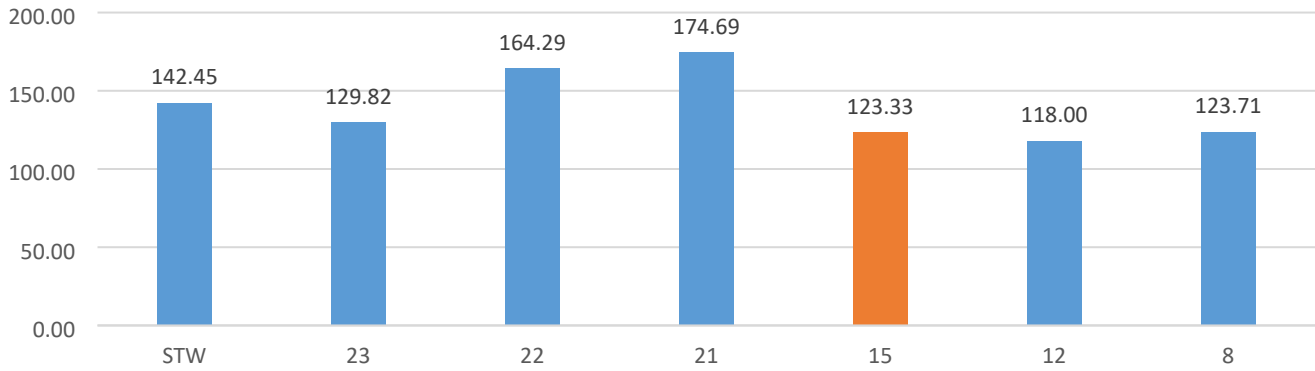
Statewide

Measures	PY2021-2022 2nd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q2	PY2021-2022 3rd Quarter Performance	PY2021- 2022 % of Performance Goal Met For Q3	PY2021-2022 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	83.10	97.19	84.60	98.95	85.50
Median Wage 2nd Quarter After Exit	\$8,881	126.87	\$9,173	131.04	\$7,000
Employed 4th Qtr After Exit	81.70	96.69	82.40	97.51	84.50
Credential Attainment Rate	79.90	117.50	80.50	118.38	68.00
Measurable Skill Gains	72.20	147.35	69.80	142.45	49.00
Dislocated Workers:					
Employed 2nd Qtr After Exit	84.80	99.76	89.50	105.29	85.00
Median Wage 2nd Quarter After Exit	\$10,373	146.10	\$10,401	146.49	\$7,100
Employed 4th Qtr After Exit	81.90	101.74	82.40	102.36	80.50
Credential Attainment Rate	85.00	121.43	85.20	121.71	70.00
Measurable Skill Gains	70.70	144.29	72.10	147.14	49.00
Youth:					
Employed 2nd Qtr After Exit	81.20	102.14	81.70	102.77	79.50
Median Wage 2nd Quarter After Exit	\$4,114	128.56	\$4,295	134.22	\$3,200
Employed 4th Qtr After Exit	78.40	105.95	79.20	107.03	74.00
Credential Attainment Rate	85.00	111.11	83.70	109.41	76.50
Measurable Skill Gains	54.30	116.77	50.40	108.39	46.50
Wagner Peyser:					
Employed 2nd Qtr After Exit	58.80	90.46	59.60	91.69	65.00
Median Wage 2nd Quarter After Exit	\$6,006	117.76	\$6,416	125.80	\$5,100
Employed 4th Qtr After Exit	59.90	93.30	60.40	94.08	64.20

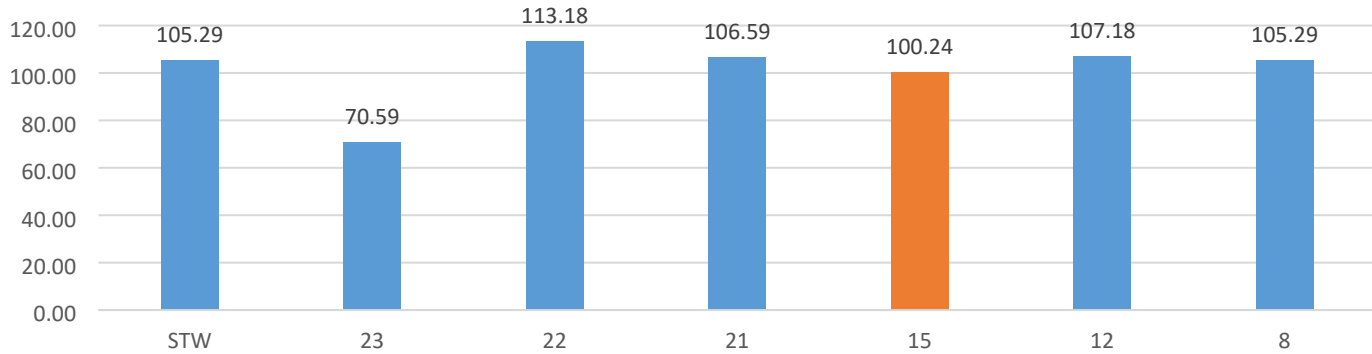
Regional Comparison



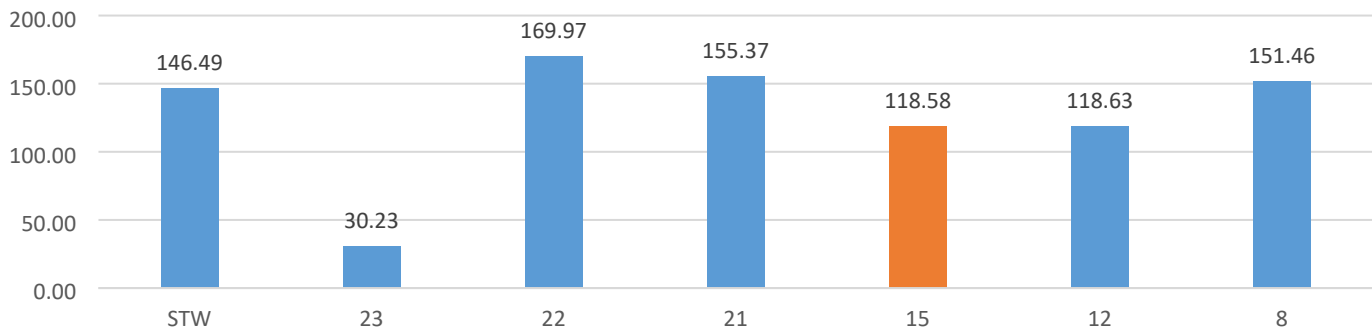
Adult Measurable Skills Gains



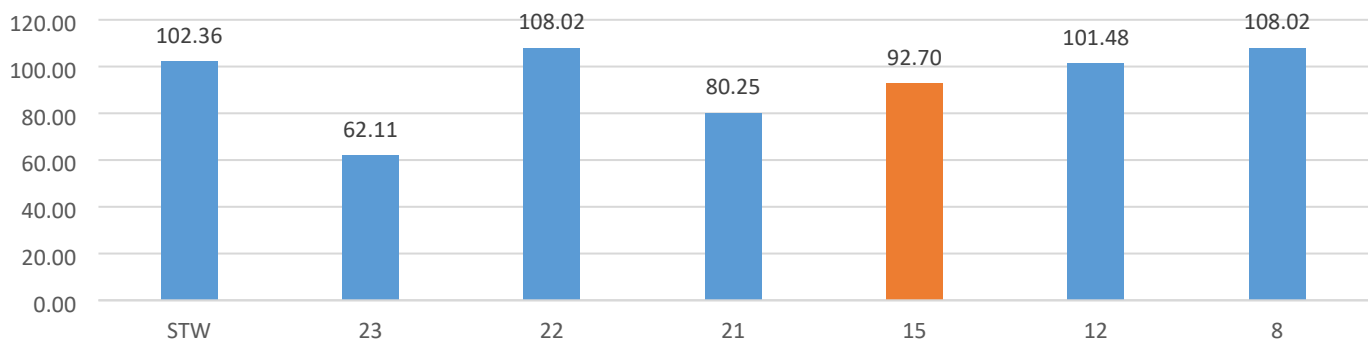
DW Employed 2nd QTR After Exit % of Goal



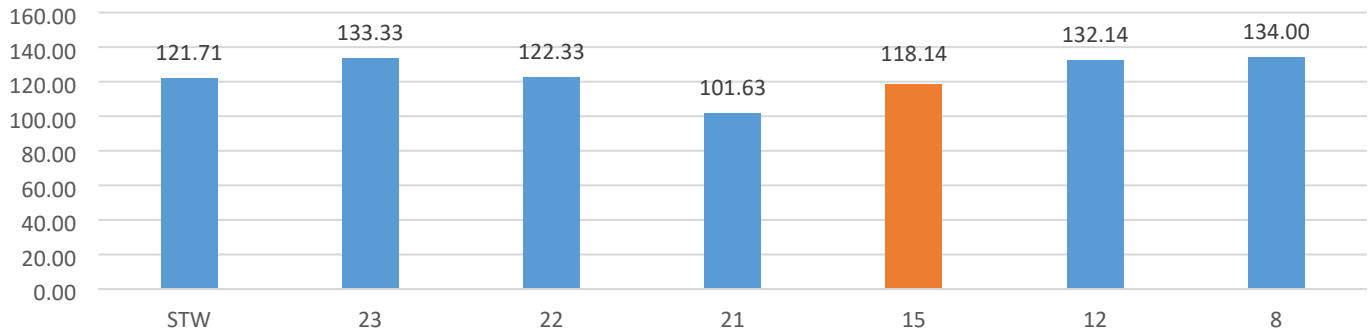
DW Median Wage 2nd QTR After Exit % of Goal



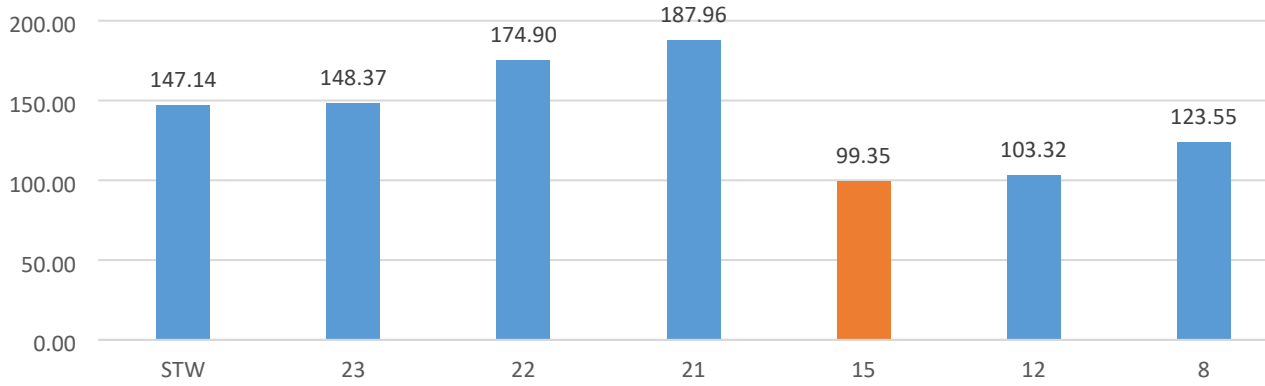
DW Employed 4th QTR After Exit % of Goal



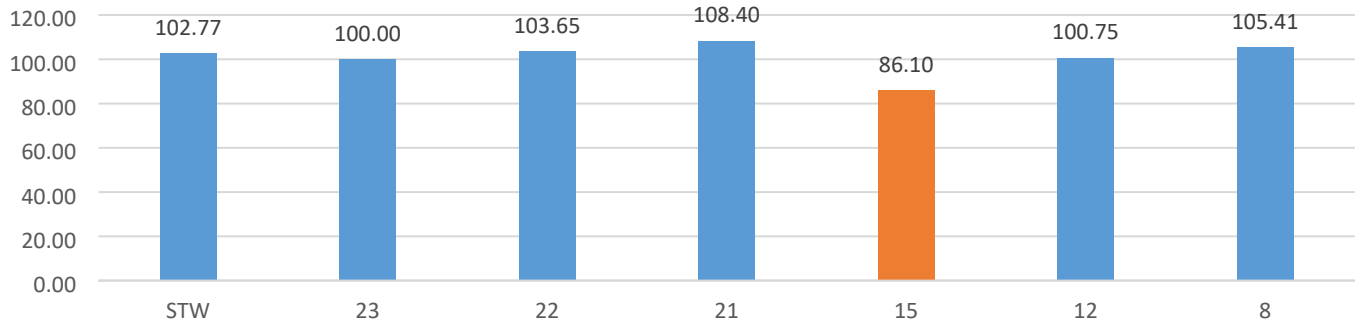
DW Credential Attainment Rate % of Goal



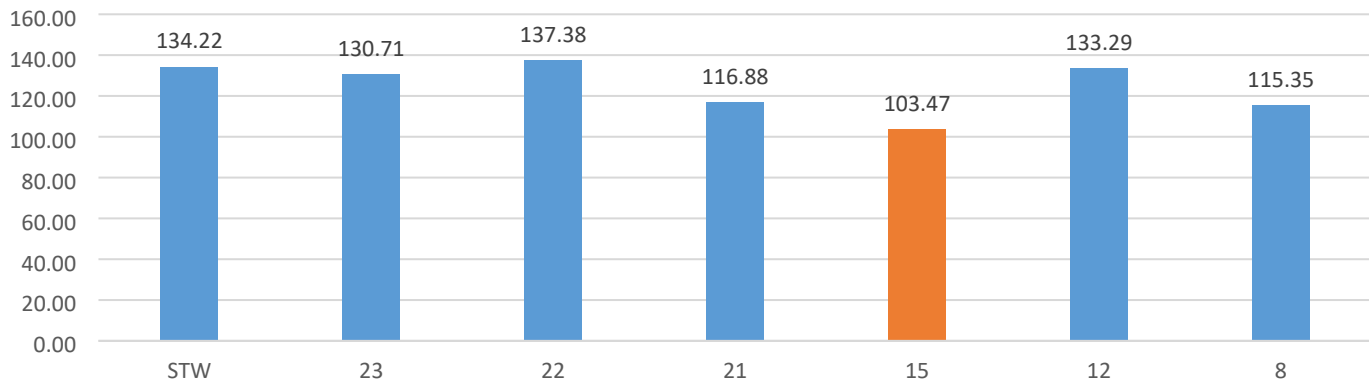
DW Measurable Skills Gains % of Goal



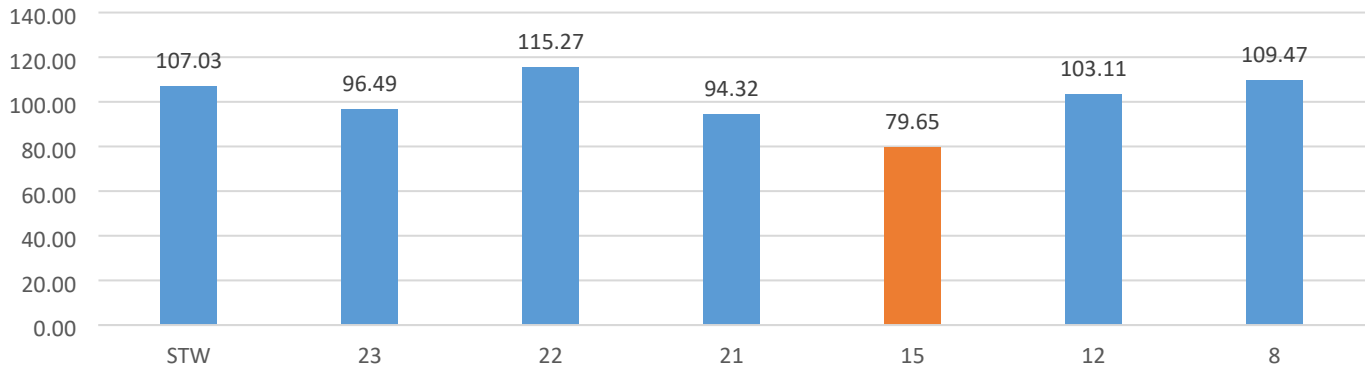
Youth Employed 2nd QTR After Exit % of Goal



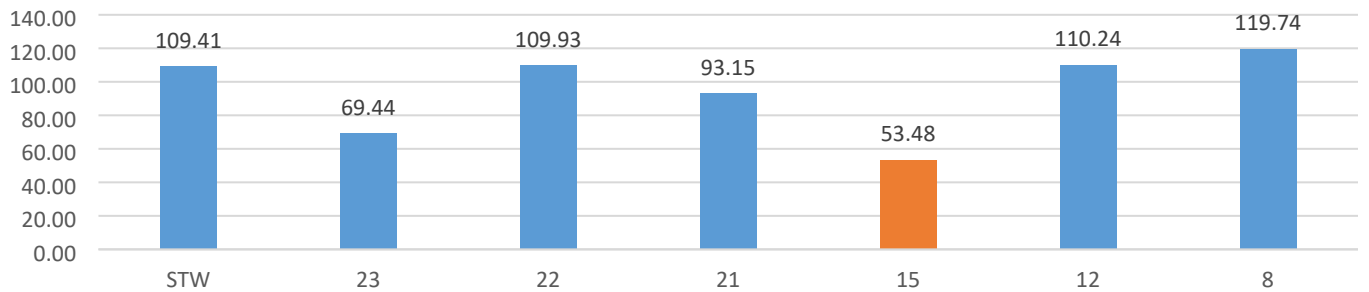
Youth Median Wage 2nd Quarter After % of Goal



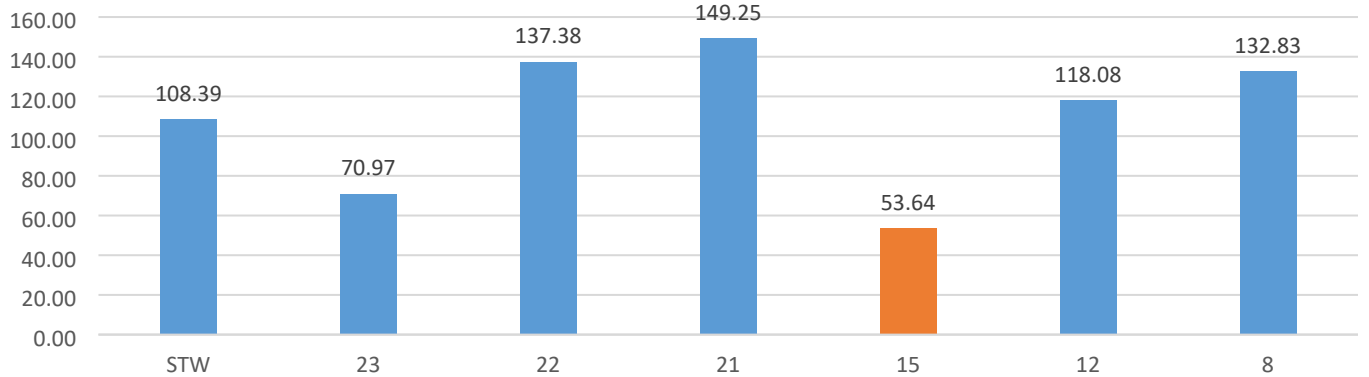
Youth Employed 4th QTR After Exit % of Goal



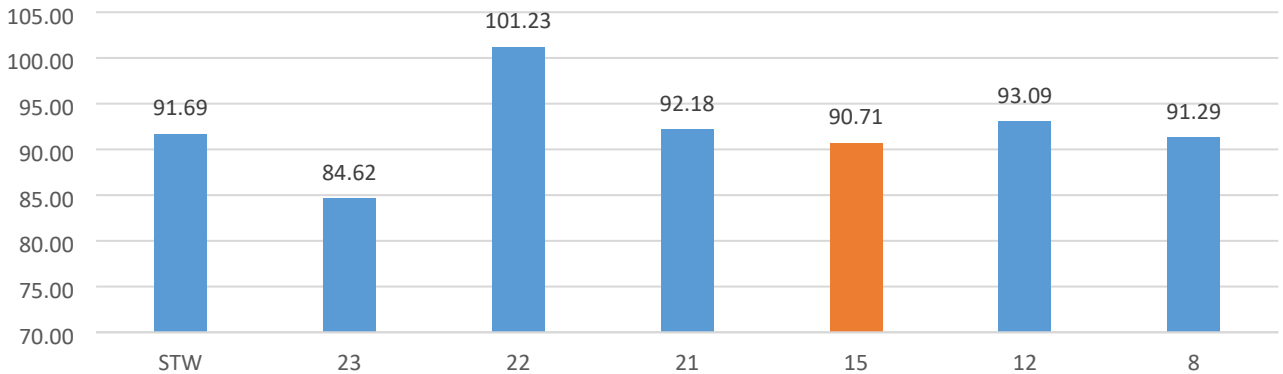
Youth Credential Attainment % of Goal



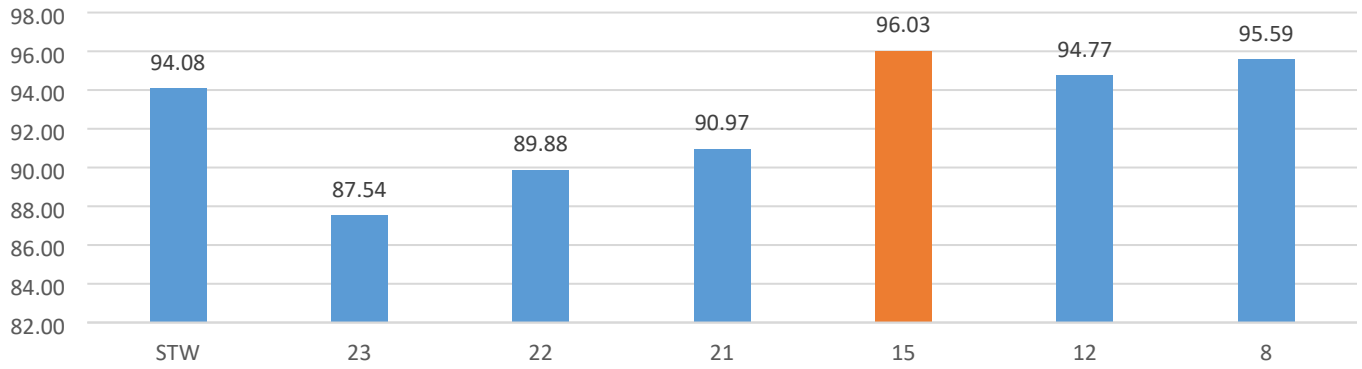
Youth Measurable Skills Gains % of Goal



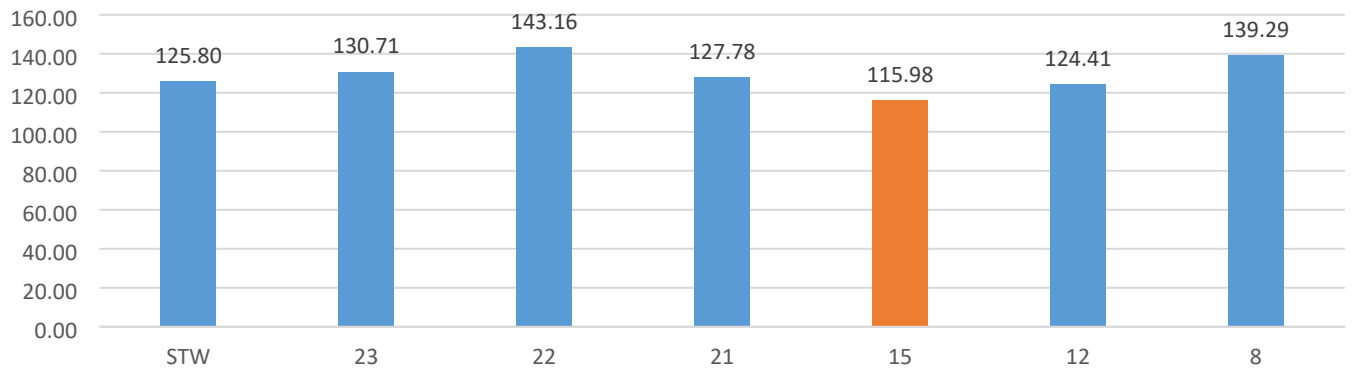
WP Employed 2nd QTR After Exit % of Goal



WP Employed 4th Quarter After Exit % of Goal



WP Median Wage 2nd QTR After Exit % of Goal



Region 8- CareerSource North Florida

Region 12 CareerSource Central Florida

Region 21- CareerSource Palm Beach

Region 22- CareerSource Broward

Region 23- CareerSource South Florida



Information Item Training Vendors Outcome Report

Period covering April 2021 – March 2022

CareerSource Tampa Bay provides WIOA funded training services with a focus on successful completion of demand-driven industry certifications and training programs.

Performance Outcome Descriptions:

Metric	Description
Total Exited Training	The total # of all WIOA customers who exited training since the beginning of the current program year.
Exited without Completing Training	The total # of all WIOA customers that exited training since the beginning of the current program year <u>without completing training</u> .
Exited After Completing Training	The total # of all WIOA customers that exited training since the beginning of the current program year <u>after completing training</u> .
Total Employed	The total # of all WIOA customers that exited training since the beginning of the current program year <u>with employment after exiting training</u> .
Total Employed Training Related	The total # of all WIOA customers that exited training since the beginning of the current program year <u>with employment that is related to training after exiting training</u> .
Employed Not Training Related	The total # of all WIOA customers that exited training since the beginning of the current program year <u>with employment that is not related to training after exiting training</u> .
Average Wage	The average of wages for all WIOA customers that exited training since the beginning of the current program year <u>with employment after exiting training</u> .
Completion %	Exited After Completing Training divided by Total Exited Training
Placement %	Total Employed divided by Exited After Completing Training



Training Vendor Outcome Report: PY21 22 (April 2021-March 2022)

Provider Name	Program Name	Active	Total Exited Training	Exited after Completing Training	Exited without Completing Training	Total Employed Training Related	Employed Not Training Related	Average Wage	Completion %**	Placement %**
Academy for Dental Assistants	12 Week Dental Assisting Program		2		1			N/A	0%	N/A
Access Computer Training	A+ Certification Prep	3	1	1				N/A	100%	0%
Access Computer Training	Business Application	1	10	8	2	2	2	\$ 13.94	80%	50%
Access Computer Training	Microsoft Advanced Office		3	3				N/A	100%	0%
Access Computer Training LLC	Bookkeeping, Accounting, and Auditing Clerks		1	1				N/A	100%	0%
Access Computer Training LLC	Microsoft Office		3	2	1	2		\$ 21.88	67%	100%
Aguilas International Technical Institute	Medical Assistant	3	1		1			N/A	0%	N/A
Altierus Career College	Dental Assistant	1	1					N/A	0%	N/A
Altierus Career College	Heating, Ventilation and Air Conditioning (HVAC) Technician	1	1	1				N/A	100%	0%
Altierus Career College	Industrial Electrical Technician		1	1		1		\$ 17.50	100%	100%
Altierus Career College	Massage Therapy	3	4	3	1	1		\$ 20.00	75%	33%
Altierus Career College	Medical Assistant		1					N/A	0%	N/A
Altierus Career College	Medical Billing and Coding		2		2		1	\$ 18.00	0%	N/A
Altierus Career College	Nursing	2	1					N/A	0%	N/A
Ana G Mendez University- CSCF	Medical Assistant	10	1		1			N/A	0%	N/A
Aparicio-Levy Technical Center-Vs	Emergency Medical Technician	1	5	1	1		1	\$ 15.57	20%	100%
Aparicio-Levy Technical Center-Vs	Firefighting		1	1				N/A	100%	0%
Armenia Pharmacy Solutions School	Pharmacy Tech Training		3	3				N/A	100%	0%
Brewster Technical Center-Vs	Central Sterile Processing Technologist		2		1			N/A	0%	N/A
Brewster Technical Center-Vs	Pharmacy Technician		1		1			N/A	0%	N/A
Career Tech-Is	Commercial Truck Driver Training		1					N/A	0%	N/A
CareerSource Tampa Bay Center	Microsoft Office Specialist (MOS)		1		1			N/A	0%	N/A
Center For Technology Training-Is	Business Applications Specialist	2	4	3	1	1	1	\$ 32.50	75%	67%
Center For Technology Training-Is	Cisco Networking (CCNA Prep)		1	1			1	\$ 10.25	100%	100%
Center For Technology Training-Is	Microsoft Database Technologies-Cd4 MCDBA		2	1	1			N/A	50%	0%
Center For Technology Training-Is	Microsoft Network Administration	3	2	1	1	1		\$ 20.00	50%	100%
Center For Technology Training-Is	Network Technician (Network+)		2	2		1		\$ 20.02	100%	50%
Center For Technology Training-Is	Pc Repair Technician (A+ Prep)-Cd4		2		1			N/A	0%	N/A
Center For Technology Training-Is	Project Management		7	7		1	2	\$ 23.12	100%	43%
Center For Technology Training-Is	Security Professional (Security+Prep)		1	1		1		\$ 43.27	100%	100%
Center For Technology Training-Is	SEO & Social Media Professional		2		1		1	\$ 21.00	0%	N/A
Center For Technology Training-Is	Web Design Professional	2	7	1	6		3	\$ 15.79	14%	300%

Computer Coach Training Center - vs	Business Office Specialist		8	6	1	1	1	\$ 15.50	75%	33%
Computer Coach Training Center - vs	Cloud Integration Specialist	2	5	4	1	2	1	\$ 32.50	80%	75%
Computer Coach Training Center - vs	Computer Support Technician		1	1				N/A	100%	0%
Computer Coach Training Center - vs	Cyber Security Specialist	15	21	11	5	2	4	\$ 13.87	52%	55%
Computer Coach Training Center - vs	Data Specialist	1	1	1			1	\$ 27.02	100%	100%
Computer Coach Training Center - vs	Digital Marketing Specialist	2	26	19	3	3	4	\$ 19.70	73%	37%
Computer Coach Training Center - vs	Front-End Web Developer	1	14	10	2		2	\$ 21.49	71%	20%
Computer Coach Training Center - vs	IT Security Professional		2	2				N/A	100%	0%
Computer Coach Training Center - vs	Project Management Specialist / Service Management		6	6			2	\$ 38.71	100%	50%
Concorde Career Institute-Is	Dental Assistant-Cd4		1	1			1	\$ 17.00	100%	100%
Concorde Career Institute-Is	Medical Assistant-Cd4		5	2	3		1	\$ 17.37	40%	50%
Concorde Career Institute-Is	Medical Office Administration	1	2		2			N/A	0%	N/A
Concorde Career Institute-Tampa-Un	Dental Assisting/Assistant		1	1			1	\$ 17.00	100%	100%
Concorde Career Institute-Tampa-Un	Medical/Clinical Assistant		1	1			1	\$ 15.00	100%	100%
Erwin Technical Center-Vs	Air Conditioning, Refrigeration, and Heating Technology		2	2			1	\$ 20.00	100%	50%
Erwin Technical Center-Vs	Cosmetology		1	1				N/A	100%	0%
Erwin Technical Center-Vs	Medical Assisting		1		1		1	\$ 15.00	0%	N/A
Erwin Technical Center-Vs	Plumbing	1	1	1				N/A	100%	0%
Erwin Technical Center-Vs	Practical Nursing	3	2		2			N/A	0%	N/A
Erwin Technical Center-Vs	Surgical Technology	1	1					N/A	0%	N/A
FleetForce Truck Driving School	Commercial Truck Operator		3	2			1	\$ 13.33	67%	50%
Florida Career College	Business Office Administration		5	3	2	1	2	\$ 17.67	60%	100%
Florida Career College	Dental Assistant	1	14	12	2	5	3	\$ 14.47	86%	67%
Florida Career College	Heating, Ventilation, and Air Conditioning	4	21	20	1	8	2	\$ 17.06	95%	50%
Florida Career College	Medical Assistant Technician	4	37	28	8	7	2	\$ 14.20	76%	32%
Florida Career College	Medical Front Office and Billing	7	11	9	2	5	2	\$ 15.04	82%	78%
Florida Career College	Patient Care Technician Diploma		3	2	1	1	1	\$ 14.25	67%	100%
Florida Technical College	IT Project Management		1	1			1	\$ 63.46	100%	100%
Galen College Of Nursing-Is	Assoc Degree in Nursing (AS) - Two-Year Option	1	2		2			N/A	0%	N/A
Galen College Of Nursing-Is	Baccalaureate Degree in Nursing (BSN)	2	4	3			2	\$ 21.00	75%	67%
Galen College Of Nursing-Is	Nursing-As	2	6	2	4	2		\$ 17.87	33%	100%
Galen College Of Nursing-Is	Practical Nursing	2	1		1			N/A	0%	N/A
Hillsborough Community College	Accounting Technology	1	1		1			\$ 18.29	0%	N/A
Hillsborough Community College	Aircraft Electronics Technician (AET) Certification Program		2	1				N/A	50%	0%
Hillsborough Community College	Business Administration-A		1	1				N/A	100%	0%
Hillsborough Community College	Certified Nursing Assistant (CNA NUR 8017)		2	2				N/A	100%	0%
Hillsborough Community College	Clinical Medical Assistant	4	15	6	2	1	1	\$ 16.50	40%	33%
Hillsborough Community College	Cloud Professional Certification		1			1		N/A	0%	N/A

Hillsborough Community College	Commercial Vehicle Driving (Heavy and Tractor-Trailer Truck Drivers)	3	27	17	7	4	2	\$ 17.28	63%	35%
Hillsborough Community College	CompTIA A+ Certification		1	1				N/A	100%	0%
Hillsborough Community College	Culinary Arts-C		1		1			N/A	0%	N/A
Hillsborough Community College	Cybersecurity	2	1	1				N/A	100%	0%
Hillsborough Community College	Digital Media/Multimedia Video Production		1					N/A	0%	N/A
Hillsborough Community College	EKG Technician		1		1			N/A	0%	N/A
Hillsborough Community College	Java 8SE (OCAJ) Certification (ECX-8085)		2	2			1	\$ 21.15	100%	50%
Hillsborough Community College	NURSING		2		2			N/A	0%	N/A
Hillsborough Community College	Office Administration-A		1		1			N/A	0%	N/A
Hillsborough Community College	Paralegal Studies (legal Asst)-A		1		1			N/A	0%	N/A
Hillsborough Community College	Radiography	1	1	1		1		\$ 21.85	100%	100%
Hillsborough Community College	Truck Driver - CDL B		1					N/A	0%	N/A
Hillsborough Community College	Welding		1					N/A	0%	N/A
Hillsborough Community College	Youth Occupational Skills Training - Non-ITA Training	1	2		1			N/A	0%	N/A
Jersey College	Practical Nursing-Cd4		4	2	2	2		\$ 22.50	50%	100%
Jersey College	Professional Nursing	5	14	7	6	4		\$ 19.50	50%	57%
JobWorks dba JobWorks Education and Training Systems	TechWorks	1	4	1	1		1	\$ 20.67	25%	100%
National Aviation Academy-Is	Aircraft Mechanics and Service Technicians		2	1	1			\$ 20.00	50%	0%
National Aviation Academy-Is	Aircraft Powerplant Mechanics-AP		1		1			N/A	0%	N/A
National Aviation Academy-Is	Aviation Maintenance Professional Program	1	1	1		1		\$ 24.25	100%	100%
National Aviation Academy-Is	Aviation Maintenance Technology	6	5	3		1	1	\$ 17.16	60%	67%
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Computer Information Systems Manager		2	1	1			N/A	50%	0%
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Computer Network Support Specialist		1		1		1	\$ 13.00	0%	N/A
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Computer Support Specialist		1		1			\$ 15.50	0%	N/A
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Microsoft Office Specialist MOS		1	1			1	\$ 37.50	100%	100%
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Preparation for CompTIA A+		7	4	1		1	\$ 14.00	57%	25%
Of Gulf Coast Flori-Is	Preparation for CompTIA Network+		3	3				N/A	100%	0%
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Preparation for Cyber Security IT Professional		1	1				N/A	100%	0%
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Preparation for Information Technology Infrastructure Library ITIL		2	2		2		\$ 33.50	100%	100%
New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Preparation for Microsoft Certified Solutions Associate (MCSA)		1	1				N/A	100%	0%

New Horizons Computer Learning Center Of Gulf Coast Flori-Is	Preparation For Project Management Professional (pmp) Certification-Cd4	1	6	5	1	1	2	\$ 37.19	83%	60%
New Horizons Computer Learning Centers Of North Florida-Is	Management Analyst		1	1				N/A	100%	0%
Palm Beach Code School	Intro to Web Design and Development		1		1			N/A	0%	N/A
Palm Beach Code School	Social Media Marketing Specialist	1	2	2				N/A	100%	0%
Pinellas Technical College (PTec) - Clearwater	Cosmetology		1					N/A	0%	N/A
Rasmussen College	Practical Nursing		1					N/A	0%	N/A
Rasmussen College	Professional Nursing AS	3	1		1			N/A	0%	N/A
Rasmussen College-Is	Nursing-As	1	1					N/A	0%	N/A
Roadmaster Drivers School, Inc.-Is	Commercial Truck Driver		13	10	3	3	1	\$ 15.43	77%	40%
Southern Technical College, Brandon-Is	Medical Assisting		2		1			N/A	0%	N/A
St Petersburg College-Un	Electrical Line Worker		1	1				\$ 20.00	100%	0%
Tampa Truck Driving School	CDL A - Truck Driver Training	2	68	62	2	16	3	\$ 17.01	91%	31%
Tampa Vocational Institute-Is	Call Center/Customer Service		3	3			1	\$ 18.25	100%	33%
Tampa Vocational Institute-Is	Introduction To Green Construction		2	2				N/A	100%	0%
University Of South Florida-Main Campus-Un	Coding Bootcamp		1	1				N/A	100%	0%
University Of South Florida-Main Campus-Un	HR Management Certificate	1	9	7	2	2	1	\$ 34.86	78%	43%
University Of South Florida-Main Campus-Un	Legal Assistant/Paralegal	1	1		1			N/A	0%	N/A
University Of South Florida-Main Campus-Un	Paralegal Certificate	3	9	4	4	2		\$ 15.00	44%	50%
University Of South Florida-Main Campus-Un	Process Improvement - Lean Six Sigma Green Belt Certification	1	2	2			1	\$ 20.20	100%	50%
University Of South Florida-Main Campus-Un	Project Management Certificate		2	2		2		\$ 37.50	100%	100%
University Of South Florida-Main Campus-Un	Project Management Professional (PMP) [®] Certification Prep		2	2		1		\$ 31.25	100%	50%
University Of South Florida-Main Campus-Un	SHRM Certified Professional or SHRM Senior Certified Professional Certification		3	2	1		1	\$ 33.65	67%	50%
University Of South Florida-Main Campus-Un	SHRM Essential of HR		1	1				N/A	100%	0%

*Average wage at or above \$15.25 or where data is not available are highlighted green. Average wage below \$15.25 are highlighted yellow.

**Completion Rates at or above 65% and Placement Rates at or above 70% are highlighted green.

Note: Participants who exited training after completion have 180 days from completion to be counted as placed. Currently there is a moratorium on removing providers based on performance due to COVID-19.

Information Item

Overview: Year-Round Youth Services

- ***Paid Work Experience YTD: 120 (includes ACE)***
- ***Occupational Skills Training, YTD Served: 126 Youth***
- ***Penn Foster***
 - *Enrolled: 23*
 - *Completers: 5*



Shandrea Jacobs graduated from Pinellas Technical College with a diploma in Cosmetology and received her license from the state of Florida, Board of Cosmetology. She stated 'I have always loved creating new looks for others, and enjoy giving a full-service experience to each client including hair, make-up and a personalized photo shoot.' She is now self employed and prides herself on providing a personalized customer experience for every occasion.



Veronica was the first person in her family to graduate high school. She came into the WIOA Youth program with a clear goal of attending school for Radiography. Initially, the college environment was challenging while balancing employment and learning how to create good study habits. Veronica stayed focused and has one more semester to go. She is now in her clinicals and looking into applying for an internship/co-op position. "Life hits you in unexpected ways, and just because you can get up off your knees doesn't mean you have to refuse help. Career source was that helping hand that I'll be forever grateful for during these difficult times."

In support of Mental Health Awareness Month: Have GRACE with yourself. Everything will not always go according to plan and we all make mistakes. Love yourself enough to be self-forgiving.

Overview Tampa Bay Summer Hires 2022:

- ✓ **January 10, 2022** - Program application launch for Employers & Youth
 - **January 18th** – Employer Info Session held
- ✓ **January 24, 2022** – Youth registrations / Intake sessions
 - **February 1st** – Communication pushout to over 49,000 recipients
- ✓ **February 8th & 15th** - Youth Information Sessions - 10 am & 5 pm
- ✓ **March 31st** – Program Application closes (Youth only)
- **May 31st** – Youth Summit (Youth only)
- **June 1, 2022** – TBSH Job Fair
 - **June 13, 2022** – Participants first day of Program
 - **July 8, 2022** – Last day of CXP
 - **July 22, 2022** – Last day of Leadership
 - **August 5, 2022** – Last day of Paid Work Experience
- Seeking speakers for the Lunch & Learn series
 - Email wilsonj@careersourcetb.com if you are interested in participating
- **Applications stats**
 - **Youth – 2,600 received**
 - 458 enrolled
 - **Employers – 98 applications**
 - 24 executed agreements
 - 278 positions requested

United Way Suncoast Grant: Awarded \$ 82,500

Output Data Requirements

Individuals and households served for this United Way Suncoast supported program					
	Projected 21/22	Jul 1 - Sep 30	Oct 1 - Dec 31	Jan 1- March 31	Annual Total
# of unduplicated individuals served*	760	398	0	0	428
# of households served*	760	357	0	0	387
# of ALICE individuals served	760	398	0	0	428
# of ALICE households served	760	357	0	0	387

FY22 Workforce Development – Reporting

# and % of Individuals placed in jobs						behaviors					
	Projected 21/22	Jul 1 - Sep 30	Oct 1 - Dec 31	Jan 1- March 31	Annual Total		Projected 21/22	Jul 1 - Sep 30	Oct 1 - Dec 31	Jan 1- March 31	Annual Total
Baseline	1000	380	50	0	430	Baseline	1000	680	50	30	760
# Achieved	1000	427	99	29	555	# Achieved	1000	697	13	16	727
% of Annual Total	232.56	43%	23%	6.74	129%	% of Annual Total	131.58	70%	71%	2.11%	96%

# and % of Individuals earning job-seeking skills						# and % of Individuals earning certificates or higher education degrees					
	Projected 21/22	Jul 1 - Sep 30	Oct 1 - Dec 31	Jan 1- March 31	Annual Total		Projected 21/22	Jul 1 - Sep 30	Oct 1 - Dec 31	Jan 1- March 31	Annual Total
Baseline	1000	650	25	25	700	Baseline	750	250	50	50	400
# Achieved	1000	427	13	16	457	# Achieved	750	158	3	2	163
% of Annual Total	142.86	43%	1.86%	2.29%	65%	% of Annual Total	187.50	21%	0.75%	0.50%	41%

Florida Medical Clinic Foundation of Caring (FMCFOC): \$18,320

FMCFOC reaches out to local communities through professional expertise, financial support and volunteer efforts. FMCFOC's goal is to improve the quality of life for all through mentorship, sponsorships, and service.

- Mid-Year report due May 30th.

Apprenticeship-to-Career Empowerment (ACE 2.0) Program Update

Young adults can EARN as they LEARN and start a new career while they do!

The ACE Empowerment Program was created so that the youth of Hillsborough County have the resources to connect to a career ladder with future, self-sustaining wages, employment security and the training to succeed in industries with high-demand occupations such as IT, Health Care, and Manufacturing. These opportunities serve as meaningful work experiences with local employers and will result in industry-recognized certifications and a pathway for a brighter future. ACE participants attend classroom 2 days and worksite 3 days each week during their ACE experience.

CSTB staff, CSTB and partners have done a reset and launched ACE 2.0 or year 2 which began April 01 running thru September 2022 with another year planned after the completion the ACE 6-month contract dependent upon funding availability. ACE 2.0 classes and worksite are targeted to end the first week of September 2022 with contract closeout during the balance of September.

ACE 2.0 Class Starts to DATE:

- Cyber Security Cohort 1 – 04/19
- Digital Marketing Specialist Cohort3 – 04/25
- Front End Development – 05/19
- TechWorks – 5/23
- Business Operations – 5/31

NOTE: The ACE is also working on developing new tracks for ACE partnering with key stakeholders in the community.

WHAT'S NEW with ACE 2.0?

The ACE team under leadership of director, Saleema Bennett, have retooled the entry into the ACE 2.0 program to prepare the ACE young adult for their ACE experience. What's changed?

- Under the new agreement, the ACE 2.0 team has grown with added funded through the Board of County Commissioners. It takes a team and CSTB is proud of their new ACE team comprised of: Saleema Bennett, director; Cynthia Diaz, coordinator, Andres Baez, lead career coach, Monika Krol, career coach and rounding out the team is Christopher Ellis the ACE recruiter.
- New Service delivery additions:
 - Additional assessment and screening added to upfront processes.
 - Added recruitment thru the CSTB Business and Engagement unit under Kay Jefferson.
 - Staggered start up in the young adult's ACE experience! Young adults start classroom in week 1 and then prepare for their PWE experience starting in week 2 or week 3.
 - Intensive and interactive 2-day workshops plus individual assistance available to all young adults to prepare them to succeed in school and also prepare for and shine in their Paid Work Experience or worksite training.
 - Meet n Greet with their employer sponsor through a virtual service fair.
 - Enhanced ongoing case management and mentoring.

Served under ACE 2.0 to Date:

- 16 participants seated to date
- 16 participants remain active

- 15-20 new starts in pipeline for up-coming May classes
- 20 employers active in ACE 2.0 with contracts or contracts in process as employers are re-engaged.

Let's not forget about ACE 1.0 or the successes of the ACE pilot or year 1! CSTB staff continues to work with young adults who completed the ACE pilot program. Staff especially the ACE recruiter help our young adults work on employability skills, update resumes, coach for interviews and REFER! REFER! REFER! to employment leads and assist with placement into their selected field.

Snapshot of Year 1 or ACE pilot successes:

- 70 Young adults served under ACE pilot
- ACE pilot cohort earned 59 measurable skills gains or documented competencies
- The group of students earned 130 stackable credentials and diplomas in their selected fields.
- 58 ACE youth completed for a 82.9% completion rate
- 12 young adults did not complete
- 58 young adults remain active in the ACE program or in their follow up services
- 29 young adults have gone to work to date and 6 are pursuing advanced training to further their career path for a preliminary placement rate of 60.3%
- 29 young adults especially the recent classes are with the ACE team to refer to local employers, attend job fairs or recruitment events to obtain employment.

ACE Pilot Performance: to date

ACE Program	Students Served	MSG	Certificates	Completers	Non-completers	Employed	Post Sec	Active
Front End Development	13	11	21	11	2	2	3	11
Cyber Security	18	16	30	16	2	8	1	16
Digital Marketing	22	19	54	18	4	10	1	18
Business Operations Specialist	10	9	16	9	1	5	1	9
AET - HCC	2	0	1	1	1	1	0	1

TechWorks	5	4	8	3	2	3	0	3
Youth Served to Date	70	59	130	58	12	29	6	58
			82.9%		Pos O/C	60.3%	82.9%	

A couple of ACE Stories:

Aracelis Santiago:

Aracelis Santiago, a Hillsborough young single parent aged 24 years old with a 1-year old daughter, approached the ACE program in December 2021, seeking a career change. She had been without work for most of the previous year to the Pandemic and economic conditions. She worked last as a teller and had her High School Diploma, last in school in 2015. Aracelis was seeking a change and selected the ACE program, Digital Marketing, thru Computer Coach, the ACE training partner. Aracelis started in January 2022 and completed her classroom training with attainment of her measurable skills gain, 5 stackable certificates and her diploma as an outstanding student in her cohort. Aracelis was paired with Katpro Technologies successfully completed her Paid Work Experience in March 2022. Katpro liked her work and her fit keeping Aracelis on where she is still working in her selected career.

When asked to give thoughts on how the ACE program impacted her, Aracelis states, “As a participant of the ACE program I am so thankful for this opportunity. I have learned so much throughout the computer coach training where I got many certifications in Digital Marketing and the Internship where I put my knowledge to work. It has definitely made an impact on my life. Now I have started my career in tech and I’m so excited to see what more I can achieve!”

Claire Moore:

Claire, a Hillsborough young adult aged 22 years when she applied with the WIOA youth program seeking services in September 2019. Claire had obtained her HS diploma but had never worked until she came to see CareerSource Tampa Bay. Claire was seeking assistance with advanced training and selected to start the Digital Marketing program at Computer Coach, an CSTB training partner. When Claire heard about the ACE program where she could obtain advanced training with computer coach and worksite training at same time, she asked her youth coach about referring to the ACE program. ACE coordinator took over her application and request for ACE services. Claire started in the ACE program in September of 2021 in the Digital Marketing program completing her classroom training in December 2021 earning her measurable skills gains and 2 stackable certificates and her diploma thru Computer Coach. Claire was paired with her worksite employer, Synapse Florida, Inc completing her worksite in January 2022. Computer Coach stated she was a model student and is poised to advance in her selected field. Claire has been working with the ACE recruiter in her job search and preparation to go to work in her field. She completed her second interview for a youth coordinator position at MacDill Airforce base and is anxiously awaiting word.



Claire recaps her ACE experience with reflection stating, “Career Source's youth program has been a good experience for me. My network has grown thanks to the ACE program and I learned invaluable skills that I'll use in the future. I was very thankful for the opportunities and help I received from Career Source.”



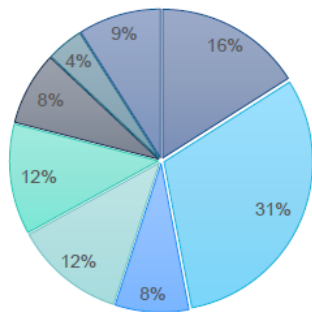
Information Item
Public Relations/Marketing Report (1st 2nd & 3rd Quarters)
CSTB Board of Directors
 Updated May 11, 2022

Marketing Outreach (Advertising) Plan for PY 2021-2022:

CSTB 21- 22 Media Mix Campaign Overview

The CSTB Outreach Campaign is designed to target Hillsborough County area job seekers to increase awareness of services, drive engagement and traffic to website and social media.

CSTB Campaign Ad Spend \$196,875



- Billboard
- Radio
- Broadcast TV
- Cable
- OTT
- DM: Display Ads/SEO
- DM: Mobile
- DM: Social Media Ads

Media Buy Mix

- Billboard: \$35,000
- Radio: \$70,000
- Broadcast TV: \$17,500
- Cable: \$27,500
- OTT: \$27,500
- Digital Marketing
 - ☑ DM: SM Paid Advertising: \$20,750



CSTB 21- 22 Media Mix Campaign Breakdown

The CSTB Outreach Campaign is designed to target Hillsborough County area job seekers to increase awareness of services, drive engagement and traffic to website and social media.

4-Month Campaign Budget \$196,125.64

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> ClearChannel Outdoor \$43,000 <ul style="list-style-type: none"> <input type="checkbox"/> Billboards: \$35,000 <input type="checkbox"/> Mobile: \$8,000 <input type="checkbox"/> Radio: \$69,250.74 <ul style="list-style-type: none"> <input type="checkbox"/> iHeart Media: \$39, 250.74 <input type="checkbox"/> Nia Broadcasting: \$15,000 <input type="checkbox"/> Beasley Broadcast Group: \$15,000 <input type="checkbox"/> Broadcast TV: \$17,500 <ul style="list-style-type: none"> <input type="checkbox"/> WFTS Morning Blend: \$7,500 <input type="checkbox"/> WTOG CW44: \$10,000 | <ul style="list-style-type: none"> <input type="checkbox"/> Spectrum \$27,499.90 <ul style="list-style-type: none"> <input type="checkbox"/> Online <input type="checkbox"/> TV <input type="checkbox"/> Scripps <ul style="list-style-type: none"> <input type="checkbox"/> OTT: \$27,500 <input type="checkbox"/> Morning Blend: \$7,500 <input type="checkbox"/> Vistra Manage Social Media Paid Ad Mini-Campaign <ul style="list-style-type: none"> <input type="checkbox"/> LinkedIn Social Ads \$11,375 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Revised Plan upon client PO approval



CSTB/ Outreach Campaign: Objectives

The CSTB Outreach Campaign will be designed to target Hillsborough County area job seekers to increase awareness of services, drive engagement and drive traffic to website and social media.

Demographic Targeting

- General Market: Adults 18+
- Hispanic/Speak Spanish: A25-54
- African American: A25-54
- Socioeconomic HI (>\$30,000)
- Job Seekers
- Business Outreach
- Veteran Job Seekers
- Youth Job Seekers (16-24)

Geography

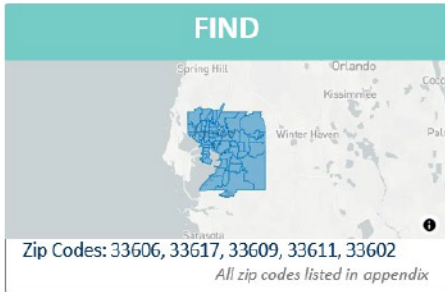
- Hillsborough County



Cable TV Outreach

10

RATIONALE: Only Spectrum Reach can offer exclusive access to all the major premium cable networks on the Spectrum TV APP and Video on Demand, as well as proprietary apps from their Affiliate Partners - AT&T, DirecTV, WOW, and Fios. Spectrum will focus on Hillsborough County only using television and streaming.



- Spectrum Reach: \$27,500
(sole source)



Products	Audience
Television	(Demo Info) 18-49, 25-54, Black, Hispanic
Online Video	(Audience Interests) Career Resources & Planning, Job Listings, Resumes & Portfolios

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Broadcast TV Outreach

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RATIONALE: Broadcast Television is a small but important part of the media mix because it will reach low-income viewers that are unable to afford the high cost of cable services. ABC Action News (WFTS) offered the most competitive proposal bundle that includes broadcast TV to include popular Morning Blend interviews, OTT, digital, and added value. Additionally, WTOG CW44 indexes highest amongst low-income, African Americans and Hispanic audiences.



Local Affiliate	Rtg	African American	
		AA Index	
WFLA (NBC)	2.2	2,815	97
WFTS (ABC)	1.2	2,000	121
WMOR (IND)	0.4	796	143
WTOG (CW)	0.3	661	189
WTSP (CBS)	2.3	3,675	117



- WTOG CW44: \$10,000
- WFTS ABC Morning Blend: \$7,500

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Radio Outreach

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RATIONALE: iHeart Media's competitive proposal covers the largest percentage of the Tampa market, with the largest audience share in Hillsborough County. Additionally, we are including Spanish station WYUU of Beasley Media because they have the largest share of Spanish listeners in Hillsborough County. Lastly, WTMP is an independent Urban Oldies station amongst African Americans, A25-54. The station is a 68-year-old, heritage station and a community treasure that will offer on-air interviews that speaks directly to CSTB's target audience.

iHeartMedia:

- WBTP 95.7 The Beat – Urban Contemporary
- WFLA – Talk
- WFLZ 93.3 FLZ – Contemporary Hit Radio
- WFUS US 103.5 – Country

- iHeartMedia: \$40,000
- Beasley Broadcast Group: \$15,000
- Nia Broadcasting: \$15,000

Beasley Broadcast Group:

- WYUU 92.5 Maxima – Latin Pop

Nia Broadcasting:

- WTMP 97.5/102.1FM – Urban Oldies

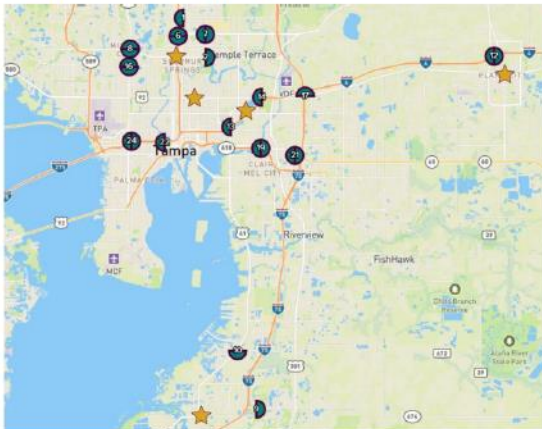


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Billboard Outreach

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RATIONALE: Clear Channel Outdoor has more electronic billboards readily available and closest to the five CSTB locations. Additionally, their mobile campaign will give us a lower CPM than OUTFRONT Media.



Map Loc.#	Media Type	Panel ID	Location Description	Facing	Display Size (h x w)	Blum (Y/N)	Digital Spot Length	Digital Guaranteed # of Spots per Day	Weekly Total Spots
1	Digital	000405	I-275 NS 0.2mi S/O Foster Av F/N - 2	N	14' x 48'	Yes	10	1000	206,003
2	Digital	000776	Hillsborough Ave NS 0.2mi E/O Orient Rd F/E - 1	E	14' x 48'	Yes	8	1250	133,273
3	Digital	000815	US 41 WS 0.3mi S/O Apollo Beach Blvd F/N - 1	N	14' x 48'	Yes	8	1250	72,099
4	Digital	000828	I-4 NS 0.4mi W/O SR 39 F/E - 1	E	14' x 48'	Yes	8	1250	137,169
5	Digital	000829	I-4 NS 0.4mi W/O SR 39 F/W - 1	W	14' x 48'	Yes	8	1250	82,777
6	Digital	000503	I-275 NS 730ft E/O Dale Mabry Hwy F/W - 1	W	14' x 48'	Yes	10	1000	179,036

- Clear Channel Outdoor: \$35,000
- OUTFRONT Media: \$35,000



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Digital Marketing Outreach: Mobile

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RATIONALE: Clear Channel Outdoor will combine billboards and mobile to enhance CSTB's reach and impact. Since they are the company we are using for billboards, this coordinated mobile campaign will deliver ads in the mobile apps and sites to keep the audience engaged.

Targeted Ad Delivery :

1. Retargeting OOH Displays
2. Location Based: Career Source centers and CDC affiliates office
3. Audience Behavior: Job Seekers, AA, Hispanic, adults 18+ and businesses looking to hire

Rates include :

- Granular geo & audience targeting features
- Retargeting capabilities
- Multiple creative executions (Up to 5 standard display ad sizes)
- Weekly reporting + Final Campaign Summary including key campaign metrics for such as impressions, clicks, click-through rate (CTR) and more

Duration	Mobile Impressions	Mobile Spend	CPM
3-periods (12 weeks)	1,000,000	\$8,000 12-weeks	\$8.00

- Clear Channel Outdoor: \$8,000
- OUTFRONT Media: \$10,000

Digital Marketing Outreach: Social Media (Paid) 12

RATIONALE: Social media will continue to grow and dominate in 2022. The average person spent 144 minutes on social media EVERY DAY in 2021. We will continue to use social media to connect with target audience, increase brand awareness and drive traffic to website.

LinkedIn (Vistra)

- \$11,375
- A25-54
- Job seekers
- Business Outreach



Data-Driven Digital Marketing

We facilitate data-driven business-to-consumer relationships, helping businesses make better advertising decisions to gain a competitive advantage with their industry.



CareerSource 2022

Targeting all the Career Source audience which will include:
General Job Seekers
Youth Job Seekers
Lower income resume help and training
Veterans
Geographic Area: Hillsborough County



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Facebook Ads

\$1400 for Facebook with a \$2cpm. You can expect 700,000 impressions with an average CTR of .60% which would result in 4000 clicks

That would be a total of over 4 million impressions per month and over 24,000 clicks per over the 6-month period (January thru June 30th). Total spend on Facebook would be \$8400

PPC Management and Retargeting:

Retargeting budget and PPC management budget \$1550 per month. You can expect to see a minimum CTR for remarketing at .25% per month and along with that we will manage the Google Ad Grant each month. The total on this would be \$9300 for the 6 month period starting in January and ending June 30th.

Google Display

\$1600 for display with a \$4cpm. You can expect a minimum of 400,000 impressions with our average display CTR of .40% which would result in 1,600 clicks

From January until June 30th (6 months) you can expect to have 2.4 million impressions with 9,600 clicks for a total spend of \$9600



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ACTUATE MEDIA	\$27,300
VISTRA COMMUNICATIONS	<u>\$196,875</u>
TOTAL OUTREACH SPEND	\$224,175

Strategic Goals

Establish comprehensive marketing and communications plan to support current programs, projects, and events.

- **Action Item:** Establish and update the marketing and communication plan during PY 21-22.
 - **Status:** Marketing is updating the existing marketing and communication plan. Ongoing. We hired a marketing/public relations firm to assist with strategy in November 2021. A contract was finalized with *Vistra Communications* who will assist the VP of Marketing/Public Relations in developing a strategic marketing/outreach plan for our General Outreach for the program year 2021-22. This Advertising/Outreach started on March 1, 2022.

Refine brand perception and increase brand visibility.

- **Action Item:** Develop innovative strategies and outreach materials to market various programs and increase the effectiveness of advertising, inclusive of website, social media, and earned media statistics.
 - **Status:** Marketing produces a *Quarterly Marketing Report* that includes all of the action items. See the report below updated on March 31, 2022.

Improve understanding of our work and relevance to businesses and the greater community.

- **Action Items:**
 - **Annual Community Survey**
 - **Status:** Marketing sent out the 2021-22 community survey in April 2022. The last community survey was completed by the Marketing Department in 2019. The 2021-22 survey will focus on businesses partners and job seekers.
 - **Earned Media Report**
 - **Status:** See updated 3rd Quarter Marketing Report (below)
 - **Public Relations Development**
 - **Status:** Marketing continues to update the existing Public Relations Communications and Outreach Plan to find ways of reaching our target audiences: Partners, Businesses, and Job Seekers.

- **Website Analytics**
 - **Status:** Key website analytics is included in the quarterly marketing report. (See *Marketing Report* below)
- **Customer Survey (Kiosks)**
 - **Status:** Marketing continues to work closely with Special Projects and is surveying visitors to our One-Stop Centers for outreach information as part of our kiosk survey. See the latest results below.

3RD Quarter Marketing Report

Below you will find *Key Performance Indicators* compiled quarterly by the Marketing/Public Relations Department. The KPIs measure the primary outreach efforts of social media, website, and outreach via an *Earned Media Report*.

WEBSITE USAGE:

Total Website Page Views	612,318
Website Users	101,872
Average Session Duration	3:43
Pages per session	3.13
Bounce Rate	52.07%
Sessions	195,804

TOP 10 WEB PAGES <i>(July 1, 2021, to March 31, 2022)</i>	Page Views	Total % of Page Views
Main page	105,855	17.29%
Job Seekers <i>Career Training & Development</i>	32,952	5.38%
Summer Hires	21,765	3.55%
Job Seekers <i>WIOA</i>	20,321	3.32%
Job Fairs	14,293	2.33%
Job Seekers <i>Job Search / Employability Skills Training</i>	13,090	2.14%
Job Seekers <i>Job Search</i>	12,872	2.10%
ECourses	8,425	1.38%
Contact us	7,541	1.23%
Ace	6,302	1.03%

SOCIAL MEDIA:	
Impressions	1,226,494
Engagements	16,087
Total Followers	9,643
Total Net Follower Growth	738
Clicks	8,903
Total Messages/Posts	456

PUBLIC RELATIONS	
Number of Press Releases	54
Reporter Inquiries	93
Positive Viewers/Reach	1,716,692
Positive Stories Published	52
Earned Media dollar figure	\$96,180

2021-22 Community Survey

The Marketing/Public Relations team sent out the *21-22 Community Survey* via the CSTB external newsletter and via press release. The survey is also located on the CSTB main website. The last *Community Survey* was completed in the fall of 2019. The 2020 report was not done due to the pandemic. We plan to execute the *Community Survey* using many of the same questions in the fall of 2021. The survey is posted on the CSTB website, social media pages and done via an email blast.

Employer survey <https://www.surveymonkey.com/r/QJ57VZV>

Job Seekers: <https://www.surveymonkey.com/r/QQ5LBPP>

Customer Survey (Kiosks)

The following questions are being asked of all CSTB customers who sign-in on the kiosks when they enter one of the Customer Service Centers. Below is the report for July 2021 to February 2022.

How did you hear about CSTB?	
Other <i>Other comments top responses:</i> <ul style="list-style-type: none"> <i>Friend, former employee, used CSTB previously, state of Florida</i> 	46.8%
Referral from another Agency	31.2%
Digital Marketing (computer/phone)	9.2%
Social Media	7.3%
Print Media (Newspaper, Magazines)	4.6%
Television	.9%
Billboards	0%
Radio	0%

Program Support:

Marketing:

- *ACE Program:* Marketing supported the program by developing flyers, website updates, and press releases. On April 4, 2022, marketing sent a direct email to generate interest to launch ACE 2.0.
- Relaunch the *Professional Networking Group*
- *GED Graduation Event, December 2021*
- *Get There Faster Grant and Troops to Technician Program Launch* email marketing sent out on March 30, 2022.
- *Tampa Bay Summer Hires:*
 - Helped register 75 businesses for a Business Information Session in March.
 - In February, helped register nearly 200 registrants for Youth Information sessions.
 - In February sent 3,772 emails promoting Summer Hires Kick-Off and registration.
 - In January promoted *Employer Information Session* with 104 registrants and more than 4,300 emails.

Event Planning:

- The CSTB Marketing/Public Relations team fully supported event planning. Support includes help with planning, website support, event software management, producing marketing collateral, videos, and emceeing. Among the events we supported during Q1 include:
 - July 2021 - Ribbon Cutting Ceremony (New Brandon Location)
 - August 2021 - Summer Job Connection (Youth Summit)
 - August 2021 - Summer Job Connection (End of Program Event)
 - Vision 2022 - Planning for the event on January 10, 2022
 - Job Fairs & Virtual Job Fairs
 - Vision 2022 Event Planning & Execution
 - Tampa Bay Summer Hires
 - Press Conference Kick-Off on January 10, 2022.

Advertising/Outreach:

- In January, an advertorial appeared in the *Tampa Bay Business Journal* promoting the *Vision 2022* event. The advertorial was reprinted in the April CSTB External Newsletter sent out on April 24, 2022.
- *The Tampa Bay Business Wealth* advertorial featured a story about the CSTB Regional Skills Analysis.
- CSTB is advertising heavily in the second half of 2022 (February to June) as part of the General Marketing/Outreach plan using radio, tv, billboards, and digital marketing.

Website Updates:

- A New CSTB website is in the final stages of preparation. We are on track to release a new main CSTB website by July 1, 2022. This project started in July 2021.
- CSTB Marketing worked closely with the *CSTB Youth Leadership Team* on rebranding and developing a new Youth & Summer Job Connection website. The website was completed in October 2021. We continue to work on updating the website.

New Youth Name: Tampa Bay Hires

New Summer Job Connection Name: Tampa Bay Summer Hires

Tagline: Hire Now. A Higher Tomorrow

Job Fairs: Marketing supported the following Job Fairs

- 84 Lumber Hiring Event, April 2022
- Hiring Event Phi Beta Sigma & St. John Cathedral, April 1st
- Hiring Event for Restoration Hardware, April 13th
- CSTB to Host Hiring Event for Financial and Professional Services Industries April 8th
- CSTB Hosting Hiring Event for Tampa Water Street & JW Marriott on April 12th
- CSTB to Host Amazon Employment Information Sessions on April 6th
- Aircraft Maintenance Tech Certification Training for Veterans March 30, 2022
- CSTB to Host Virtual Child Care Job Fair on April 5, 2022
- 400 Jobs available at CSTB Job Fair on March 22, 2022
- CSTB to Host Amazon Hiring Event in Ruskin on March 17, 2022
- In-Person Hiring Event on March 2, 2022 (Manufacturing and Logistics)
- CSTB to Host Hillsborough County Public Schools Job Fair - Ruskin on Feb 23, 2022
- CSTB to Host Multiple Amazon Hiring Events in February
- 400 Jobs Available at CSTB Job Fair on 02.22.2022
- CareerSource Tampa Bay is Hosting Its First of the Year Recruitment Event in January
- End of the Year Job Fair, December 14, 2021
- Paychecks for Patriots (Veterans) October 2021
- Bay Area Manufacturers Association (BAMA) in-person hiring event on October 14, 2021
- National ITEN WIRED Job Fair October 27, 2021
- MacDill AFB virtual hiring event October 29, 2021
- EDSI (Educational Data Systems, Inc.) in-person hiring event on October 13, 2021
- Amazon in-person hiring events September/October 2021
- CRH Companies (Manufacturing in-person hiring event) August 2, 2021
- Senator Janet Cruz Job Fair July 28, 2021
- SONOCO Job Fair, Plant City, July 27, 2021

Information Item- One Stop Operator Update 3.31.2022

CareerSource Tampa Bay defined the role of a One-Stop Operator as an entity that coordinates the service delivery of participating one-stop partners and service providers within the Career Centers.

EDSI, Inc. has been our One-Stop Operator for the past 3 months. Nicole Beverley, One-Stop Operator of EDSI, Inc. manages our One-Stop Operator contract.

Below is a summary of their achievements during the time period of July 1 - March 31, 2022:

Maintain & Develop New Linkages



10 new partners have joined CSTB's partner network

1. Habitat for Humanity of Hillsborough County
2. Fifth Third Bank - Financial Wellness Program
3. Success 4 Kids & Families
4. The Centre for Women
5. Blanket Tampa Bay
6. Positive Spin
7. Hope Florida - A Pathway for Prosperity
8. University Area CDC
9. Tampa Bay Community Network
10. Bay Area Community Resource Center

30%
increase of partners in network



Total connections received from portal portal:

97 connections were made

Including:

35 partner organizations received connections for housing assistance.

76 connections were made by CSTB.

Net Promoter (Job Seeker) Results:

Time Period: February 2022

- 4,157 total surveys were sent out with 533 responses received for an average rate of 13%.
- Regional NPS (**50%**) scores have exceeded target almost each month of the 30% goal:
 - December Regional NPS score: **48%**
 - January Regional NPS score: **48%**
 - February Regional NPS score: **50%**

61.43%

of Job Seekers rated received help from CSTB in attaining new employment to be very valuable to extremely valuable.

Employer Results:

- 1,428 total surveys were sent out with **113 responses** received for an average rate of 7.9%.
- **43.8%** of employers listed CSTB as a top 3 resource for recruiting qualified candidate for this program year.
- **50%** of employers rated CSTB services as Effective, Very Effective, or Extremely Effective.
- **56.25%** of employers rated the CSTB staff as Extremely Professional to Professional.



Information Item

Adjusted Lower Living Standard Income Level for 2022

In accordance with DEO communiqué issued on 4/29/2022, the table below reflects LLSIL income levels to determine whether an individual meets the WIOA “low income” definition effective 4/6/2022 when the notice was published in the Federal Register.

FAMILY UNIT SIZE	Annual Income
1	\$13,590**
2	\$18,310**
3	\$23,349
4	\$28,826
5	\$34,021
6	\$39,790
7	\$45,559
8	\$51,328

****100% of poverty**

For each additional person in a family above eight, add \$5,769 per person in the Metro areas.



Information Item

LWDB 15 DEO Quality Assurance Monitoring Review Program Year 21-22

Overview:

On 4.15.22 Department of Economic Opportunity (DEO) provided us with the LWDB 15 Monitoring Review Notification Letter for PY 21-22.

DEO conducted the PY 21-22 programmatic monitoring review remotely during the week of 4/11/22 – 4/15/22. DEO provided a total of 172 sample files for this program year and below is the distribution of case files by program. The DEO Preliminary Summary Report of findings or other non-complaint issues was scheduled for 4/15/22, the LWDB 15 10-day response was submitted on 4/29/22, and the final DEO CAP response is currently pending.

Programs	PY2021 Count
WIOA AD	13
Ag Job Orders	6
WIOA DW	9
Job Orders	15
JVSG	13
MSFW	10
RESEA	5
SNAP	17
WIOA Special Projects	15
SYEP	5
TAA	3
WP Job Seekers	20
WP Placements	10
Welfare Transition	18
WIOA Youth	13
Grand Total	172



Information Item

Updated CSTB Policies

Programmatic policies are administered by the CSTB Director of Policy and Special Projects. The Director and his/her designee reviews all relevant USDOL ETA Training Employment Guidance letter and Training Employment Notices to determine if there is a need for a policy or policy revision.

When a need for a new or revised policy occurs, the CareerSource Florida Strategic Policy and Performance Team and DEO's Division of Workforce services Bureau of One Stop and Program Support receive the policy assignment. Administrative policies are issued from DEO, while strategic policies are issued from CareerSource Florida. Both types are reviewed by the CareerSource Florida Policy Development Workgroup to ensure that they align with the key characteristics of the Policy Development Framework prior to dispersing to Florida's 24 LWDBs. LWDBs are responsible for adapting the issued policy to a local level within their region.

Modification of a policy could include but is not limited to minor revisions or major changes at federal, state or local level. Policy updates are minor revisions needed to preexisting policies that do not affect the intent or objective of the policy, which may include:

- Clarify points outlined in the initial policy
- Restructure the initial information in the policy for a better flow, description, or explanation
- Corrections to existing definitions, punctuation, spelling, or agency titles
- Addition of new definitions
- Incorporating attachments to assist in policy statements or clarification

As policy modifications are made as indicated above, CSTB staff have authority to make required changes and disperse to management and staff.

Outlined below are the existing CSTB Board approved policies that have been modified during Quarter 3 (January 1, 2022 through April 30, 2022):

Policy Title	Policy #	Revision Date	Language Update/ Addition
Migrant Seasonal Farmworker (MSFW) Registration and Agricultural	020-C0106	7/1/2022	Replaced mentions of the CSTB Partner Portal with the Unite Us Platform. CSTB is currently using the Unite Us platform in conjunction with the Partner Portal until the full transition on 7.1.2022.

Employer Services			
Support Services	020-C0100	7/1/2022	Replaced mentions of the CSTB Partner Portal with the Unite Us Platform. CSTB is currently using the Unite Us platform in conjunction with the Partner Portal until the full transition on 7.1.2022.

All CSTB policies can be viewed in full on the CSTB website (<https://www.careersourcetampabay.com/reports-and-publications/>) located under the “Reports and Publications section under “About Us”



Information Item

CareerSource Tampa Bay Bylaws

Information:

The CSTB Ad Hoc ByLaws Committee met on February 18, 2022 and the following revisions were submitted to and approved by the BOCC.

The following is a summary of the revisions:

- Draft By-Laws Red Line Version - Strikethrough language is what has been/will be deleted, and underlined language is what has been/will be added.
- Section 4.4 – Powers Regarding A Director and Staff (p5): The Director’s contract has been revised and this note is no longer needed.
- Section 5.1 – Terms of Membership (p7): The State approved REACH Act (2021) directed that CSTB Board member shall serve no more than 8 consecutive years.
- Section 7.1 – Standing Committees (p10): Insertion of the Nominating Committee and Career Pathways Committee as “Standing Committees”.
- Section 7.10 – Career Pathways Committee Membership, Duties and Responsibilities (p14-15): Insertion of the roles and responsibilities of the Career Pathways Committee.
- Section 15.1 – Enactment Provision (p19): Insertion of the date the revisions will be approved by the BOCC.

See the next pages for the recently approved CSTB Bylaws.

BY-LAWS
Of
Tampa Bay WorkForce Alliance, Inc.
d/b/a CareerSource Tampa Bay
A Florida Not-for-Profit Corporation

The provisions of this document constitute the By-Laws which shall be utilized to govern the management and operation of Tampa Bay WorkForce Alliance, Inc. d/b/a CareerSource Tampa Bay, a Florida not-for-profit corporation.

ARTICLE I
DEFINITIONS

Section 1.1 – Definitions

- A. “Administrative Entity” shall mean and refer to the entity designated to serve as support staff to the LWDB and a resource to the CEO with respect to WIOA and related workforce development funds. CSTB has been designated as the Administrative Entity;
- B. Chief Elected Officials (“CEO”) shall mean and refer to the “chief elected officials” of the unit of government for the Local Workforce Development Area, which is the Hillsborough Board of County Commissioners;
- C. “County” shall mean and refer to the Hillsborough County Government Administration and Staff;
- D. “DEO” shall mean and refer to the Florida Department of Economic Opportunity;
- E. “Fiscal Agent” shall mean and refer to the entity designated to receive and disburse workforce development funds under a sub-agreement directly with DEO. It is responsible and accountable for management of all workforce development funds made available to the Local Area. It may also procure, negotiate and manage contracts. CSTB has been designated as the Fiscal Agent;
- F. “Florida WIA” shall mean and refer to the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes;
- G. Local Workforce Development Area (“Local Area”) shall mean and refer to a jurisdiction for the administration of workforce development activities and execution of adult, dislocated worker, and youth funds allocated by the State. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive adult, dislocated worker, and youth funding under Title I, subtitle B of WIOA.;
- H. Local Workforce Development Board (“LWDB”) members shall mean and refer to the appointees by the CEO who, in partnership with the CEO, set workforce development policy for the portion of the statewide workforce development system in the Local Workforce Development Area;
- I. “WIOA” shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; and
- J. 4-year Local Area Workforce Plan (“Local Plan”) shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives

of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State's vision and strategic and operational goals.

ARTICLE II
NAME, SERVICE AREA, AND OFFICE LOCATION

Section 2.1 – Name

The legal name of the organization shall be Tampa Bay WorkForce Alliance, Inc., d/b/a CareerSource Tampa Bay, Inc., hereinafter referred to as "CSTB".

Section 2.2 – Service Area

CSTB shall serve the employers and residents of Hillsborough County, Florida, Region 15.

Section 2.3 – Office Location

The official office location and mailing address shall be as determined by CSTB's Board of Directors.

ARTICLE III
PURPOSE AND USE OF FUNDS

Section 3.1 – Purpose

The purposes for which CSTB is formed, and its business goals and objectives, are as follows:

- A. To serve as the LWDB for Region 15, as certified by CareerSource Florida, the State of Florida Workforce Development Board;
- B. To provide a comprehensive and high-quality workforce delivery system in the Local Area and to maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided;
- C. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike;
- D. To administer workforce programs and activities and act as the local grant sub-recipient, administrative entity and fiscal agent as defined by the U.S. Department of Labor, WIOA, authorized by the State of Florida, and in agreement with the CEO;
- E. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community; and
- F. To provide special emphasis to welfare recipients, economically disadvantaged, to include other "barriers to employment", and Veterans or veteran spouses.

Section 3.2 – Use of Funds

CSTB shall use available funding in ways that will most effectively satisfy the labor demand needs of the residents and business community to enhance the economic well-being of the community.

CSTB shall ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with 2 CFR 200 et. seq., WIOA and the corresponding Federal Regulations and State policies, as well as the laws and regulations applicable to such other grant funds or donations received.

No investment, loan or evidence of indebtedness or promise to pay shall be contracted on behalf of CSTB unless authorized and approved by the Board of Directors and CEO, and as required, by Federal or State entities.

ARTICLE IV **BOARD OF DIRECTORS**

Section 4.1 – Governing Body

CSTB shall be governed by a Board of Directors (“Board”), to be appointed by the CEO as provided herein.

Section 4.2 - Appointment of Board Members

- A. The CEO shall appoint members of the Board consistent with criteria established under WIOA, criteria established by the Governor, and in accordance with Hillsborough Board of County Commissioners Policy as amended;
- B. The authority to appoint, reappoint or revoke the appointment of members to the Board lies solely with the CEO. Members of the Board shall serve at the pleasure of the CEO and may be removed either with or without cause at any time;
- C. Members of the Board may identify and encourage potential applicants to apply for appointment to the Board in accordance with the application process set forth by the CEO; and
- D. CSTB shall provide or arrange for annual training to Board members to ensure they are aware of their roles, responsibilities and functions to include an orientation and training for new Board members and periodic updates as needed.

Section 4.3 – Authority and Responsibilities

All corporate powers shall be exercised by or under the authority of the Board in conjunction with the approval of the CEO, and the business and affairs of CSTB will be managed under direction of the Board and the CEO. The Board and CEO shall direct strategic and operational oversight of CSTB to help develop a comprehensive and high-quality workforce delivery system in the Local Area.

The Board's general responsibilities shall include, but not be limited to:

- A. Ensuring Board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities, by:
 - 1. Developing the four-year Local Plan in partnership with CEO; convening local workforce development system stakeholders to assist in the development of the Local Plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities; ratifying and submitting or amending the Local Plan pursuant to WIOA and the provisions of section 445.007, Florida Statutes; and obtaining approval of the Local Plan by the CEO; and
 - 2. Coordinating the Local Area's workforce investment activities with economic development strategies and developing other employer linkages with such activities;
- B. Establishing, adopting and overseeing policies for governance, administration and operation of CSTB to carry out the functions of the LWDB as outlined in WIOA in coordination with the CEO as provided herein and in the law governing the funds awarded to the Local Area;
- C. Coordinating agreements with the CEO that are necessary to designate the administrative entity and fiscal agent for the Local Area;
- D. Providing oversight of CSTB's programs, costs and performance outcomes together with the CEO;
- E. Identifying and selecting providers of youth workforce investment activities, training services, career services, and One-Stop Operators as necessary and applicable;
- F. Developing an annual planning budget for the activities of CSTB with approval of the CEO and consistent with the Local Plan and the duties of CSTB. The annual planning budget shall be presented to the CEO in May or June of each year prior to the start of CSTB's program year based upon the planning numbers provided by DEO. The annual planning budget shall include all non-federal revenues and discretionary grants;
- G. Providing oversight of the budget to ensure sustained fiscal integrity and accountability for expenditures of all funds;
- H. Negotiating and reaching agreement on local performance indicators with the Governor and present for CEO approval, as appropriate;
- I. Developing the Regional Targeted Occupations List;
- J. Ensuring Equal Opportunity representation and grievance procedures are available and made known to staff, participants, and other interested parties in the local workforce development system; and
- K. Ensuring CSTB meets its requirement to conduct business in an open manner under the sunshine provision of WIOA and Florida's Government-in-the-Sunshine Act. This includes but is not limited to meetings open to the public, posting of CSTB's By-Laws, publicly noticing all Board and Committee meetings, and posting of all Board and Committee meeting minutes.

Section 4.4 – Powers Regarding a Director and Staff

The Board shall have the power to select and recommend a Director, Interim Director or designated person responsible for the operational and administrative functions of CSTB for CEO approval. The Director shall be a contract employee of CSTB, shall report to the Board, and shall be responsible to hire sufficient personnel to carry out effective and efficient operation of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantees providing services under the guidance of CSTB and acting in partnership with the CEO as provided herein.

The Board shall have the authority to suspend, with or without pay, or remove the Director, Interim Director, or the designated person responsible for the operational and administrative functions of CSTB with or without cause. The CEO shall have the authority to direct the Board to suspend, with or without pay, or remove the Director, Interim Director or the designated person responsible for the operational and administrative functions of CSTB for cause. Upon receipt of the CEO's direction, the Board shall provide written notice to the Director, Interim Director or designated person of the termination of his or her employment, specifying the date on which the Director, Interim Director or designated person responsible for the operational and administrative functions of CSTB employment shall terminate.

The Director and staff of CSTB shall be subject to the limitations on the payment of salary and bonuses as described in WIOA sec. 194(15) and 2 CFR § 200.430.

Section 4.5 – Authority of Individual Board Members

Board members have authority over the affairs of CSTB only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is taken when carrying out specific instructions by the Board.

Members of the Board and Committees of the Board may be contacted for comments on CSTB matters and/or issues of public interest. Because the Board and Committees of the Board are comprised of members of a myriad of businesses, agencies, and organizations it is important that CSTB's positions are communicated clearly and consistently. Board and Committee members shall direct any such requests to the Board Chair and/or Director of CSTB. The Board Chair and Director of CSTB are designated as the official spokespersons for CSTB.

Section 4.6 - Categories of Board Membership

Consistent with criteria set forth by the U.S. Department of Labor, WIOA, the State of Florida, and Florida WIA, Board member composition shall be in accordance with the following categories:

- A. Business: These shall be individuals who are business owners, chief executives or operating officers, employers or other individuals with optimum policymaking or hiring

authority, provide employment opportunities that include high-quality, work relevant training and development in in-demand industry sectors or occupations, and are nominated by business organizations or business trade associations. Business sector representatives shall constitute a minimum of fifty-one percent (51%) of the total Board.

- B. Workforce: These shall be representatives of local labor organizations nominated by local labor federations, members of a local labor organization or a training director from a joint labor-management apprenticeship program, or if no joint program exists an individual from an apprenticeship program, may include community based organizations that have demonstrated experience and expertise in addressing employment needs of individuals with barriers, including organizations that serve veterans or individuals with disabilities, and out of school youth. Workforce sector representatives shall constitute a minimum of twenty percent (20%) of the total Board.
- C. Education and Training: Representatives shall include providers administering adult education and literacy activities under WIOA Title II, institutions of higher education providing workforce investment activities (including community colleges and private education providers), may include local educational agencies and community-based organizations with expertise in education and training of individuals with barriers to employment.
- D. Government, Economic/Community Development: Representatives of governmental, and economic and community development entities; economic and community development entities serving the Local Area, State Employment office/Wagner-Peyser Act 29 U.S.C. 720 et seq, WIOA Title I of rehabilitation act of 1973, may include agencies representing transportation, housing, public assistance, philanthropic organizations or representatives of entities or individuals as the CEO determines to be appropriate. Government representatives shall include the Chairperson of the CEO or designee and the County Administrator or designee.
- E. All Board members or their alternative designee shall be individuals with optimum policymaking authority within the organizations, agencies or entities. A representative with optimum policymaking authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- F. An individual may be appointed as a representative of more than one membership area if the individual meets all criteria for such representation. If an individual represents more than one membership area, he or she must be appropriately nominated by the organization or entity he or she will represent and must have optimum policymaking authority within each membership area represented. Individuals representing more than one membership area shall be determined and appointed by the CEO. Nominees shall represent the urban and suburban nature as well as the demographic, ethnic, and gender characteristics reflective of the Local Area.

Section 4.7 - Qualifications

Members of the Board shall be U.S. citizens or permanent residents, and residents and registered voters of Hillsborough County. The County's residency and voter registration requirements may be waived for members of designated seats by the CEO. Business sector representatives must be employed by a business that is located in Hillsborough County.

Section 4.8 – Financial Disclosure

Each Board member is required to file a statement of financial interests within thirty (30) days of appointment to the Board, annually thereafter, and upon completion of their term on the Board.

Section 4.9 - Compensation

The Board members shall serve without compensation. Board members may be reimbursed for reasonable and necessary expenses incurred when traveling on official business of CSTB if approved in advance by the Board. Such reimbursement shall be pursuant to Chapter 112 Section 061 Florida Statutes and CSTB's policies.

Section 4.10 - Notification of Vacancies

The Board Chair or the Director will notify the CEO when Board vacancies occur through written correspondence to the Chairperson of the CEO, and provide a copy to the County's Liaison to CSTB.

ARTICLE V **BOARD MEMBERSHIP**

Section 5.1 – Terms of Membership

- A. Members of the Board shall serve for fixed and staggered terms of two (2) years with the exceptions described herein. The initial Board appointments were staggered between one (1) and two (2) year terms to establish only a portion of the memberships expiring each year;
- B. Members of the Board may not serve as a Board member for more than eight (8) consecutive years, unless such member is a representative of a governmental entity. Service in a term of office as a Board member which commenced before July 1, 2021, does not count toward the eight (8) year limitation. If a Member of the Board is appointed to serve the remainder of an unexpired term, then such service shall count towards the Member's eight (8) year limit.
- C. The term of office for the Chairperson of the CEO or designee and the County Administrator or designee are not subject to the terms of membership specified herein;

- D. In accordance with WIOA and Florida WIA, whenever a designated seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, the term of office for that seat is not subject to the terms of membership specified herein; and
- E. If a Board member resigns prior to his or her term end date, or ceases to represent the category to which they were appointed, they shall be considered as having de facto resigned, and applications for filling the vacancy shall be received in accordance with the application process set forth by the CEO. Upon appointment, the new member shall serve the remainder of the unexpired term of the member whose vacancy he or she is filling.

Section 5.2 – Attendance

Regular attendance at Board meetings is critical to the successful functioning and operation of the Board and CSTB. As such, Board members are required to attend at least fifty percent (50%) of the Board meetings in any one program year (July – June).

Board members shall notify the Director of CSTB or designee within a reasonable time in advance of the meeting if they will not be able to attend a Board meeting in order to obtain an excused absence. Board members shall notify the Director of CSTB or designee within a reasonable time in advance of the meeting if an alternative designee will attend, see Section 4.6(E). Committee members shall notify the Committee Chair if they will not be able to attend a Committee meeting in order to obtain an excused absence.

Section 5.3 – Resignation of Membership

A Board member may resign his or her membership on the Board at any time by submitting a resignation in writing to the Board Chair or Director. In the case of the resignation of the Board Chair, a resignation shall be submitted in writing to the CEO and the Director. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Director or CEO, unless Section 5.1(D) is applicable.

Three (3) unexcused absences in any one program year (July 1 – June 30) from regularly scheduled Board meetings shall constitute a de facto resignation of the Board member. Three (3) unexcused absences in any one program year (July 1 – June 30) from regularly scheduled Committee meetings shall constitute a de facto resignation of the Committee member from that Committee.

Section 5.4 – Revocation of Membership

The Chair may recommend revocation of Board membership to the CEO for the following reasons:

- A. A member's disability, illness or inability to perform their duties on the Board; or
- B. A member's alleged unethical or illegal practices or actions shall be reported pursuant to CEO's Policy 01.30.00.01 entitled Process for Referral and Response to Alleged Violations of the Board's Standards of Conduct applicable to all BOCC Appointees to

Boards, Councils, Committees or Authorities. If the matter is resolved in favor of the member they would be eligible for reappointment to the Board.

ARTICLE VI

BOARD OFFICERS

Section 6.1 - Board Officer Positions, Nominations and Elections

The Board Officers of CSTB shall consist of a Chair, a Vice-Chair, a 2nd Vice-Chair, a Secretary and a Treasurer. The Chairperson of the CEO or designee shall occupy the 2nd Vice-Chair position.

The Chair, Vice-Chair, Treasurer, and Secretary of CSTB shall be nominated and elected as follows:

- A. A slate of nominees for Officers shall be presented to the Board for a vote by the Nominating Committee at CSTB's annual meeting. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.
- C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.

Section 6.2 – Duties of Board Officers

- A. Duties of the Chair shall include:
 - Reviewing Board directives with the Director of CSTB to ensure compliance and implementation;
 - Presiding at all meetings of the Board;
 - Serving as Chair of the Executive Committee;
 - Making all Committee Chair appointments subject to these By-laws;
 - Calling special meetings of the Board;
 - Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto;
 - Serving as a signatory for CSTB's financial and legal documents; and
 - Performing all duties incident to the office of Chair.
- B. Duties of the Vice-Chair shall include:
 - Presiding over meetings of the Board in the absence of the Chair;
 - Serving as a member of the Executive Committee; and
 - Performing all duties incident to the office of Chair in the absence of the Chair.
- C. Duties of the 2nd Vice Chair shall include:
 - Presiding over meetings of the Board in the absence of the Chair and Vice-Chair;

- Serving as a member of the Executive Committee;
- Serving as a member of the Finance Committee;
- Performing all duties incident to the offices of Chair and Vice-Chair in the absence of the Chair and Vice-Chair.

D. Duties of the Treasurer shall include:

- Serving as a member of the Executive Committee;
- Serving as Chair of the Finance Committee;
- Serving as a signatory for CSTB's financial and legal documents; and
- Performing all duties incident to the office of Treasurer.

E. Duties of the Secretary shall include:

- Serving as a member of the Executive Committee;
- Signing all bank resolutions;
- Serving as a signatory for CSTB's financial and legal documents; and
- Performing all duties incident to the office of Secretary.

Section 6.3 – Terms of Board Officers

The term of office for the Board Chair, Vice-Chair, Treasurer and Secretary shall be for one (1) full year, from July 1 through June 30.

Board Officers shall serve no more than two (2) consecutive terms of one (1) year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two (2) consecutive terms, the Officer shall then step down from their position for a minimum of one (1) year, although he or she may continue to serve as a Board member, or in another office.

The time which an Officer is appointed to serve the remainder of an unexpired term shall not count towards the Officer's two (2) consecutive terms.

The 2nd Vice-Chair is not subject to the Officer term limits specified herein.

Section 6.4 – Vacancy in One of the Officer Positions

If a vacancy in any office other than the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting where a quorum is established. If the office of Chair becomes vacant, the Vice-Chair will assume the office of Chair for the remainder of the unexpired term. The office of Vice-Chair will then be filled at the Board's discretion.

ARTICLE VII **BOARD COMMITTEES**

Section 7.1 – Standing Committees

Standing Committees shall be the Executive Committee, Workforce Performance Committee, Youth Development Committee, Finance Committee, Human Resources Committee, Nominating, and Career Pathways Committee.

The CEO may create, expand or combine Standing Committees as determined necessary for the efficient operation of CSTB. The Board may initiate creating, expanding or combining Standing Committees by providing recommendations for CEO consideration and approval.

Section 7.2 – Ad Hoc Committees

The Chair may appoint Ad Hoc Committees as deemed necessary. The Executive Committee may serve as an Ad Hoc Committee as deemed necessary and appropriate by the Chair and approved by the Board.

Section 7.3 – General Guidelines of Committee Membership

- A. All Committees shall be chaired by a Board member appointed by the Board Chair and Board members shall comprise a majority of each Committee;
- B. All Board members are required to serve on at least one (1) Standing Committee as determined and appointed by the Board Chair;
- C. The Executive Committee, Finance Committee, and Human Resources Committee shall be comprised only of Board members. All other Standing Committees shall include individuals appointed by the Board who are not Board members and who have demonstrated experience and expertise in accordance with 20 CFR § 679.340(b) and as determined by the Board; and
- D. A Committee member, with the exception of a Board member, may designate an alternate in writing who shall have the powers, excluding voting, of the committee member when that alternate attends committee meetings in lieu of the committee member. No committee member or delegate may vote through proxy.

Section 7.4 – Executive Committee Membership, Duties and Responsibilities

The Executive Committee shall be chaired by the Board Chair and shall consist of the Board Chair, Vice-Chair, 2nd Vice-Chair, Treasurer, Secretary, Chairs of the Standing Committees, the County Administrator or designee, and the Immediate Past Chair.

The Board Chair may appoint one (1) at-large Board member to the Executive Committee as needed.

The Executive Committee's general responsibilities shall include, but not be limited to:

- A. To the extent consistent with these bylaws, the Executive Committee shall have the authority to exercise those powers of the Board, which may be lawfully delegated, to manage the business and affairs of CSTB between meetings of the Board such as when time requirements do not permit consideration and action by the full Board without impacting delivery of programs or services;

- B. Reviewing and recommending for Board approval the Director's performance evaluation and compensation process;
- C. Reviewing and overseeing the Director's succession plan to ensure continuity of leadership and uninterrupted delivery of services during the time needed to select and recommend a new Director, Interim Director or designated person responsible for the operational and administrative functions of CSTB, for CEO approval; and
- D. Reviewing with the Director key management succession planning to ensure continuity of leadership and providing assistance with implementation as needed.

The Executive Committee shall NOT have the authority to perform the following duties, which require action by the full Board:

- A. Remove existing Officers or Board members or elect new Officers;
- B. Reconsider or reverse any approved action or policy of the Board;
- C. Adopt, repeal or amend CSTB's Articles of Incorporation, these By-laws, or the Agreement with the CEO; or
- D. Adopt or amend the budget or adopt programs or approve contractors for competitively bid contracts.

The Executive Committee shall report all actions and recommendations for approval at the next Board meeting.

Section 7.5 – Workforce Performance Committee Membership, Duties and Responsibilities

The Workforce Performance Committee's general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval of the services and programs being delivered to employers and job seekers;
- B. Reviewing and recommending for Board approval of training vendor applications, termination, and other actions pertaining to training vendors;
- C. Reviewing and recommending for Board approval, and maintaining, the Regional Targeted Occupations List;
- D. Reviewing and recommending for Board approval of CSTB's partnerships with economic development organizations and other business associations in accordance with the committee's strategic plan;
- E. Providing assistance with planning and reviewing of operational and other matters relating to the one-stop delivery system;
- F. Providing assistance with planning, operational, and other matters relating to the provision of services to individuals with disabilities;
- G. Reviewing the plans and services of other agencies and one-stop partners relating to improving coordination of services;
- H. Reviewing the enrollment and performance reports of individuals receiving career training and development assistance under WIOA;

- I. Reviewing customer survey feedback to ensure customer input is received and evaluated and where practical made part of the service delivery plan;
- J. Reviewing training vendor reports for performance, compliance and outcomes; and
- K. Reviewing reports of activities related to targeted business sectors.

Section 7.6 – Youth Development Committee Membership, Duties and Responsibilities

The Youth Development Committee’s general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval of services to address the need to prepare youth new to the workforce for employment or transition to additional career learning opportunities beyond high school;
- B. Reviewing and recommending for Board approval CSTB’s partnerships with youth serving organizations in accordance with the committee’s strategic plan;
- C. Reviewing and recommending for Board approval of service provider applications, termination, and other actions pertaining to competitively awarded grants or contracts to eligible providers of youth services;
- D. Providing assistance with planning, operational, and other matters relating to the provision of youth services and initiatives;
- E. Reviewing the plans and services of other agencies and one-stop partners relating to improving coordination of services to youth;
- F. Reviewing the enrollment and performance reports of youth receiving career training and development assistance under WIOA;
- G. Reviewing customer survey feedback to ensure youth input is received and evaluated and where practical made part of the service delivery plan; and
- H. Working with other community partners to solicit grant opportunities as a means of increasing overall youth workforce development services.

Section 7.7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer. The Finance Committee’s general responsibilities shall include, but not be limited to:

- A. Providing oversight of the fiscal affairs of CSTB to ensure fiscal integrity and accountability of all funds;
- B. Reviewing and recommending for Board approval CSTB’s annual planning budget. The annual planning budget shall be based upon the planning numbers provided by DEO and shall include all non-federal revenues and discretionary grants;
- C. Reviewing and recommending for Board approval of all modifications to the budget;
- D. Reviewing and recommending for Board acceptance of the annual IRS Form 990 submission;
- E. Reviewing and recommending for Board acceptance of the annual financial audit;
- F. Reviewing and recommending for Board approval of applications seeking, competing for and accepting grants and donations;
- G. Reviewing internal and external financial monitoring reports performed by CSTB, U.S. Department of Labor, DEO, and others as deemed appropriate; and

- H. Reviewing CSTB's periodic financial statements and reporting on CSTB's financial status at each meeting of the Board and Executive Committee.

Section 7.8 – Human Resources Committee Membership, Duties and Responsibilities

The Human Resources Committee's general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval the CSTB employee handbook which includes, but is not limited to, personnel policies, employee salary and benefits plans, including the selection of a third-party firm to assess the existing personnel policies, and employee salary and benefits plan;
- B. Reviewing and recommending for Board approval policies ensuring employees meet the necessary WIOA training requirements;
- C. Reviewing and evaluating employee survey responses to understand and ensure employee feedback is made part of CSTB's commitment to employee engagement, morale and satisfaction; and
- D. Providing assistance with planning, operational and other matters relating to the provision of fair labor practices in the workplace.

Section 7.9 – Nominating Committee Membership, Duties and Responsibilities

The Board Chair shall appoint the Chair and members of the Nominating Committee from among the membership of the Board. This committee shall consist of no less than three (3) and no more than five (5) members.

The Nominating Committee's general responsibilities shall include, but not be limited to:

- A. Meeting prior to the Board's Annual Meeting to identify and select a slate of Officers to be presented to the Board at the Annual Meeting;
- B. Reviewing Board members' attendance, participation, and length of service in developing a slate of Officers;
- C. Presenting a slate of Officers to the Board at the Annual Board meeting; and
- D. Assisting the Board Chair-Elect to identify candidates for appointment to the Executive Committee and Committee Chairs, as requested.

Section 7.10 – Career Pathways Committee Membership, Duties and Responsibilities

The Career Pathways Committee's general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval of strategies to address the need to prepare residents for high-demand jobs with sustainable career pathways with local employers within targeted industry sectors;
- B. Reviewing and recommending for Board approval of strategies to engage with employers, industry associations, partner agencies, apprenticeship programs, educational institutions, and staffing companies in accordance with the committee's strategic plan;

- C. Reviewing and providing feedback of the plans and services to engage residents in meaningful paid work-based learning employment opportunities in the form of on-the-job training, paid work experiences, apprenticeships and internships;
- D. Reviewing and providing feedback of the enrollment and performance reports of individuals receiving career pathways training and development assistance;
- E. Reviewing and providing feedback of customer survey feedback to ensure resident input is received and evaluated and where practical made part of the service delivery plan;
- F. Providing assistance with planning, operational, and other matters relating to the provision of career pathways services and initiatives; and
- G. Provide assistance with marketing and promoting high-demand career opportunities to residents, students and their families.

ARTICLE VIII
MEETINGS

Section 8.1 – Meeting Frequency, Location, Notices, Minutes, Participation and Parliamentary Procedures

- A. The Board and Committees of the Board shall meet on a regularly scheduled basis as deemed necessary and appropriate to carry out the responsibilities of the Board or Committee. A calendar of Board and Committee meetings shall be presented to the Board for approval at the annual meeting.
- B. Meetings of the Board and Committees of the Board shall be held at locations determined by the members.
- C. The Director of CSTB or designee shall notice all Board and Committee members of meetings by email, telephone or any other electronic means at least five (5) calendar days in advance. These notices shall contain the meeting date, time, location, and identify the agenda items.
- D. Special meetings of the Board or Executive Committee may be called at any time by the Board Chair or by written request to the Board Chair of not less than twenty-five percent (25%) of the Board membership, setting forth the reason for calling a special meeting. In their consideration of whether a Special meeting is necessary Board members must be mindful not to substantively discuss the issue(s) which may come before the Board in their consideration of whether a Special Meeting is necessary.
- E. The Director of CSTB or designee shall notice all Board members of special meetings by email, telephone or any other electronic means at least three (3) calendar days in advance. These notices shall contain the meeting date, time, location, and identify the purpose of the meeting and whether it has been called by the Chair or by written request.
- F. The public shall be informed of all meetings of the Board and Committees of the Board through notices which shall state the meeting date, time, location and purpose. Special meeting notices shall identify whether it has been called by the Chair or by written request.
- G. Written minutes shall be kept of all Board and Committee meetings. Written minutes shall be reviewed and approved at the next Board or Committee meeting. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. All minutes shall be kept on file by the Board Secretary

at CSTB's administrative office as the record of the official actions of the Board or Committee for as long as prescribed by Chapter 119 of the Florida Statutes.

- H. All Board and Committee meetings shall be conducted in accordance with the "sunshine provision" of WIOA and Florida's Government-in-the-Sunshine Act.
- I. The Board may allow members to participate in Board and Committee meetings by the use of technology, such as telephone and web-based meetings, to promote member participation, provided that same access be made available to the public and it allows all persons participating in the meeting to hear each other.

Section 8.2 – Participation in Meetings

Participation in Board and Executive Committee meetings shall be limited to members of the Board, Committees of the Board, CSTB staff, the County's Liaison to CSTB and Board Counsel. A time shall be set on the agenda for the receipt of public comment to allow input or comment from any member of the public.

Section 8.3 – Parliamentary Procedures

Where parliamentary procedures are not covered by these By-laws, Robert's Rules of Order, Revised, shall prevail.

ARTICLE IX

QUORUM, VOTING, CONFLICT OF INTEREST,

AND RELATED PARTY CONTRACTS

Section 9.1 – Quorum

A quorum is required to conduct official business of the Board and Committees of the Board.

- A. A quorum of the Board and Committees of the Board shall consist of at least forty percent (40%) of the actual appointed membership;
- B. Board and Committee members participating by the use of technology, such as telephone and web-based meetings, will be included as part of the quorum as a quorum does not have to be physically present to conduct business; and
- C. In the absence of a quorum, no official action shall be taken on any item by the Board or Committee.

Section 9.2 – Voting

- A. Any action that may be taken by the Board or a Committee shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the actual appointed membership in attendance at a meeting where a quorum has been established unless otherwise specified in these bylaws.
- B. Each member of the Board or Committee shall have one (1) vote when present at a Board or Committee meeting, whether attending in person or by telephone or other type of communication technology.

- C. Members may not vote by proxy. Proxy voting is a form of voting whereby a member of a decision-making body delegates his or her voting power to a representative to enable a vote in absence. Proxy voting is prohibited regardless of whether the representative is another Board or Committee member.
- D. Voting privileges of non-Board members selected to serve on a Committee are limited to that Committee.
- E. A member of the Board or Committee, who is present, either in person or by telephone or other type of communication technology, at a meeting of the Board or Committee at which action on any matter is taken shall vote on all said actions or matters. Every vote shall be declared and entered in the minutes of the meeting except as provided below in the case of conflict of interest.
- F. A Board member acting as presiding Officer at a meeting of the Board or a Committee shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- G. Any action item considered, voted on and approved by a Committee, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth for approval at the next Board meeting.

Section 9.3 – Conflict of Interest

When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes.

No Board or Committee member shall vote upon any measure which would inure to their special private gain or loss; which they know would inure to the special private gain or loss of any principal by whom they are retained or to the parent organization or subsidiary of a corporate principal by which they are retained; or which they know would inure to the special private gain or loss of a relative or business associate. A relative is defined as any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. See Chapter 112 Section 3143 Florida Statutes.

Section 9.4 – Related Party Contracts

Related party contracts shall require a two-thirds (2/3rd) vote of the Board or Committee for approval, a quorum having been established, and the Board or Committee member who has a conflict of interest shall comply with requirements of Section 9.3. All related party contracts shall be reported to DEO for review and approval prior to being executed. A related party contract is any contract made between CSTB and a member of the Board or Committee, or Board or Committee member’s relative, or an entity represented by that Board or Committee member.

ARTICLE X
AMENDMENTS

Section 10.1 – Amendments

These By-laws may be amended or replaced only by the CEO. At the CEO's sole discretion, the CEO may consult with the Board during the CEO's consideration of amendments or replacements to these By-laws. The Board may initiate or support this process by providing recommendations for amendment or replacement for CEO consideration and approval.

Section 10.2 – Recommendations for Amendments

The Board may recommend to the CEO these By-laws be amended or replaced by a two-thirds (2/3rd) affirmative vote of the quorum in attendance at the Board meeting. Notice of recommending a proposed amendment to or replacement of these bylaws shall be made no less than five (5) calendar days prior to the Board meeting at which such amendment or repeal is acted upon.

ARTICLE XI **GENERAL PROVISIONS**

Section 11.1 – General Provisions

Nothing in these By-laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations of the CEO or State.

ARTICLE XII **INDEMNIFICATION**

Section 12.1 – Indemnification of Board Members

CSTB shall indemnify and hold harmless any Board Officer, Board member, or staff person, or former Board Officer, Board member, or staff person, for expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a Board Officer, Board member, or staff person, except in relation to matters in which he or she was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his or her duties.

Section 12.2 – Rights to Indemnification

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

Section 12.3 – Indemnification Insurance

CSTB shall purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

ARTICLE XIII
FISCAL YEAR

Section 13.1 – Fiscal Year

The fiscal year of CSTB shall be July 1 through June 30.

ARTICLE XIV
DISSOLUTION

Section 14.1 – Dissolution

Upon the dissolution of CSTB, the Officers shall, after paying or making provision for the payment of all the liabilities of CSTB, dispose of the remaining assets of CSTB by returning them to the U.S. Department of Labor, the state designee, or, if the U.S. Department of Labor and state designee agree, giving those assets to local charitable, educational, religious, or scientific purposes, which qualify as a Section 501(c)3 non-profit organization under the Internal Revenue Code.

ARTICLE XV
ENACTMENT PROVISION

Section 15.1 – Enactment Provision

Pursuant to 20 C.F.R. 679.310(g), these By-laws shall become effective upon approval by the CEO.

These amended By-Laws were approved by the CEO as of this 23rd day of March 2022.



Information Item

Expenditure Reports for Period Ending March 31, 2022.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2021-2022
For Period Ending 3/31/2022

Program Description	Award Begin Date	Award End Date	Award Amount	FY 21-22 Budget	FY 21-22 Expenditures YTD	FY 21-22 Remaining Budget	FY 21-22 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,841,496	1,921,217	920,279	68%	88%	68%
WIOA - Adult PY2021	7/1/21	6/30/23	2,518,175	2,014,540	-	2,014,540	0%	37%	0%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,950,724	2,950,724	2,604,162	346,562	88%	88%	88%
WIOA - Dislocated Worker PY2021	7/1/21	6/30/23	2,341,733	1,873,386	-	1,873,386	0%	37%	0%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	3,097,249	3,097,249	-	100%	89%	100%
WIOA - Youth PY2021	4/1/21	6/30/23	2,704,652	2,569,419	607,264	1,962,155	24%	44%	22%
WIOA - Rapid Response	7/1/21	6/30/23	263,236	263,236	56,638	206,598	22%	37%	22%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	9/30/23	3,089,416	1,210,000	23,240	1,186,760	2%	25%	1%
WIOA - Performance Incentives	7/1/20	9/30/21	122,152	50,696	50,696	(0)	100%	100%	100%
WIOA - Performance Incentives	7/1/20	6/30/22	296,199	296,199	105,553	190,646	36%	88%	36%
Total Workforce Innovation Opportunity Act			17,166,945	17,166,945	8,466,019	8,700,926	49%		
Employment Services									
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	575,197	575,197	-	100%	100%	100%
Wagner Peyser PY2021	7/1/21	9/30/22	1,503,740	1,503,740	961,079	542,661	64%	60%	64%
Wagner Peyser - One Stop Security	7/1/21	6/30/22	84,000	84,000	37,200	46,800	44%	75%	44%
DVOP PY2020	10/1/20	2/28/22	106,570	101,675	101,675	(0)	100%	100%	100%
DVOP PY2021	10/1/21	9/30/22	116,088	84,588	23,303	61,285	28%	50%	20%
LVER PY 2020	10/1/20	2/28/22	56,553	49,433	49,433	(0)	100%	100%	100%
LVER PY 2021	10/1/21	9/30/22	43,895	30,395	11,703	18,692	39%	50%	27%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	466,086	164,581	164,581	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2021	10/1/21	9/30/22	575,000	431,250	269,491	161,759	62%	50%	47%
TAA Training PY2020	10/1/20	9/30/21	73,948	30,029	29,920	109	100%	100%	100%
TAA Training PY2021	10/1/21	9/30/22	150,000	150,000	43,097	106,903	29%	50%	29%
TAA Case Management/Admin PY2020	10/1/20	9/30/21	33,736	29,668	10,292	19,376	35%	100%	43%
TAA Case Management/Admin PY2021	10/1/21	9/30/22	63,500	63,500	19,111	44,389	30%	50%	30%
Military Family	7/1/21	6/30/22	108,434	108,434	80,290	28,144	74%	75%	74%
Total Employment Services			3,406,489	3,406,489	2,376,372	1,030,117	70%		
Welfare Transition									
Welfare Transition Program PY2021 Oct-June	10/1/20	8/15/21	3,162,737	624,841	624,841	(0)	100%	100%	100%
Welfare Transition Program PY2022 July-Sept	7/1/21	11/30/21	726,064	726,064	726,064	-	100%	100%	100%
Welfare Transition Program PY2022 Oct-June	10/1/21	7/31/22	3,654,428	3,254,428	817,737	2,436,691	25%	60%	22%
Total Welfare Transition			4,605,333	4,605,333	2,168,642	2,436,691	47%		
Direct Grants & Special Projects									
RESEA Transition PY2020	1/1/20	12/31/21	613,932	142,100	142,100	(0)	100%	100%	100%
RESEA Transition PY2021	1/1/21	9/30/22	481,773	385,419	328,845	56,574	85%	71%	68%
NEG - COVID 19	4/13/20	3/31/23	843,937	683,022	287,025	395,997	42%	66%	53%
Hills County - ACE	4/1/21	3/31/22	609,000	609,000	245,890	363,110	40%	100%	40%
Hills County - ACE	4/1/22	9/30/22	545,000	272,500	-	272,500	0%	0%	0%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	400,000	138,582	261,418	35%	25%	14%
Tech Quest Apprenticeship	7/1/21	6/30/22	79,000	79,000	13,270	65,730	17%	75%	17%
Tech Boost	7/1/21	6/30/22	387,000	387,000	-	387,000	0%	75%	0%
Community Fdn of Tampa Bay - ARP	7/1/21	6/30/22	30,000	30,000	-	30,000	0%	0%	0%
Foundation for Caring	7/1/21	12/31/22	18,320	18,320	-	18,320	0%	50%	0%
United Way Suncoast	7/1/21	6/30/22	82,500	82,500	-	82,500	0%	75%	0%
Total Direct Grants & Special Projects			3,088,860	3,088,860	1,155,712	1,933,148	37%		
Totals			\$ 28,267,627	\$ 28,267,627	14,166,745	14,100,882	50%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending March 31,2022**

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 2021	9,236,364	930,565	624,841	1,434,122	12,225,892
FY 2022 Award	10,917,212	2,664,674	4,380,492	2,623,593	20,585,971
Total Funds available	20,153,576	3,595,239	5,005,333	4,057,715	32,811,863
Less: Planned Carryforward for FY 2023	(2,986,631)	(188,750)	(400,000)	(968,855)	(4,544,236)
Total Available Funds Budgeted	17,166,945	3,406,489	4,605,333	3,088,860	28,267,627

Expenditures to Date:

Pooled Costs:

Case Management	1,557,019	297,462	863,580	71,051	2,789,112
Business Services	569,266	27,267	107,379	-	703,911
Career Services	-	-	14,320	1,156	15,476
Indirect Costs	1,008,281	368,509	238,440	124,322	1,739,552
One Stop Operating	123,791	870,959	91,872	45,644	1,132,266
Technology	1,361	348,977	30,371	16,535	397,245
Community Outreach	16,514	72,299	8,757	5,573	103,143
Staff Training & Development	5,745	19,461	3,046	3,063	31,315
Total Pooled Costs:	3,281,977	2,004,934	1,357,766	267,343	6,912,021

Direct Costs:

Service Provider Contracts	2,113,398	30,343	345,710	412,037	2,901,487
Participant & Worked Based Learning Costs	2,897,346	291,355	465,166	307,479	3,961,346
Program Staff Direct	-	-	-	168,853	168,853
DEO (Jointly managed staff) travel	-	9,803	-	-	9,803
Other Operating Costs	173,299	39,937	-	-	213,236
Total Direct Costs:	5,184,042	371,438	810,875	888,369	7,254,724

Total Expenditures to Date	8,466,019	2,376,372	2,168,642	1,155,712	14,166,745
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Unexpended Balance	8,700,926	1,030,117	2,436,691	1,933,148	14,100,882
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% of Budget Expended	49%	70%	47%	37%	50%
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**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending March 31, 2022**

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,894,964	1,208,036	388,261	2,800,000	1,962,000	890,000	420,000	50,000	12,613,261

Expenditures:

Salaries & Benefits	2,720,752	488,404	7,554	1,429,023	99,196	-	96	31,315	4,776,340
Accounting/Audit Fees	-	-	-	31,347	-	-	-	-	31,347
Legal Fees	-	-	-	2,074	-	-	-	-	2,074
Bank Fees	100	-	-	4,893	-	-	-	-	4,993
Payroll Processing Fees	-	-	-	39,545	-	-	-	-	39,545
Professional Fees	32,821	64,088	279	1,152	-	18,000	-	-	116,340
Contract Labor	-	-	-	3,538	-	-	-	-	3,538
Contract IT Svcs	-	-	-	37,246	-	271,478	-	-	308,724
Office Rent / Lease	20,904	72,879	-	71,620	772,924	-	-	-	938,327
Utilities	-	-	-	-	8,832	-	-	-	8,832
Repairs & Maintenance	-	-	-	-	10,976	-	-	-	10,976
Security	104	361	-	355	31,962	-	-	-	32,781
Janitorial Services	156	608	-	597	16,445	-	-	-	17,807
Pest Control	-	-	-	-	180	-	-	-	180
Equipment Rental	1,130	4,013	-	3,985	37,044	-	-	-	46,172
Copy machine usage / maintenance	641	2,273	-	2,297	18,485	-	-	-	23,696
Office Supplies	390	1,423	-	1,578	7,926	-	790	-	12,108
Operating Supplies	132	410	11	1,570	5,812	-	4,156	-	12,091
Computer Software License / Maint	1,612	27,875	4,895	13,617	-	74,469	1,941	-	124,409
Equipment <5000	84	328	-	1,013	15,278	33,298	222	-	50,223
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	186	507	-	576	1,700	-	-	-	2,969
Document Shredding	126	443	-	453	2,605	-	-	-	3,627
Insurance Com Property	266	816	-	802	12,229	-	-	-	14,113
Insurance General Liability	496	1,525	-	5,727	31,322	-	-	-	39,070
Insurance D&O	-	-	-	17,019	-	-	-	-	17,019
Telecommunication	2,721	11,202	541	14,556	59,350	-	-	-	88,369
Outreach / Marketing	-	527	-	-	-	-	90,007	-	90,535
Travel - Mileage	1,067	249	-	175	-	-	-	-	1,492
Travel - Out of town	2,939	5,457	1,111	16,303	-	-	-	-	25,810
Meetings & Conferences	2,899	4,366	-	22,272	-	-	2,500	-	32,037
License/Dues/Other Fees	652	16,157	20	16,221	-	-	3,431	-	36,481
Service Provider Contract	-	-	-	-	-	-	-	-	-

Total Expenditures to Date	2,790,177	703,911	14,411	1,739,554	1,132,266	397,245	103,143	31,315	6,912,022
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Unexpended Balance	2,104,787	504,125	373,850	1,060,446	829,734	492,755	316,857	18,685	5,701,239
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% of Budget Expended	57%	58%	4%	62%	58%	45%	25%	63%	55%
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Salaries & Benefits as a % of total	98%	69%	52%	82%	9%	0%	0%	100%	
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Operating costs as a % of total	2%	31%	48%	18%	91%	100%	100%	0%	
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