



**Hillsborough
County Florida**



**CareerSource
TAMPA BAY**



**Pinellas
County**



**CareerSource
PINELLAS**

Hillsborough / Pinellas Workforce Development Consortium

Dec 5, 2023 10:30 AM - 12:00 PM EST

Agenda

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

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C. Approve Approach for Consolidation of Career Source Entities.....14

VII. Future Action/Discussion Items - Near Term Consolidation (Jan-Apr)

A. Appoint Members to the New Regional LWDB (Staff with AC input)

B. Approve By-Laws for New Regional LWDB (AC with Staff input)

C. Approve Any Actions Required for Legal Counsel Selection

VIII. Future Action/Discussion Items - Mid Term Mandatory for CLEO (Apr-Jun)

A. Request New Regional LWDB Designation and Certification

**B. Appointment of the Administrative Entity and Fiscal Agent for Regional LWDB
(Designating the service delivery agent)**

C. Approval of the Designation and Certification of One-Stop Operator(s)

D. Approve the Memorandum of Understanding with One Stop Partners

**E. Act as the Local Grant Recipient for Public Funds Allocated to the Local
Area/Region**

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

G. Approve Submission of Regional and Local Area Workforce Plans

IX. Future Items

X. Adjournment

Pledge of Allegiance



Regular Agenda Item IV(A)

Selection of Consortium Chair and Vice-Chair

Background:

As outlined in the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners (Article III, Consortium Members), the Consortium must elect from among its members by a simple majority vote, one (1) member to act as Chair of the Consortium and one (1) member to act as Vice Chair. The Chair and Vice-Chair will serve for a one-year term. Members elected as Chair and Vice-Chair may not be from the same County. The positions of Chair and Vice-Chair must alternate between the County of representation every one-year term. If Consortium members are unable to elect a Chair by a simple majority vote, then a Chair must be elected by a coin toss.

The Chair of the Consortium will have authority to sign documents on behalf of the combined County Chief Local Elected Official ("CLEO") for the Local Area. The Chair will review, acknowledge, and execute contracts and other records on behalf of the Consortium in accordance with all federal, state and local laws and within the terms and conditions of this Agreement.

Recommendation:

Conduct a nomination and selection process among Consortium members to elect one (1) member to act as Chair of the Consortium and one (1) member to act as Vice Chair. The one-year terms for the members elected as Chair and Vice-Chair will be effective immediately and the member elected as Chair will Chair the remainder of the December 5th meeting.

Regular Agenda Item IV(B)

PY 23-24 Consortium Meeting Schedule

Background:

In accordance with the Interlocal Agreement, the Consortium will meet from time-to-time as it deems necessary and appropriate, but not less than quarterly, to conduct business as may be necessary. One (1) of these meetings may include the New Regional LWDB. Recommended meeting dates fall on the 1st Tuesday of the respective months and was determined after review of the Hillsborough and Pinellas BOCC meeting schedules showed those days to be meeting free and available.

Proposed meeting schedule for Program Year 23-24 for Consortium meetings.



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2023 - 2024 Schedule of Consortium Meetings

	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2032	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	June 2024
Consortium Meetings 10:30 a.m. – 12:00 p.m. Hybrid: In Person or Virtual						5 Meridian		6 EpiCenter		2 Meridian		4 EpiCenter

All Consortium meetings are conducted in accordance with the *Florida Sunshine Law*.

Meeting locations will alternate between Meridian & the EpiCenter

Meridian One 4350 W Cypress Street, Ste. 875 Tampa, FL 33607	EpiCenter 13805 58th Street N. Clearwater, FL 33760
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If you are a person with a disability who requires assistance in attending any of the meetings, please contact Tammy Stahlgren at 813-397-2070 or Leah Greis at 727-608-2551.

Public Comments: Refer to [Public Comments](#) for instructions regarding public comments to the Consortium meeting.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Revised 11.29.23

Collaborate – Innovate – Lead

Recommendation:

Approval of the PY 23-24 Consortium Meeting schedule.

Information Item V(A) Consortium/Consolidation Overview and Responsibilities

Background:

In June 2021, the State of Florida Governor (Governor) signed HB1507 into law and established the Reimagining Education and Career Help (REACH) Act. One of the major actions of the REACH Act was a review of all twenty-four (24) Local Workforce Development Boards (LWDB's) throughout the State of Florida in order to: 1) Eliminate multiple layers of administrative entities to improve coordination, 2) Establish consistent eligibility standards across the state to improve the accountability of publicly funded workforce development programs, and 3) Provide greater flexibility in allocating resources to maximize the funds directed to training and business services.

At their May 2023 meeting, the CareerSource Florida (CSF) Board of Directors provided their recommendations to the Governor, with one of the recommendations being realignment and consolidation of Region 14 LWDB (Pinellas County) and Region 15 LWDB (Hillsborough County) into a new multi-jurisdictional Regional LWDB, comprised of Pinellas and Hillsborough counties. This recommendation was affirmed by the Governor with an effective date of July 1, 2024.

Since that time, Hillsborough County staff and Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff have established a working group to effectuate a consolidation of the two Regions by the designated effective date. One of the recommendations from this bi-County working group was for the Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners to enter into an Interlocal Agreement to establish the Hillsborough/Pinellas Workforce Development Consortium (Consortium) and delineate the roles and responsibilities of each County in the administration and operations of the publicly funded workforce development programs within our soon-to-be created multi-jurisdictional Workforce Development Area (Hillsborough County and Pinellas County). This Interlocal Agreement was approved by Pinellas County on November 14, 2023, and by Hillsborough County on November 15, 2023.

This working group will continue to facilitate consolidation of the two Regions with and on behalf of the Consortium and provide updates accordingly.



Hillsborough
County Florida



Consortium/Consolidation Overview and Responsibilities

Consolidation Working Group

Hillsborough County:

- ▶ Ron Barton, Assistant County Administrator
- ▶ Ken Jones, Economic Development
- ▶ Jonathan Wolf, Economic Development
- ▶ Mary Helen Farris, County Attorney Office
- ▶ Katherine Benson, County Attorney Office

CareerSource Tampa Bay:

- ▶ John Flanagan, President/CEO
- ▶ Michelle Zieziula, SVP & COO
- ▶ Sheila Doyle, CFO

Pinellas County:

- ▶ Kevin Knutson, Assistant County Administrator
- ▶ Corey McCaster, Economic Development
- ▶ Cody Ward, County Attorney Office
- ▶ Stephanie Marchman, Gray-Robinson Attorneys

CareerSource Pinellas:

- ▶ Steve Meier, CEO

How did we get here?

- ▶ June 2021 - Reimagining Education and Career Help (REACH) Act signed into law
- ▶ Initiated a review of all 24 Florida Local Workforce Development Boards to:
 - ▶ Eliminate multiple layers of administrative entities to improve coordination,
 - ▶ Establish consistent eligibility standards across the state to improve the accountability of publicly funded workforce development programs, and
 - ▶ Provide greater flexibility in allocating resources to maximize the funds directed to training and business services.
- ▶ May 2023 - CareerSource Florida Board of Directors recommended consolidation of Hillsborough and Pinellas Local Workforce Development Boards
- ▶ Recommendation affirmed by the Governor with an effective date of July 1, 2024
- ▶ Consolidation Working Group created an Interlocal Agreement

Interlocal Agreement - Overview

- ▶ Approved by Both BOCC's:
 - ▶ Pinellas: 11/14/23
 - ▶ Hillsborough: 11/15/23
- ▶ Term: 12/01/23 to 06/30/25
 - ▶ Thereafter automatic 1-year renewals
- ▶ Key Outcomes:
 - ▶ Established the Hillsborough/Pinellas Workforce Development Consortium
 - ▶ Consortium will serve as the Chief Local Elected Official
 - ▶ Appointment of 2 representatives from each County to the Consortium:
 - ▶ Hillsborough: Commissioners Gwen Myers & Joshua Wostal
 - ▶ Pinellas: Commissioners Rene Flowers & Chris Latvala

Interlocal Agreement - Allocation of Funds

- ▶ Annual planning budget includes Federal/State public funds (provided by Florida Department of Commerce), local government funds & non-public revenues/grants
- ▶ Federal/State public funding will be allocated to each County on the same formula basis as they are allocated by the State. These funds **MAY** be reallocated to the other County for a specific purpose and only by **UNANIMOUS** vote of Consortium members.
- ▶ Local government public funding (non-Federal) will be allocated to each County as the funds are allocated by the local government. These funds **MAY NOT** be reallocated to the other County.
- ▶ Non-public revenues and grant funds (unrestricted) will be allocated to each County as said funds are obtained and allocated by the funding source. **IF ALLOWED**, these funds **MAY** be reallocated to the other County for a specific purpose and only by **UNANIMOUS** vote of Consortium members.

Action/Discussion Item VI(A) Consortium Advisory Committee Members and Roles

Background:

As outlined in the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, each Board of County Commissioners has delegated their responsibilities as the Chief Local Elected Official for their County to the Consortium. In carrying out these responsibilities and making decisions, Consortium members will consider general citizen comment, staff recommendations, working group recommendations, each respective County Commission priorities and goals, research and background information, and individual Commissioner perspectives.

While the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff) will continually serve as a resource to the Consortium in execution of its duties, an additional resource group are the Officers of the Hillsborough and Pinellas Local Workforce Development Boards.

Being formed as a Consortium Advisory Committee, the Chair and Treasurer of each County's Local Workforce Development Board will also serve as a resource to the Consortium. These Officers will provide recommendations and guidance to the Consortium, primarily in the area of the Director/CEO recruitment process, structuring Bylaws for the new Regional LWDB and assist Consortium staff in preparing a recommendation for appointments to the new Regional LWDB.

Consortium Advisory Committee members:

- CareerSource Tampa Bay, Chair: Sean Butler, President, Titan Technologies
- CareerSource Tampa Bay, Treasurer: Gary Hartfield, President/CEO, Serenity Village
- CareerSource Pinellas, Chair: Scott Thomas, Regional HR Manager, Promedica Senior Care
- CareerSource Pinellas, Treasurer: Barclay Harless, SVP Market Executive, Valley Bank

Action/Discussion Item VI(B) Recruitment of Director/CEO for New Regional Local Workforce Development Board

Background:

A request for quote (RFQ) has been developed to solicit qualified firms or consultants to provide their experience/qualifications, approach/strategy used to perform the project, and the associated fees to perform the service. The selected Respondent will work in close coordination with the Consortium Advisory Committee to develop a plan to advertise, recruit, and select applicants who will meet the leadership expectations of the Consortium and the communities served. The selected Respondent will work with the Consortium Advisory Committee to select and recommend a Director/CEO for the soon-to-be created multi-county regional workforce development area (Hillsborough County and Pinellas County) for approval by the Consortium.

The anticipated timeframe to fill the position is early April 2024.

Proposed Timeline

Solicitation Action	Date
Issue RFQ	December 11, 2023
Question & Answer Period	December 12-15, 2023 (closes at 5:00 PM EST, 12/15)
Responses Due	January 5, 2024, 2:00 PM EST
Evaluation of Proposals	Begins January 8, 2024
Notification of Award	To be determined*
Anticipated Contract Begin Date	To be determined*

* An amendment to the RFQ will be posted once the expected time frame is known.

Recommendation:

Approval to solicit quotes from qualified firms or consultants to conduct professional services associated with completing an executive search for the recruitment of a Director/CEO for the soon-to-be created multi-county regional workforce development area (Hillsborough County and Pinellas County) and the new merged CareerSource entity. CareerSource Tampa Bay will oversee the RFQ procurement process and in conjunction with CareerSource Pinellas will act as support and resource to the Consortium Advisory Committee, as needed.



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Approach for Consolidation of CareerSource Tampa Bay & CareerSource Pinellas

Overview of CareerSource Entities

CAREERSOURCE TAMPA BAY:

- ▶ FY24 Budget: \$23,863,989 ▶ Employees: 149 (CSTB = 130, State = 19)
- ▶ Headquarters: 4350 W Cypress St, Suite 875, Tampa 33607
- ▶ One-Stop Center (1): 9215 v15 N Florida Ave (N Tampa)
- ▶ Satellite Centers (4): Brandon, East Tampa (Sligh Middle School), Plant City, Ruskin
- ▶ Board of Directors: 24

CAREERSOURCE PINELLAS:

- ▶ FY24 Budget: \$9,426,209 ▶ Employees: 78 (CSP = 62, State = 16)
- ▶ Headquarters: 13805 58th St. N, Suite 2-140, Clearwater, FL 33760
- ▶ One-Stop Centers (2): 3420 8th Ave S (St. Petersburg), 2312 Gulf to Bay Blvd (Clearwater)
- ▶ Satellite Centers (2): Lealman (St. Petersburg), Tarpon Springs
- ▶ Board of Directors: 30

Approach to Staff, Services Offered & Locations

- ▶ No Harm Approach - where practical
- ▶ Staff: maintain current programmatic staffing, new Director/CEO to address any changes
- ▶ Services:
 - ▶ Core Services: continue to provide core services to employers and career seekers
 - ▶ Non-Core Services: continue to provide based on need and funding
- ▶ Locations: will still need to service and be accessible to customers in each County
 - ▶ Headquarters: new Director/CEO to address
 - ▶ One Stop Center: continue to operate a one stop center in each County, may consider consolidating the One Stop Center Operator (Contractor) from 2 to 1
 - ▶ Satellite Centers: continue to operate existing centers, will evaluate in the near term

Meridian One
4350 West Cypress Street Suite 875 | Tampa, FL 33875
CareerSourceTampaBay.com

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