



# CareerSource Hillsborough Pinellas Workforce Solutions Committee Minutes

CareerSource Hillsborough Pinellas

3/13/2025 10:00 AM EDT

@ 9215 North Florida Avenue Tampa, FL / Zoom

## **Committee Members Present**

Warren Brooks, Brian Nathan (remote), Benjamin Friedman (remote), Elizabeth Gutierrez (remote), Mark Hunt (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), Esther Matthews (remote), April Neumann (remote), Jeremy Robinson (remote), Elizabeth Siplin (remote), Kenneth Williams (remote), Ocea Wynn (remote), Mercedes Young

## **Absent:**

Members: Michael Jalazo

## **Others Present:**

CareerSource Hillsborough Pinellas Staff: Saleema Bennett, Rich Beynon (remote), Kiani Bowman, Jay Burkey (remote), Melissa Carroll, Sheila Doyle (remote), Jason Druding, Leondra Foster, Chad Kunerth, Keidrian Kunkel, Michelle Moeller (remote), Lysandra Montijo (remote), Maritza Morales (remote), Anna Munro, Brandon Pham, Mario Rodriguez (remote), Michelle Schultz (remote), Tammy Stahlgren, Doug Tobin (remote), April Torregiante, Michelle Zieziula

Others: Paul Casebolt -EDSI, Jonathan Wolf - Hillsborough County Government (remote)

### **I. Call to order, Welcome and Roll Call (Presenters: Warren Brooks)**

Scott Brooks, Chair called the meeting to order at 10:00 a.m. There was a quorum present.

### **II. Public Comments (Presenters: Warren Brooks)**

There were no Public Comments

### **III. Action / Discussion Items**

#### **A. Approval of CSHP Policies (Presenters: Michelle Schultz)**

1. Supportive Services Policy
2. Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL) Policy
3. Limited English Proficient Services Policy

**Motion:**

To approve Supportive Services, Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL), Limited English Proficient Services policies

Motion moved by Mark Hunt and motion seconded by Brian Nathan.

Motion carried.

**B. Related Party Contract and Programs (Presenters: Anna Munro & Melissa Carroll)**

Dr. Rebecca Sarlo has been identified as having a conflict of interest and was notified prior to the meeting.

Dr. Rebecca Sarlo was not present at the meeting.

Necessary related forms have been completed - Form 8B and Exhibits C & D

**Motion:**

To approve approve Evara Health Institute as a Training Provider and the addition of the new training programs for a total not to exceed of \$120,000 for the period 3/20/2025 to 6/30/2026.

Motion moved by April Neumann and motion seconded by Mark Hunt. Motion carried.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME <b>Sarlo - Rebecca</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Hillsborough Pinellas Workforce Board</b>
MAILING ADDRESS <b>4350 W. Cypress Steet Suite 850 Hillsborough</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A LINE OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <b>Tampa, Florida 33607</b>	NAME OF POLITICAL SUBDIVISION: <b>Hillsborough and Pinellas County</b>
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B
This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.
Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES
A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.
For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).
<b>ELECTED OFFICERS:</b> In addition to abstaining from voting in the situations described above, you must disclose the conflict: <b>PRIOR TO THE VOTE BEING TAKEN</b> by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and <b>WITHIN 15 DAYS AFTER THE VOTE OCCURS</b> by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.
<b>APPOINTED OFFICERS:</b> Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction. <b>IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:</b> * You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

### APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

#### IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Rebecca Sarlo, hereby disclose that on 3/13, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inured to the special gain or loss of Evava Health Institute, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

**Related party contract votes for Individual Training Accounts with Evava Health Institute.**

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/6/2025

Date Filed

Rebecca Sarlo, Ph.D.

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

### EXHIBIT C CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Evava Health Institute and CareerSource Hillsborough Pinellas  
Contractor Name & Address: Evava Health Institute, 14100 58th Street N. Clearwater FL 33760  
Contractor Contact Phone Number: 727-824-8181  
Contract Number or Other Identifying Information, if any: N/A  
Contract Term: 3/20/2025 - 6/30/2026  
Value of the Contract with no extensions or renewals exercised: \$120,000  
Value of the Contract with all extensions and renewals exercised: N/A  
Description of goods and/or services to be provided under the Contract: Training programs  
Method of procurement for the contracted goods and/or services, if applicable: The institution is an approved training provider via FloridaCommerce  
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

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

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract. If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Signature of Board Chairperson / Vice Chairperson\*

Gary Hartfield  
Print Name

Date

### EXHIBIT D DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Dr. Rebecca Sarlo, a board member an employee of the board (circle one) hereby disclose that I, myself, my employer my business / my organization / OR "Other" (describe) \_\_\_\_\_

(circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28

Contractor Name & Address: Evava Health - 14100 58th Street North, Clearwater FL 33760

Contractor Contact Phone Number: (727) 824-8181

Description of Nature of Contract: Paid Work Experience (PWE)

Description of Financial Benefit\*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

- ☒ have no relative who is a member of the board or an employee of the board, OR
- ☐ have a relative who is a member of the board or an employee of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* ☒ is ☐ is not (check one) a member of the board. If applicable, the principal/owner's name is: Dr. Rebecca Sarlo

Rebecca Sarlo  
Signature of Board Member/Employee

Dr. Rebecca Sarlo  
Print Name

3/13/2025  
Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

- C. Approval of New Training Providers and New Programs (Presenters: Anna Munro & Melissa Carroll)

**Motion:**

to approve Florida Truckers Institute, My IT Future – Orlando Campus, and National Louis University’s new training provider application to include their respective training programs

Motion moved by Brian Nathan and motion seconded by Elizabeth Gutierrez. Roll call vote conducted, seven (7) yes, and six (6) no. Motion carried

- D. Approval of New Training Programs (Presenters: Anna Munro & Melissa Carroll)

**Motion:**

to approve Access Computer Training’s application for the specified new training programs on CSHP’s ETPL.

Motion moved by Esther Matthews and motion seconded by April Neumann. Roll call vote conducted, seven (6) yes, and six (7) no. Motion failed.

#### IV. Information Items

- A. Training Program Outcome Report (Presenters: Chad Kunerth)

We have an 81% completion rate with 841 total completions and 682 successful completions. With regards to the replacement rate, that's 567 deployments, Yields a percentage of 67.42%. Additionally, Florida Commerce plans to start enforcing performance standards, which may lead to the removal of underperforming programs. The timeframe of implementation is unknown.

- B. WIOA Primary Indicators of Performance: PY 24/25 (Presenters: Chad Kunerth)

These numbers are from last program year. We are waiting for the new numbers to come out.

- C. Reach Metric Review PY23-24 (Presenters: Chad Kunerth)

We have not received Reach letter grades in this program.

#### V. Adjournment

The meeting adjourned at 10:40 a.m. Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.

- A. Next Workforce Performance Meeting - TBD