



CareerSource Tampa Bay Board of Directors Meeting

Date: July 24, 2025 at 10:00 a.m.

Location: Hybrid / EpiCenter 13805 58th Street North, Rooms 1-451 & 1-453

Zoom Information **Zoom Link**
Meeting ID: 820 1136 6847
Passcode: 341204
Dial-in-number: 1 305 224 1968

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Business Sector Pinellas County



Don Blair
Managing Director in
the Mergers &
Acquisitions Group
Raymond James

Mr. Blair is a Managing Director in the Mergers & Acquisitions group at Raymond James. Over Mr. Blair's 28-year career at Raymond James, he has advised over 150 companies, both private and public, on M&A transactions spanning the Government Services and Defense, Technology, Consumer and Healthcare sectors.

Prior to joining the M&A group at Raymond James, Mr. Blair founded and led the Government Services and Defense investment banking practice at Raymond James. Under his leadership, Raymond James built a strong reputation as an IPO underwriter and M&A advisor to government contractors including Booz Allen, CACI, SRA, AeroVironment, Stanley, MTC Technologies and others.

Before joining Raymond James in 1997, Mr. Blair worked for Goldman Sachs in New York. At Goldman, Mr. Blair was primarily involved in the execution of public and private high yield debt transactions. Mr. Blair received his MBA from the Darden Graduate School of Business at the University of Virginia and his B.A. degree in Economics, magna cum laude, from the University of Maryland, Baltimore County. Prior to graduate school, Mr. Blair served as a CPA with KPMG and was the recipient of the Elijah Watt Sells Gold Medal Award on the November 1989 CPA exam. Mr. Blair also holds a Chartered Financial Analyst designation.

Mr. Blair is married to his wife, Laura who is a native of St. Petersburg, Florida. They have three children Allie, Bo and Luke.

Business Sector Pinellas County



Elisa Caro
Chief Revenue
Officer
SmartChoice

Tech is her battlefield. Revenue is her weapon. Leadership is her legacy. As Chief Revenue Officer of SmartChoice, Elisa Caro has been instrumental in scaling the company from a regional provider in New York City to a dominant national player and is leading the charge behind the company's expansion into new markets throughout North America. SmartChoice acts as a single point of contact in unifying communication infrastructure throughout multiple locations, including voice, wifi, and all managed connectivity.

Born and raised in Honolulu, HI, as one of 9 siblings, Elisa moved 5000 miles away to become a first-generation college graduate in New York, where she spent most of her adult life. In 2021, Elisa relocated from her NYC HQ to St. Pete to open SmartChoice's third office, quickly becoming a key player in the regional business and tech ecosystem. She currently sits on the Board of Governors for the Chamber, Board Member for Tampa Bay Tech, Ambassador for the SPCA and Corporate Chair for the 2026 Guld Coast JFCS Gala. She is at the helm of SmartChoice's transformation: leading the charge as the company expands into new markets, disrupts the telecom status quo, and delivers a white-glove standard of service that competitors simply can't match. In a world where automation and outsourced support have stripped businesses of real relationships, she champions a hands-on, high-touch approach, ensuring that SmartChoice clients have a true partner in their growth.

Elisa currently resides in Gulfport with her husband and 6-year-old daughter, and spends most of her time embracing the water, checking out Tampa Bay's restaurant scene, or exercising.



**Business Sector
Hillsborough County**



**Kenneth “Kenny”
Wooton**
Tampa Branch Director
Maddox Electric

Kenny Wooton is the Tampa Branch Director for Maddox Electric Company, where he oversees operations, business development, and workforce engagement across the Tampa Bay region. With over 20 years of experience in the electrical construction industry, Kenny brings a well-rounded perspective shaped by leadership roles on both the labor and management sides.

Prior to joining Maddox Electric, he served as Executive Director for the West and Central Florida chapters of the National Electrical Contractors Association and held leadership positions within the IBEW. He is currently pursuing a bachelor’s degree in leadership at the University of Central Florida.

Kenny is committed to strengthening workforce development, expanding access to skilled trades, and aligning industry needs with training opportunities that benefit the region’s economic growth.

Pledge of Allegiance



CEO UPDATE

Top of Mind

Summer Youth Employment Programs - Tampa Bay Summer Hires and Summer PAYS

This year marks the first time that we have been able to collaborate on the strategy and resources of the Tampa Bay Summer Hires program in Hillsborough County and the Summer PAYS program in Pinellas County to offer expanded paid work experience, career exploration and leadership training opportunities to **639 youth** between the ages of 16-24.

More than 500 youth attended youth summit events across the region. Every participant walked away from these events with a job match — and for many, it's their very first job! Several attendees said they're excited to gain experience and start building their resumes this summer.

This summer, we're especially excited to pilot career immersion experiences in healthcare and manufacturing in Pinellas County, made possible through the support of local partners who believe in the potential of our young people. A key partner, BayCare Health System, is hosting nine interns this summer and we look forward to sharing their success in a future update.



140 **700**
EMPLOYER PARTNERS POSITIONS POSTED



Rebranding Update

Since the Board of Directors voted unanimously to adopt CareerSource Tampa Bay as the permanent organizational name, staff have developed a 90-day rebranding plan, with a target date for completion of October 31, 2025.

Key milestones include:

- Update of all **marketing outreach materials**, including the website and social media, flyers, banners, directional signage, and other items used at events in the community.
- New **branded staff items**, such as polo shirts, business cards, and name badges.
- **Facilities signage**, both internal and external, of all centers.
- **IT updates**, including new staff email addresses.

Additionally, we plan to host **community open house events**:

- Fall 2025 - Hillsborough County
- Spring 2026 - Pinellas County

The rebranding outreach campaign will emphasize the availability of services in both counties to effectively meet the needs of job seekers, employers and community partners.

Leadership Update

New Board Membership

I'm honored to officially join the Board of Directors for the **Early Learning Coalition of Hillsborough County!** In addition to my role on the ELC of Pinellas County Board, I'm grateful for the opportunity to contribute across both counties, providing guidance, sharing insights, and learning from others who are deeply committed to early childhood development and family success. I'm especially interested in how we can better support families who are not only navigating child care needs but also seeking employment, upskilling opportunities, and economic stability. I look forward to the collaboration ahead and the opportunity to help shape systems that uplift both children and working parents in our community.

U.S. Conference of Mayors Annual Meeting

Two weeks ago, I had the privilege of representing CSTB on a national stage during the U.S. Conference of Mayors right here in Tampa Bay. As a member of the USCM Workforce Development Council, I joined a panel of local leaders to discuss how we can better connect opportunity youth with meaningful careers by reimagining systems that meet young people where they are. We're grateful for the opportunity to share the impactful work we're doing in the Tampa Bay region and are inspired to keep moving forward, together!

Pinellas County Economic Development

I had the pleasure of speaking at the recent Pinellas County Economic Development meeting, where I had the opportunity to update partners regarding key initiatives in Pinellas County, such as future workforce development partnerships with key organizations, the expansion of our summer youth employment program, and revitalization efforts in our centers throughout county to improve the quality and access to services for job seekers in Pinellas County.

Spotlight on: CSTB Networking Groups

Coffee and Careers

Our latest session in June was an absolute success with over 65 participants joining us for great conversations, career insights and fresh brews. During the event, job seekers can grab a fresh cup of coffee and sit with a Career Coach or other CSTB team member for a resume evaluation. Additional services offered at the event include:

- Virtual reality career exploration experience
- Free professional photographs by the CSTB marketing team
- Free Employability Skills Training Workshop following the event – Creating an Effective Cover Letter

We will continue to hold these events at centers throughout the region.



Veterans Networking Group

CSTB offers monthly meetings that provide veterans seeking employment or looking to enhance their career opportunities with resources, hear what other veterans are experiencing, learn best practices, and to provide support and guidance. These sessions are open to veterans, transitioning service members, National Guard and Reserve service members, and eligible spouses exploring new career opportunities. An average of 35 veterans and spouses attend each meeting and past guest speakers include Bank of America, Disney, T-Mobile, Southwest Airlines, and Tampa General Hospital.

We're proud to support our Veteran community and provide a space where Veterans can network, share their experiences, and explore new career opportunities together. We look forward to continuing to serve and empower our local heroes through future events!



Upcoming

Summer 2025

1. **Board Retreat** - The annual retreat is scheduled for August 4 at the Marriott Tampa Westshore. I look forward to seeing you all there!
2. **Strategic Planning Ad-Hoc Committee** - As we embark on our short and long-term strategic planning, Board Chair Barclay Harless has formed an ad-hoc committee and we will be scheduling a meeting soon to assist us in this endeavor.

Fall 2025

National Workforce Development Month - Each September, states across the country join efforts to recognize the contributions of workforce professionals and highlight events and initiatives which support job seekers and employers. CSTB will participate in local efforts that raise awareness regarding the importance of the workforce industry to the growing regional and national economies.

Questions

I would love to hear from you. As always, please feel free to contact me with any questions or feedback, or to set up a meeting to talk about how we can better serve the residents and businesses of our region.

Thank you for your commitment to CareerSource Tampa Bay's mission of connecting talent to opportunity.

Sincerely,

Keidrian Kunkel

Keidrian Kunkel
President & CEO

MEMORANDUM

TO: CareerSource Tampa Bay Board of Directors
FROM: Stephanie Marchman, CareerSource Tampa Bay General Counsel
DATE: July 14, 2025
SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Tampa Bay since March 7, 2025:

- Reviewed and provided legal advice regarding Board Agenda items; attended Board of Directors meeting.
- Reviewed, revised, and provided guidance on CareerSource Florida Training Provider List Policy as to form and legality.
- Reviewed, revised, and provided guidance on Memorandum of Understanding by Department of Education as to form and legality.
- Provided legal counsel related to personal injury claims.
- Provided legal counsel on personnel matters.
- Provided legal counsel as to an employee writ of garnishment.

Pending litigation report:

Jerome Gray v. CareerSource Tampa Bay, in the Circuit Court of the Thirteenth Judicial Circuit in Hillsborough County, Case Number 23-CA-010204, has been closed since March 3, 2024, due to lack of service. However, in May 2024, Mr. Gray filed a motion with the Court to reopen the case. The Court has not yet changed the case status in this matter to reflect a re-opening.

A lawsuit, *Miesha Lott v. Tampa Bay Workforce Alliance, Inc., D/B/A CareerSource Hillsborough Pinellas* ("CareerSource"), in the Circuit Court of the Thirteenth Judicial Circuit in Hillsborough County, Case Number 25-CA-002343, was served on CareerSource on May 21, 2025. On June 10, 2025, CareerSource filed a Notice of Removal to the United States District Court in the Middle District of Florida, Case Number 8:25-cv-01509-WFJ-CPT. On June 17, 2025, CareerSource moved to dismiss the complaint for failure to state a claim upon which relief may be granted, and the Plaintiff has responded in opposition to the motion. The parties are awaiting a ruling from the Court on the motion to dismiss.



CareerSource Hillsborough Pinellas Board of Directors Meeting Minutes

CareerSource Hillsborough Pinellas

5/29/2025 10:00 AM EDT

@ Hybrid Meeting: Location Zoom & 9215 North Florida Avenue, Tampa, FL

Board Members Attendance

Present:

Mitch Allen (remote), Belinthia Berry (remote), Robert Blount, III (remote), Warren Brooks (remote), Joseph Eletto (remote), David Fetkenher (remote), Barclay Harless, Gary Hartfield, John Howell, Mark Hunt (remote), Michael Jalazo, Dr. Brian Mann (remote), Esther Matthews (remote), Shawn McDonnell (remote), Don Noble, Jeremy Robinson (remote), Rebecca Sarlo, Elizabeth Siplin (remote), Roy Sweatman, Sophia West (remote), Kenneth Williams (remote), Mercedes Young, Brian Nathan

Absent:

Members: Benjamin Friedman, Elizabeth Gutierrez, Christopher Latvala, April Neumann, Thayne Swenson, Russell Williams, Ocea Wynn, Bob Hyde, Dr. Cynthia Johnson

CareerSource Hillsborough Staff

Sheila Doyle, Chad Kunerth, Keidrian Kunkel, Tammy Stahlgren, Saleema Bennett, Rich Beynon, Jay Burke, Melissa Carroll, Jason Druding, Leondra Foster, Barry Martin (remote), Lysandra Montijo, Maritza Morales (remote), Brittany Munyer (remote), Brandon Pham, Michelle Schultz, Don Shepherd, Doug Tobin, April Torregiante, Michelle Zieziula

Hillsborough County Government: Jonathan Wolf

Legal Counsel: Stephanie Marchman (remote)

Others Present: Paul Casebolt -OSO, Stacey Kolka - Thomas Howell Ferguson P.A. CPAs (remote), Tameka Austin - FloridaCommerce (remote), Mark Koulianos (remote)

Pinellas County Government: Amelia Campbell (remote), Cody Ward (remote)

I. Welcome, Roll Call and Introductions (Presenters: Barclay Harless)

Barclay Harless, Chair called the meeting to order at 10:01 AM. There was a quorum present.

II. Pledge of Allegiance (Presenters: Barclay Harless)

The Pledge of Allegiance was recited

III. Public Comments

There were none.

IV. CEO Report (Presenters: Keidrian Kunkel)

Highlights

Keidrian Kunkel attended the National Association of Workforce Development Boards conference in DC, along with Board members, Barclay Harless, Mitch Allen, Gary Hartfield and John Howell.

Sheila Doyle was recognized at being as one of Tampa Bay's Top CFOs. She was honored last week.

Keidrian is holding the ongoing "Bridging the Bay" Teams meeting with staff for transparent communication.

V. General Counsel Update (Presenters: Stephanie Marchman)

A summary of legal services from the last meeting can be found in the meeting packet.

VI. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. March 20, 2025, Board of Directors Meeting
2. May 2, 2025, Nominating Committee Meeting

Motion:

To approve the consent agenda as presented.

Motion moved by Mark Hunt and motion seconded by Michael Jalazo.

Motion carried.

VII. Action/Discussion Items

A. WorkNet Pinellas, Inc. Final 990 (Presenters: Sheila Doyle)

Motion:

To accept the final WorkNet Pinellas, Inc. 2024 IRS Form 990 for the calendar year ending December 31, 2024

Motion moved by Don Noble and motion seconded by Michael Jalazo. Motion carried.

- B. 2025 – 2026 Planning Budget (Presenters: Sheila Doyle)

Motion:

To approve the FY2026 Planning Budget in order to provide to the Hillsborough Pinellas Workforce Development Consortium for their approval and allow for required submission to FloridaCommerce for review.

Motion moved by Don Noble and motion seconded by Gary Hartfield. Motion carried.

- C. 401(k) Plan Audit - CPA Firm (Presenters: Sheila Doyle)

Motion:

To approve of the BDG-CPA to audit Tampa Bay Workforce Alliance, Inc. 401(k) plan for the year ending December 31, 2024.

Motion moved by Michael Jalazo and motion seconded by Don Noble. Motion carried.

- D. Request to Waive ITA Expenditure Requirement (Presenters: Sheila Doyle)

Motion:

To approve the CareerSource Hillsborough Pinellas ITA Waiver Request of a 35% waiver level for PY2025-2026, subject to Hillsborough Pinellas Workforce Development Consortium (CLEO) approval

Motion moved by Mark Hunt and motion seconded by Gary Hartfield. Motion carried.

- E. General Counsel Renewal (Presenters: Keidrian Kunkel)

Motion:

To renewal of GreyRobinson as CSHP legal counsel for the term July 1, 2025 through June 30, 2026.

Motion moved by Mark Hunt and motion seconded by Gary Hartfield. Motion carried.

- F. Organizational and Program Naming Confirmation (Presenters: Doug Tobin)

Vistra Communications conducted research, including surveys and focus groups, to determine the best name for the merged organization. The top three name choices were CareerSource Tampa Bay, CareerSource Greater Tampa Bay, and CareerSource Hillsborough Pinellas. Concerns were raised about the potential confusion of using "Tampa Bay" due to its existing associations. The

board agreed on the need for intentional marketing to ensure the new name is understood and inclusive of both counties.

Motion:

To approve CareerSource Tampa Bay as the name For this unified organization.

Motion moved by Mark Hunt and motion seconded by Michael Jalazo. Motion passed unanimously.

G. PY2025-2026 Board and Committee Calendar (Presenters: Keidrian Kunkel)

Motion:

To approve the PY 2025-2026 Board and Committee Meeting schedule.

Motion moved by Don Noble and motion seconded by Michael Jalazo. Motion carried.

H. PY2025-2026 Board Officers (Presenters: Dr. Rebecca Sarlo)

Motion:

To approve the proposed slate of officers for Program Year 2025-2026.

Chair - Barclay Harless

Vice-Chair - Gary Hartfield

2nd Vice-Chair - Commissioner Wostal

Treasurer - Don Noble

Secretary - Dr. Rebecca Sarlo

Motion moved by Gary Hartfield and motion seconded by Don Noble. Motion carried.

I. One Stop Operator (Presenters: Melissa Carroll)

Motion:

To approve to be granted allowing CSHP President and CEO to negotiate with the highest ranked proposer, Educational Data Systems, Inc (EDSI) and upon successful negotiations, CSHP to enter contract.

Motion moved by Mark Hunt and motion seconded by Gary Hartfield. Motion carried.

J. Related Party Contracts (Presenters: Melissa Carroll)

1. Training Provider Program

Related Party Training Provider Agreement:

Ultimate Medical Academy amount not to exceed \$160,000.
April Neumann has been identified as having a conflict of interest and was notified prior to the meeting.

April Neumann was not present at the meeting.

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

Motion:

To approve Ultimate Medical Academy's Renewal ITA Agreement to include the 12 continued training programs and the addition of one (1) new training program, for a total amount not to exceed \$160,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by Gary Hartfield and motion seconded by Michael Jalazo.
Motion carried.

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

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).
ELECTED OFFICERS:
In addition to abstaining from voting in the situations described above, you must disclose the conflict: PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.
APPOINTED OFFICERS:
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. IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN: • 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, April Neumann, hereby disclose that on May 14th, 2025:
(a) A measure came or will come before my agency which (check one or more) <input type="checkbox"/> inured to my special private gain or loss; <input type="checkbox"/> inured to the special gain or loss of my business associate; <input type="checkbox"/> inured to the special gain or loss of my relative; <input checked="" type="checkbox"/> inured to the special gain or loss of Ultimate Medical Academy, by whom I am retained; or <input type="checkbox"/> 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 (ITA) Agreement with Ultimate Medical Academy.
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.
05/06/25 Date Filed
April Neumann 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.
CE FORM 8B - EFF. 11/2013 Adopted by reference in Rule 34-7.010(1)(f), F.A.C.

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

I, April Neumann, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employee / 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: Ultimate Medical Academy (UMA) - 1255 Cleveland St. Clearwater, FL 33755
Contractor Contact Phone Number: (727) 298-8685
Description or Nature of Contract: ITA Training Provider Agreement
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's/owner's name is: April Neumann

April Neumann
Signature of Board Member/Employee

April Neumann
Print Name

5.6.25

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.

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, Barclay Harless, 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 (CSHP) 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: Ultimate Medical Academy and CSHP
Contractor Name & Address: Ultimate Medical Academy (UMA) - 1255 Cleveland St. Clearwater, FL 33755
Contractor Contact Phone Number: (727) 298-8685
Contract Number or Other Identifying Information, if any: _____
Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: \$160,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: ITA Training Provider Agreement
Method of procurement for the contracted goods and/or services, if applicable: _____
This institution is a current approved training provider on the State and local ETP and applied via the ETP Portal.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: April Neumann

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

Barclay Harless
Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

2. Individual Training Accounts

Related Party Training Provider Agreement:

Hillsborough Public Schools amount not to exceed \$70,000.

Warren "Scott" Brooks has been identified as having a conflict of interest and was notified prior to the meeting.

Warren "Scott" Brooks verbally abstained.

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

Motion:

To approve Hillsborough County School Board as a Training Provider for a total not to exceed \$70,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by Mark Hunt and motion seconded by Gary Hartfield.

Motion carried

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Brooks, Warren Scott		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Street Suite 850 Hillsborough CITY		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
Tampa, Florida 33607		NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County	
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. 163.300 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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting, and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- 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)

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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, Barclay Harless, 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 (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(1), Florida Statutes.

Identification of all parties to the contract: Hillsborough County School Board and CSHP
Contractor Name & Address: Hillsborough County School Board - 901 E. Kennedy Blvd, Tampa, FL 33602
Contractor Contact Phone Number: (813) 231-1860

Contract Number or Other Identifying Information, if any:

Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew.)

Value of the Contract with no extensions or renewals exercised: \$70,000

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be provided under the Contract: ITA Training Provider Agreement

Method of procurement for the contracted goods and/or services, if applicable:

This institution is a current approved training provider on the State and local ETP, and applied via the ETP Portal.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Warren Scott Brooks

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

b. 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.

c. A draft copy of the related party contract and amendments, as applicable.

d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.

e. 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.

Barclay Harless

Signature of Board Chairperson / Vice Chairperson*

Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

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, Warren Scott Brooks, hereby disclose that on May 29th, 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 Hillsborough County School Board, 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 (ITA) Agreement with Hillsborough County School Board

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.

Date Filed 5/14/2025

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.

CE FORM 8B - EFF. 11/2013
Adopted by reference in Rule 34-7.010(1)(f), F.A.C.

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

I, Warren Scott Brooks, 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: Hillsborough County School Board - 901 E. Kennedy Blvd, Tampa, FL 33602

Contractor Contact Phone Number: (813) 231-1860

Description or Nature of Contract: ITA Training Provider Agreement

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's/owner's name is: Warren Scott Brooks

Signature of Board Member/Employee

Warren Scott Brooks
Print Name

5/14/2025
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.

Related Party Training Provider Agreement:

Hillsborough Community College amount not to exceed \$150,000.

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

Dr. Brian Mann verbally abstained.

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

Motion:

To approve Hillsborough Community College as a Training Provider for a total not to exceed \$150,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by Don Noble and motion seconded by Mercedes Young.

Motion carried.

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

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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- 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, Dr. Brian Mann, hereby disclose that on May 29th, 2025:

(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 Hillsborough Community College, 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 (ITA) Agreement with Hillsborough Community College.

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.

05/16/2025
Date Filed

Brian Mann
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, Barclay Harless, 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 (CSHP) 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: Hillsborough Community College and CSHP
Contractor Name & Address: Hillsborough Community College (HCC) - 2112 N. 15th Street, Tampa, FL, 33605
Contractor Contact Phone Number: (813) 253-7022
Contract Number or Other Identifying Information, if any:
Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: \$150,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: ITA Training Provider Agreement
Method of procurement for the contracted goods and/or services, if applicable:
This institution is a current approved training provider on the State and local ETPL and applied via the ETP Portal.
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. Brian Mann

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

Barclay Harless

Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

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

I, Dr. Brian Mann, 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: Hillsborough Community College (HCC) - 2112 N. 15th Street, Tampa, FL, 33605
Contractor Contact Phone Number: (813) 253-7022
Description of Nature of Contract: ITA Training Provider Agreement
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's/owner's name is: Dr. Brian Mann

Signature

Signature of Board Member/Employee

Dr. Brian Mann

Print Name

05/16/2025

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.

Related Party Training Provider Agreement:

Pinellas County Public Schools amount not to exceed \$70,000.

William "Mark" Hunt has been identified as having a conflict of interest and was notified prior to the meeting.

William "Mark" Hunt verbally abstained.

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

Motion:

To approve Pinellas County Public Schools as a Training Provider for a total not to exceed \$70,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by John Howell and motion seconded by Gary Hartfield.

Motion carried.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS			
LAST NAME—FIRST NAME—MIDDLE NAME Hunt, William		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Street Suite 850 Hillsborough		THE BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY Tampa, Florida 33607		NAME OF POLITICAL SUBDIVISION Hillsborough and Pinellas County	
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).

ELECTED OFFICERS:
In addition to abstaining from voting in the situations described above, you must disclose the conflict:
PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and
WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:
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.
IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:
• 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)

**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, Barclay Harless, 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 (CSHP) 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: Pinellas County Public Schools and CSHP
Contractor Name & Address: Pinellas County Public Schools - 301 Fourth Street, SW, Largo, FL 33779
Contractor Contact Phone Number: (727) 588-6006
Contract Number or Other Identifying Information, if any:
Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: \$70,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: ITA Training Provider Agreement
Method of procurement for the contracted goods and/or services, if applicable:
This institution is a current approved training provider on the State and local ETP and applied via the ETP Portal.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: William "Mark" Hunt

The nature of the conflicting interest in the contract: Employee of the 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. 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.
b. 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.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. 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.

Barclay Harless
Signature of Board Chairperson / Vice Chairperson*
Print Name

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, William Hunt, hereby disclose that on May 29th, 2025:

(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 Pinellas County Public Schools, 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 (ITA) Agreement with Pinellas County Public Schools.

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.

05/16/2025
Date Filed
William Mark Hunt
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 D
DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT**

I, William "Mark" Hunt, 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: Pinellas County Public Schools - 301 Fourth Street, SW, Largo, FL 33779
Contractor Contact Phone Number: (727) 588-6006
Description or Nature of Contract: ITA Training Provider Agreement
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)
☒ I have no relative who is a member of the board or an employee of the board, OR
☐ I 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's/owner's name is: William "Mark" Hunt

William Mark Hunt
Signature of Board Member/Employee

William "Mark" Hunt
Print Name
05/19/2025
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.

Related Party Training Provider Agreement:

St. Petersburg College amount not to exceed \$150,000.

Belinthia Berry has been identified as having a conflict of interest and was notified prior to the meeting.

Belinthia Berry verbally abstained.

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

Motion:

To approve St. Petersburg College as a Training Provider for a total not to exceed of \$150,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by Gary Hartfield and motion seconded by Michael Jalazo.

Motion carried.

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

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.

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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- 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)

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Belinthia Berry, hereby disclose that on May 29th, 2025:

(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 St. Petersburg College, 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 (ITA) Agreement with St. Petersburg College.

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.

05/19/2025

Date Filed

Belinthia Berry
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, Barclay Harless, 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 (CSHP) 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: St. Petersburg College and CSHP

Contractor Name & Address: St. Petersburg College (SPC) - 13805 58th St N, Clearwater, FL 33760

Contractor Contact Phone Number: (727) 341-4279

Contract Number or Other Identifying Information, if any:

Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew)

Value of the Contract with no extensions or renewals exercised: \$150,000

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be provided under the Contract: ITA Training Provider Agreement

This institution is a current approved training provider on the State and local ETPL and applied via the ETP Portal.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Belinthia Berry

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

b. 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.

c. A draft copy of the related party contract and amendments, as applicable.

d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.

e. 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*

Barclay Harless
Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

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

I, Belinthia Berry, 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: St. Petersburg College (SPC) - 13805 58th St N, Clearwater, FL 33760

Contractor Contact Phone Number: (727) 341-4279

Description or Nature of Contract: ITA Training Provider Agreement

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's/owner's name is: Belinthia Berry

Belinthia Berry
Signature of Board Member/Employee

Belinthia Berry
Print Name

05/19/2025

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.

3. Memorandum of Understandings (MOU)

Related Party MOU Agreement:

Tampa Bay Economic Development Council amount not to exceed \$100,000.

Mitch Allen has been identified as having a conflict of interest and was notified prior to the meeting.

Mitch Allen verbally abstained.

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

Motion:

To approve an MOU with Tampa Bay Economic Development Council for a total not to exceed \$100,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce

Motion moved by Mercedes Young and motion seconded by Don Noble.

Motion carried.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Allen, Mitchel		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Street Suite 850 Hillsborough		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY Tampa, Florida 33607		NAME OF POLITICAL SUBDIVISION Hillsborough and Pinellas County	
DATE ON WHICH VOTE OCCURRED		MY POSITIONS <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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- 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)

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

I, Mitchell Allen, 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: The Tampa Bay Economic Development Council - 101 East Kennedy Blvd, Suite 1750, Tampa, FL 33602

Contractor Contact Phone Number: 813-518-2630

Description or Nature of Contract: Workforce Services

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's/owner's name is: Mitchell Allen

Mitchell Allen
Signature of Board Member/Employee

Mitchell Allen
Print Name

05/16/2025
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.

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, Mitchell, hereby disclose that on May 29, 2025:

(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 The Tampa Bay Economic Development, 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 MOU with The Tampa Bay Economic Development Council.

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.

05/16/2025

Date Filed

Mitchell Allen

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.

CF FORM 8B • FFE, 11/2013

PAGE 2

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, Barclay Harless, 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 (CSHP) 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: The Tampa Bay Economic Development Council and CSHP

Contractor Name & Address: The Tampa Bay Economic Development Council - 101 East Kennedy Blvd, Suite 1750, Tampa, FL 33602

Contractor Contact Phone Number: 813-518-2630

Contract Number or Other Identifying Information, if any:

Contract Term: 7/1/2025-6/30/2026

Value of the Contract with no extensions or renewals exercised: \$100,000.00 (annual contract costs for CSHP staff equivalent to 1 FTE under an EDC)

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be provided under the Contract: Workforce Services

Method of procurement for the contracted goods and/or services, if applicable:

Not applicable. EDC is Hillsborough County's branch for economic development.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Mitchell Allen

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

b. 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.

c. A draft copy of the related party contract and amendments, as applicable.

d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.

e. 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*

Barclay Harless
Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

Related Party MOU Agreement:

Enterprising Latina's amount not to exceed \$13,400.

Elizabeth Gutierrez has been identified as having a conflict of interest and was notified prior to the meeting.

Elizabeth Gutierrez was not present at the meeting.

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

Motion:

To approve an MOU with Enterprising Latinas for a total not to exceed \$13,400 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by Gary Hartfield and motion seconded by Elizabeth Siplin.

Motion carried.


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

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.

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).
ELECTED OFFICERS:
In addition to abstaining from voting in the situations described above, you must disclose the conflict: PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.
APPOINTED OFFICERS:
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.
IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:
<ul style="list-style-type: none">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)

DISCLOSURE OF LOCAL OFFICER'S INTEREST
I, <u>Elizabeth Gutierrez</u> , hereby disclose that on <u>May 29th</u> , 20 <u>25</u> :
(a) A measure came or will come before my agency which (check one or more) <input type="checkbox"/> inured to my special private gain or loss; <input type="checkbox"/> inured to the special gain or loss of my business associate, _____; <input type="checkbox"/> inured to the special gain or loss of my relative, _____; <input checked="" type="checkbox"/> inured to the special gain or loss of <u>Enterprising Latinas, Inc.</u> , by whom I am retained; or <input type="checkbox"/> 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 MOU with Enterprising Latinas, Inc.
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.
5/12/2025 Date Filed
 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 D
DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT**

I, Elizabeth Gutierrez, 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: Enterprising Latinas, Inc. - 5128 S.R. 674, Wimauma, FL, 33598
Contractor Contact Phone Number: 813-325-8073
Description or Nature of Contract: Workforce Services
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's/owner's name is: Elizabeth Gutierrez

Signature of Board Member/Employee
Elizabeth Gutierrez
Print Name
5/12/2025
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.

**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, Barclay Harless, 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 (CSHP) 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: Enterprising Latinas and CSHP
Contractor Name & Address: Enterprising Latinas - 5128 S.R. 674, Wimauma, FL 33598
Contractor Contact Phone Number: (813) 325-8073
Contract Number or Other Identifying Information, if any: _____
Contract Term: 7/1/2025-6/30/2026
Value of the Contract with no extensions or renewals exercised: \$13,400
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Workforce Services
Method of procurement for the contracted goods and/or services, if applicable: _____
Strategic decision made by CSHP to provide workforce services at Partner location aimed to assist low and moderate income residents of Wimauma, Florida.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Elizabeth Gutierrez

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

Barclay Harless
Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

4. Leases/Sublease (Presenters: Melissa Carroll)

Related Party Lease Agreement:

Pinellas County Public Schools amount not to exceed \$130,000.

William "Mark" Hunt has been identified as having a conflict of interest and was notified prior to the meeting.

William "Mark" Hunt verbally abstained.

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

Motion:

To approve CSHP to enter into a lease agreement with Pinellas County Public Schools for a total not to exceed \$130,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce

Motion moved by Brian Nathan and motion seconded by Don Noble.
Motion carried.

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

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

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, William Hunt, hereby disclose that on May 29th, 2025:

(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 Pinellas County Public Schools, 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 Lease Agreement with Pinellas County Public Schools (St. Petersburg Location - 3420 8th Ave South, St. Petersburg, FL 33711).

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.

05/16/2025

Date Filed

William Mark Hunt

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, Barclay Harless, 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 (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(1), Florida Statutes.

Identification of all parties to the contract: Pinellas County Public Schools and CSHP
Contract Name & Address: Pinellas County Public Schools - 301 Fourth Street, SW, Largo, FL 33779
Contractor Contact Phone Number: (727) 588-6006
Contract Number or Other Identifying Information, if any:

Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew.)

Value of the Contract with no extensions or renewals exercised: \$130,000

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be provided under the Contract: Lease Agreement - 3420 8th Ave S, St. Pete, FL 33711

Method of procurement for the contracted goods and/or services, if applicable:

Leases with institutions and organizations are necessary to cost effectively deliver services within the community.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: William "Mark" Hunt

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

b. 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.

c. A draft copy of the related party contract and amendments, as applicable.

d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.

e. 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*

Barclay Harless
Print Name

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

I, William "Mark" Hunt, 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: Pinellas County Public Schools - 301 Fourth Street, SW, Largo, FL 33779

Contractor Contact Phone Number: (727) 588-6006

Description or Nature of Contract: Lease Agreement - 3420 8th Ave S, St. Pete, FL 33711

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's/owner's name is: William "Mark" Hunt

William Mark Hunt

Signature of Board Member/Employee

William "Mark" Hunt

Print Name

05/16/2025

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 BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQ SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

Related Party Lease Agreement:

St. Petersburg College amount not to exceed \$160,000.

Belinthia Berry has been identified as having a conflict of interest and was notified prior to the meeting.

Belinthia Berry verbally abstained.

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

The board discussed the continued use of two administrative offices in Tampa and Clearwater, questioning the efficiency and financial impact of maintaining both. One board member raised concerns about committing another \$160,000 for an additional year without evaluating consolidation options, especially post-merger.

Keidrian Kunkel acknowledged that consolidation is under consideration but emphasized sensitivity around staff impacts and the need for a thoughtful process. While no immediate action has been taken, the current Meridian lease runs through 2029.

Motion:

To approve for CSHP to enter into a lease agreement with St. Petersburg College (Epi-Center) for a total not to exceed of \$160,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

Motion moved by Don Noble and motion seconded by Mercedes Young.
Motion carried.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Berry, Belinthia	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Tampa, Florida 33607	NAME OF POLITICAL SUBDIVISION Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- 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, Belinthia Berry, hereby disclose that on May 29th, 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 St. Petersburg College, 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 Lease Agreement with St. Petersburg College (EpiCenter location -13805 58th St N, Clearwater, FL 33760).

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.

05/16/2025

Date Filed

Belinthia Berry

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, Barclay Harless, 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 (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(1), Florida Statutes.

Identification of all parties to the contract: St. Petersburg College and CSHP

Contractor Name & Address: St. Petersburg College (SPC) - 13805 58th St N, Clearwater, FL 33760

Contractor Contact Phone Number: (727) 341-4279

Contract Number or Other Identifying Information, if any:

Contract Term: 07/01/2025 thru 6/30/2026 (Will not auto-renew.)

Value of the Contract with no extensions or renewals exercised: \$160,000

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be provided under the Contract: Lease Agreement - 13805 58th St N, Clearwater, FL 33760

Method of procurement for the contracted goods and/or services, if applicable:

Leases with institutions and organizations are necessary to cost effectively deliver services within the community.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Belinthia Berry

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

b. 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.

c. A draft copy of the related party contract and amendments, as applicable.

d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.

e. 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.

Barclay Harless

Print Name

Signature of Board Chairperson / Vice Chairperson*

Minutes generated by [OnBoard](#).

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

I, Belinthia Berry, 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: St. Petersburg College (SPC) - 13805 58th St N, Clearwater, FL 33760

Contractor Contact Phone Number: (727) 341-4279

Description or Nature of Contract: Lease Agreement - (13805 58th St N, Clearwater, FL 33760)

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's/owner's name is: Belinthia Berry

Belinthia Berry

Signature of Board Member/Employee

Belinthia Berry

Print Name

05/16/2025

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.

Related Party Lease Agreement:

St. Petersburg College amount not to exceed \$1,100.

Belinthia Berry has been identified as having a conflict of interest and was notified prior to the meeting.

Belinthia Berry verbally abstained.

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

Motion:

To approve CSHP to enter into a lease agreement with St. Petersburg College (Tarpon Springs) for a total not to exceed of \$1,100 for the period 7/01/2025 to 6/30/2026, with notification sent to FloridaCommerce

Motion moved by Michael Jalazo and motion seconded by Mercedes Young. Motion carried.

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

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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- 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, Belinthia Berry, hereby disclose that on May 29th, 2025:

(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 St. Petersburg College, 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 Lease Agreement with St. Petersburg College (Tarpon location - 600 E Klosterman Rd, Tarpon Springs, FL 34689)

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.

05/16/2025

Date Filed

Belinthia Berry
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.

CE FORM 8B - EFF. 11/2013
Adopted by reference in Rule 34-7.010(1)(f), F.A.C.

PAGE 2

**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, **Barclay Harless**, 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 (CSHP) 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: **St. Petersburg College and CSHP**
Contractor Name & Address: **St. Petersburg College (SPC) - 13805 58th St N, Clearwater, FL 33760**
Contractor Contact Phone Number: **(727) 341-4279**
Contract Number or Other Identifying Information, if any:
Contract Term: **07/01/2025 thru 6/30/2026 (Will not auto-renew.)**
Value of the Contract with no extensions or renewals exercised: **\$1,100**
Value of the Contract with all extensions and renewals exercised: **N/A**
Description of goods and/or services to be provided under the Contract: **Lease Agreement - 600 E Klosterman Rd, Tarpon Springs, FL 34689**
Method of procurement for the contracted goods and/or services, if applicable:
Leases with institutions and organizations are necessary to cost effectively deliver services within the community.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: **Belinthia Berry**

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

Barclay Harless
Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

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

I, **Belinthia Berry**, 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: **St. Petersburg College (SPC) - 13805 58th St N, Clearwater, FL 33760**
Contractor Contact Phone Number: **(727) 341-4279**
Description or Nature of Contract: **Lease Agreement - 600 E Klosterman Rd, Tarpon Springs, FL 34689**
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's/owner's name is: **Belinthia Berry**

Belinthia Berry

Signature of Board Member/Employee

Belinthia Berry
Print Name

05/16/2025

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.

Related Party Sublease Agreement:

Hispanic Chamber of Commerce amount not to exceed \$12,048.00

Mercedes Young has been identified as having a conflict of interest and was notified prior to the meeting.

Mercedes Young verbally abstained.

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

Motion:

To approve CSHP to enter into a sublease agreement with Hispanic Chamber of Commerce for a total not to exceed of \$12,048 for the period 7/01/2025 to 6/30/2027, contingent on approval of FloridaCommerce

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield.
Motion carried.

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

I, Mercedes Young, 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: Hispanic Chamber of Commerce - Tampa Bay, 711 E Henderson Ave Ste 224, Tampa FL 33602
Contractor Contact Phone Number: (813) 867-3550
Description of Nature of Contract: Hispanic Chamber of Commerce - Tampa Bay to sublease CSHP space located at 9215 N. Florida Ave, Tampa 33612
Description of Financial Benefit: President 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's/owner's name is: Mercedes Young

Mercedes Young
Signature of Board Member/Employee
Mercedes Young
Print Name
May 14 - 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.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR
COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Young, Mercedes	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Street Suite 850 Hillsborough	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Tampa, Florida 33607	NAME OF POLITICAL SUBDIVISION Hillsborough and Pinellas County
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).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS 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.

APPOINTED OFFICERS:

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.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

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)

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, Barclay Harless, 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 (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(1), Florida Statutes.

Identification of all parties to the contract: Hispanic Chamber of Commerce - Tampa Bay and CSHP
Contractor Name & Address: Hispanic Chamber of Commerce - Tampa Bay, 711 E Henderson Ave Ste 224, Tampa FL 33602
Contractor Contact Phone Number: (813) 867-3550
Contract Number or Other Identifying Information, if any: N/A
Contract Term: 07/01/2025 thru 6/30/2027
Value of the Contract with no extensions or renewals exercised: \$6024 (annual)
Value of the Contract with all extensions and renewals exercised: \$12,048
Description of goods and/or services to be provided under the Contract: Hispanic Chamber of Commerce, Tampa Bay to sub-lease space from CSHP.
Method of procurement for the contracted goods and/or services, if applicable: N/A.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Mercedes Young

The nature of the conflicting interest in the contract: President of the 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*

Barclay Harless
Print Name

Date

* Must be certified and attested to by the board's Chair or Vice Chair.

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, Mercedes Young, hereby disclose that on May 29th, 2025:

(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 Hispanic Chamber of Commerce, Tampa Bay, 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 Hispanic Chamber of Commerce, Tampa Bay to sub-lease space from CSHP at the Tampa Center located at 9215 N. Florida Ave, Tampa FL 33612.

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.

May 14 - 2025
Date Filed
Mercedes Young
Signature

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

K. Training Provider and Programs (Presenters: Melissa Carroll)

Motion:

To approve Coding Clarified Academy's new training provider application to include their respective training program and CNA Training and Testing Center dba Career Training Institute application for the two new training programs for inclusion on CSHP's ETPL.

Motion moved by Don Noble and motion seconded by John Howell. Motion carried.

L. Schedule of Operations (Presenters: Michelle Zieziula)

Motion:

To approve the CareerSource Hillsborough Pinellas Schedule of Operations.

Motion moved by Michael Jalazo and motion seconded by Brian Nathan. Motion carried.

M. CSHP Policies (Presenters: Michelle Schultz)

1. Eligible Training Provider List

Motion:

To approve the Eligible Training Provider List (ETPL) Policy

Motion moved by Mark Hunt and motion seconded by Don Noble. Motion carried.

2. One Stop Operator

Motion:

To approve the One Stop Operator Policy.

Motion moved by Mark Hunt and motion seconded by Dr. Rebecca Sarlo. Motion carried.

VIII. Committee Reports

A. Finance / Audit Committee (Presenters: Don Noble)

Chair Don Noble reported that the committee met on May 22nd and approved the action items that were presented and approved at today's Board meeting.

B. Workforce Solutions Committee

Chair, Scott Brooks reported that the Workforce Committee met on May 2nd. The committee reviewed and approved updates to the Eligible Training Provider List (ETPL) policy. One new training provider, Coding Clarified Academy, and its program in Professional Medical Coding were approved.

The committee has initiated the development of a training provider program scorecard, with plans to present a finalized version at the next Board meeting. Lastly, the committee reviewed the REACH and Primary Indicators Performance Reports.

C. Youth Development Committee

The Youth Committee has not met during this period since the last Board meeting.

IX. Information Items

Due to time constraints, the information items were not reviewed during the meeting but are available in the agenda packet for reference.

- A. Training Program Outcome Report (Presenters: Chad Kunerth)
- B. WIOA Primary Indicators of Performance: PY 24-25 Q2
- C. Reach Metric Review PY24-25 Q2 (Presenters: Chad Kunerth)
- D. Marketing and Public Relations Update (Presenters: Doug Tobin)
- E. Expenditure Reports for the Period Ending March 31, 2025 (Presenters: Sheila Doyle)
- F. Education and Industry Consortium Quarterly Report

X. Open Discussion

XI. Adjournment

The meeting adjourned at 12:00pm.

Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.



Information Item

Hope Florida Program Review & Success Story Empowering Lives. Strengthening Communities

Overview

Launched on September 9, 2021, by First Lady Casey DeSantis, the *Hope Florida* initiative was designed to create pathways to prosperity for individuals facing unique life challenges. The program brings together state agencies, the private sector, and faith-based organizations to help Floridians overcome employment barriers and achieve long-term economic stability.

Who Does Hope Florida Serve?

Hope Florida serves a diverse range of individuals navigating significant life transitions. This includes public assistance recipients, single parents, youth aging out of foster care, justice-involved youth, Florida veterans, and many others facing obstacles to employment and self-sufficiency.

Success Story: From Barrier to Breakthrough

A powerful example of this initiative's impact is the story of **Tominique James**, a determined individual who overcame significant employment barriers. With guidance from *Hope Florida Navigator* Andres Baez and support from a committed employer partner, Tominique received a job offer from **CareerSource Tampa Bay (CSTB)**—where she now contributes as a valued team member.

Her inspiring journey was featured across multiple platforms:

- Highlighted during a press conference with Governor Ron DeSantis
- Featured in the *Tampa Bay Business Journal*
- Shared widely on CSTB's and Hope Florida's social media channels

This collaboration illustrates the tangible impact of the *Hope Florida* initiative—empowering job seekers and strengthening the local workforce by connecting businesses with resilient, capable individuals.

The following presentation highlights CSTB's continued support of the *Hope Navigator Initiative*, showcases the success of public-private collaboration, and demonstrates how this innovative approach is transforming lives across the Tampa Bay region.



HOPE FLORIDA INITIATIVE

A Pathway to Prosperity, Economic Self-Sufficiency, and Hope.



HOPE FLORIDA

Spearheaded by First Lady Casey DeSantis on September 9, 2021. The initiative partners with private companies to collaborate on available employment opportunities, helping Floridians overcome the barrier to finding employment.



Who does Hope Florida serve?

- Public assistance recipients.
- Single parents.
- Youth aging out of foster care.
- Juvenile justice youth.
- Florida veterans, among many others.



CSTB Services - Resources

- Job Training- WIOA.
- Employability Training – Workshops.
- Professional Attire.
- Job Search/Recruiting Assistance.
- Veterans Services to eligible veterans.
- General guidance to community partners to address specific needs.



What Is a Hope Florida Employer?

It is a company that has agreed to support Hope Florida by providing employment opportunities to participants facing unique employment barriers. CSTB has collaborated with this partnership by extending a job offer to our fellow co-worker Tominique James.



Tampa Bay Business Journal April 2025



Governor DeSantis Press Conference May 2025



Success Story Video Produced by the CSTB Marketing Team



Governor DeSantis Press Conference May 2025



CSF President & CEO Adrienne Johnston, Tominique James, Saleema Bennett, Doug Tobin, and Andres Baez.



Questions?



CAREERSOURCE TAMPA BAY EDUCATION AND INDUSTRY CONSORTIUM] QUARTERLY REPORT

A. GENERAL INFORMATION

Report quarter: Q4 - PY 24/25

Date of meeting: June 18, 2025

Report prepared by: Tammy Stahlgren

Local workforce development board contact: Tammy Stahlgren **Date:** June 16, 2025

B. ATTENDANCE

Name	Present: Yes/No	Organization	Industry or Education Organization	Contact Information
Tony Brown	Yes	Tampa Bay EDC	Industry	tbrown@tampabayedc.com
Amelia Campbell	Yes	Pinellas County EDC	Industry	acampbell@pinellas.gov
Nadia Combs	No	Hillsborough County Public Schools	Education	nadia.combs@hcps.net
Christina Davenport	Yes	JMI Resource	Industry	christina@jmiresource.com
Melissa Ebanks	No	Dunn & Co.	Industry	ebanks@dunn-co.com
Mark Koulianes	Yes	University of South Florida	Education	mgkoulianos@usf.edu
John Meeks	Yes	Hillsborough Community College	Education	jmeeks@hccfl.edu

Name	Present: Yes/No	Organization	Industry or Education Organization	Contact Information
Jakub Prokop, PH.D.	Yes	Pinellas Technical College Clearwater Campus	Education	PROKOPJ@pcsb.org
Clara Reynolds	Yes	Crisis Center	Industry	creynolds@crisiscenter.com
Suzanne Ricci	No	Computer Coach	Education	suzanne@computercoach.com
Paul Toomey	No	Geographic Solutions, Inc.	Industry	PToomey@geosolinc.com

**Others Present
(Not a member on the Consortium)**

Saleema Bennett,	CareerSource Tampa Bay
Dr. Byron Clayton	CareerSource Tampa Bay
Jason Druding	CareerSource Tampa Bay
Keidrian Kunkel, President & CEO	CareerSource Tampa Bay
Chad Kunerth	CareerSource Tampa Bay
Anna Munro	CareerSource Tampa Bay
Tammy Stahlgren	CareerSource Tampa Bay
April Torregiante	CareerSource Tampa Bay
Tameka Austin	FloridaCommerce

**Others Present
(not a member on the Consortium)**

Chritina Nelson	FloridaCommerce
Vamonde Smith	FloridaCommerce

B. SUMMARY REPORT

I. Welcome

The meeting began with participant introductions, both in person and online. Mark welcomed new member Tony Brown to the consortium

II. Discussion Items

A. Sector Focused Solutions

1. Healthcare

Healthcare Workforce Discussion

The discussion focused on the healthcare workforce in the Tampa Bay area, identifying registered nurses and diagnostic medical sonographers as high-growth occupations. Recent legislative changes allowing LPN-to-RN programs were highlighted, along with local healthcare partners' willingness to hire registered nurses without degrees.

Challenges in securing clinical internships for nursing students were addressed, emphasizing the need for alternative placement solutions and potential financial incentives for preceptors.

The conversation highlighted the complexities of healthcare workforce development and the necessity for collaborative solutions.

2. Manufacturing

Manufacturing Workforce Discussion

1. Advanced Manufacturing Skills & Workforce Challenges

The group discussed challenges in defining "advanced manufacturing" and emphasized the need for specialized training, particularly in operating and programming CNC machines. Concerns were raised

about Gen Z's reluctance to pursue manufacturing careers due to common misconceptions and lack of awareness about modern industry demands.

2. Smart Manufacturing Innovation & Workforce Development

A partnership between the Tampa Bay EDC and USF to establish the Smart Manufacturing Innovation Institute was highlighted, with an emphasis on the need for wraparound services to support workforce development. Barriers such as socioeconomic challenges in student recruitment were noted. Local manufacturers are open to internships, and a veteran-focused initiative is supporting entry-level opportunities in the industry.

3. Manufacturing Education & Robotics

The impact of robotics on the workforce was discussed, with observations that expected job displacement in recycling facilities has not occurred. The importance of educating both students and parents on the realities of modern manufacturing was stressed to help combat outdated perceptions and attract new talent.

4. Career Identification & Marketing Strategies

The use of tools like the Holland Code to help individuals identify career strengths and interests was recommended. A proposal was made to integrate such assessments into workforce programs. Additionally, a marketing strategy featuring dynamic video spotlights on manufacturing careers was suggested to engage younger demographics.

5. Gen Z Career Perceptions

Key factors influencing Gen Z's hesitation toward manufacturing careers include a desire for task variety and preference for clean, positive work environments. Outdated perceptions ranked lower in concern. The importance of social responsibility messaging was noted as a way to better connect with this audience, with a media campaign in development to reflect these themes.

6. Employment Trends & Sector Analysis

An overview of employment in Hillsborough County showed 139,614 jobs with a 1.1% growth rate for 2023–2024. High-demand fields include construction and healthcare, with healthcare wages exceeding the national average. The aging workforce across these sectors was identified as a growing concern.

7. AI's Impact on Employment

The implications of AI on the workforce were discussed, noting potential job losses in roles like customer service. However, AI also presents opportunities for new job creation in other areas. Examples were shared of companies successfully integrating AI while achieving business growth, despite workforce reductions.

III. Eligible Training Provider List (ETPL) (Presenters: Chad Kunerth)

The ETPL, which is available online for review, was shared as an informational item

IV. Information Items

A. Targeted Sector Industry Reports (Presenters: Chad Kunerth)

The presentation provided a high-level overview of job sectors in Hillsborough and Pinellas counties, focusing on growth, average earnings, and employment statistics. Key sectors include transportation, healthcare, and finance.

Challenges include labor market data collection and the potential impact of AI on jobs. The need for reskilling and adapting to technological advancements was emphasized. Discussions covered potential impacts of job shifting towards AI, with an opportunity for workforce development and leveraging demographic changes to address workforce gaps.

Summary:

Transportation and Construction: 139,614 jobs with 1.1% growth and average earnings of \$77,000, which is 3% below national average. Key roles include truck drivers and electricians, with emphasis on replacing an aging workforce.

Healthcare and Life Sciences: 179,521 jobs with 2.6% growth and average earnings near \$81,932, 1% below national average. Top roles include registered nurses and medical assistants.

Finance and Professional Services: 226,465 jobs with 0.7% growth and average earnings of \$124,446, which is 50% above national average. In-demand roles include software developers and accountants.

Manufacturing and Logistics: 113,839 jobs with 0.7% growth and average earnings of \$83,931, which is 30% below the national average. Focus is placed on the logistics sub-sector.

Click on link for the detailed report: [LMI PPT 2025.pptx](#)

B. Targeted Occupation List (TOL) (Presenters: Chad Kunerth)

The Regional Occupation Demand List includes occupations needing specific education levels and showing growth potential, such as 80 annual openings or positive growth. The mean wage must be at least \$17.65 and entry wage \$14.34, with higher thresholds for high-skill jobs. The list is updated annually to reflect wage changes. Input from the community can add occupations in demand locally.

Challenges include processing delays due to documentation requirements and adapting to rising minimum wages, with efforts to streamline the eligibility and training process.

C. Scorecard (Presenters: Chad Kunerth)

A provider scorecard is being developed to ensure accountability, aligning with the State's requirements under the Reach Act. There's a challenge in obtaining labor market data, such as employment rates and salaries of graduates. A suggested solution involves requiring funding receivers to report this data.

D. ACE Program Highlight - Healthcare Strategies (Presenters: April Torregiante, Saleema Bennett)

ACE Program Presentation Overview:

The ACE (Apprenticeship -to-Career Empowerment) Program is a CareerSource Tampa Bay initiative designed for young adults ages 18 to 29, aiming to remove barriers to employment by combining classroom training with paid work experience. Through an “earn and learn” model, participants work 24 hours per week in employer internships—funded by CareerSource—and attend training two days a week.

The program began with a focus on IT fields such as digital marketing, cybersecurity, and help desk support, and later expanded to include healthcare and trades. It is delivered in partnership with the Hillsborough County Board of County Commissioners and has served 423 young adults to date, earning over 700 certificates with support from 40+ employer partners.

They highlighted the program is the phlebotomy track, developed in collaboration with Advent Health, Tampa General, and BayCare. This track has seen a 100% pass rate, 80% job placement, and strong employer satisfaction.

There is an Interest in adding manufacturing as a career track, but difficulty finding qualified instructors remains a barrier.

Overall, ACE offers participants a pathway to sustainable careers while providing employers access to screened, trained talent at no cost.

- E. April 23, 2025 CSHP Education and Industry Quarterly Report (Presenters: Keidrian Kunkel)

There was no discussion. The report was provided in the packet as an informational item.

- V. Next Meeting

The next meeting was scheduled for August 26, 2025, at 2:00pm

- VI. Adjournment

The meeting adjourned at 3:32 p.m.

Report Submitted by Tammy Stahlgren, Executive Administrative assistant.



Training Provider Scorecard

Background: CareerSource Tampa Bay (CSTB) has begun the process of developing a Training Provider Scorecard to help assist customers interested in Individual Training Accounts (ITA) make an informed decision when selecting a training provider and program and to establish performance thresholds for providers. Performance measures available to be included on the scorecard are Completion %, Employment %, Training Related Employment %, Average Wage, Average Training Related Employment Wage and Average Days to Employment.

Report Link:

<https://app.powerbi.com/view?r=eyJrljoiNGYyMDMwZTk0N2NmNS00MTM2LTgyMDctM2MzMTEwZTYyMGZlIiwidCI6IjFmYzg0OGYyLTNjNmEtNDE0MC05OWE4LWJjNDI0NTViNmM1OCIsImMiOiJ9>

Definitions:

Name	Definition
Provider/Program	Training provider and program name
Served	Number of individuals active in the training program during the reporting period.
Finished Training	Number of individuals who completed training either successfully or unsuccessfully during the reporting period.
Successfully Completed Training	Number of individuals who successfully completed training during the reporting period.
Employed	Number of individuals who finished training and entered employment.
Training Related Employment	Number of individuals who have successfully completed training and found training related employment.
Wage	Average wage of individuals that have successfully completed training and entered employment
Average Wage Training Related	Average wage of individuals that have successfully completed training and entered training related employment
Entry Wage	Average of the bottom third of wages for a given occupation. Data source: Occupational Employment and Wage Statistics 2024 for Tampa-St. Petersburg-Clearwater MSA.
Successful Completion Rate	Number of individuals who successfully completed training divided by the number who finished training.
Successful Completion Rank	Ranks, within the same job title, completion rate by training provider and program.
Employment Rate	Number of individuals that have successfully completed training and entered employment divided by number of customers that have successfully completed training.
Employment Rank	Ranks, within the same job title, the number of customers that successfully completed training and entered employment versus number of customers that successfully completed training

Training Related Rate	Number of individuals that have successfully completed training and found training related employment divided by the number of customers that have successfully completed training and found employment
Training Related Rank	Ranks, within the same job title, the number of individuals that successfully completed training and entered training related employment versus number of customers that successfully completed training and entered employment
Average Wage Rank	Ranks, within the same job title, the average wage of customers that successfully completed training and entered employment
Training Related Wage Rank	Ranks, within the same job title, the average wage of customers that successfully completed training and entered training related employment
Average Days to Employment	Average number of days after successfully completing training for customers to begin training. Customers who obtain employment prior to the completion of training are not counted in this measure.
Days to Employment Rank	Ranks, within same job title, the average numbers of days it took between successfully completing training and entering employment
Final Score Equal	Average rank, equally distributed, of Successful Completion Rank, Employment Rank, Training Related Rank, Average Wage Rank, Training Related Wage Rank, and Days to Employment Rank.
Final Score Wage Emp Heavy	Same as Final Score Equal with heavier weights for Employment and Wage. Measure Weights Completion Rank: 12.5% Employment Rank: 25% Training Related Employment Rank: 12.5% Average Wage Rank: 25% Training Related Wage Rank: 12.5% Average Days to Employment Rank: 12.5%
Final Score Comp Emp Heavy	Same as Final Score Equal with heavier weights for Completion, Employment and Wages, middle weight for Average Days to Employment and the lowest weight for Training Related Employment and Wage. Measure Weights Completion Rank: 25% Employment Rank: 25% Training Related Employment Rank: 5% Average Wage Rank: 25% Training Related Wage Rank: 5% Average Days to Employment Rank: 15%
Final Score Heavy Comp and Emp Mid Wage	Same as Final Score Equal with the heaviest weight for Completion and Employment, and middle weights for Average Wage and Training Related Wage and lowest weights for Training Related Employment and Average Days to Employment. Measure Weights Completion Rank: 25% Employment Rank: 25% Training Related Employment Rank: 10% Average Wage Rank: 15% Training Related Wage Rank: 15% Average Days to Employment Rank: 10%



Information Item

WIOA Primary Indicators of Performance: PY 2425 Q3

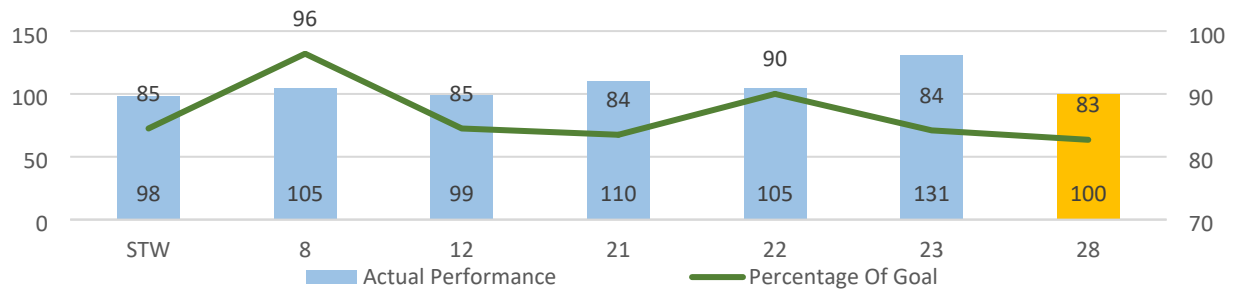
January 1st, 2024 - March 31st, 2024

Measures	PY2024-2025 3rd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q3	PY2425 Performance Goals
Adults:			
Employed 2nd Qtr After Exit	82.7	100.24	82.5
Median Wage 2nd Quarter After Exit	\$9,075.0	106.87	\$8,492
Employed 4th Qtr After Exit	85.5	104.78	81.6
Credential Attainment Rate	76.4	92.05	83
Measurable Skill Gains	76.9	126.27	60.9
Dislocated Workers:			
Employed 2nd Qtr After Exit	77.9	93.97	82.9
Median Wage 2nd Quarter After Exit	\$9,260.0	83.24	\$11,125
Employed 4th Qtr After Exit	85.8	106.32	80.7
Credential Attainment Rate	79.8	95.57	83.5
Measurable Skill Gains	85.2	100.71	84.6
Youth:			
Employed 2nd Qtr After Exit	79.2	99.75	79.4
Median Wage 2nd Quarter After Exit	\$5,528.5	135.94	\$4,067
Employed 4th Qtr After Exit	83.2	103.48	80.4
Credential Attainment Rate	75.6	120.57	62.7
Measurable Skill Gains	71	120.34	59
Wagner Peyser:			
Employed 2nd Qtr After Exit	66.8	102.14	65.4
Median Wage 2nd Quarter After Exit	\$8,006.5	113.01	\$7,085
Employed 4th Qtr After Exit	68.4	111.22	61.5
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			

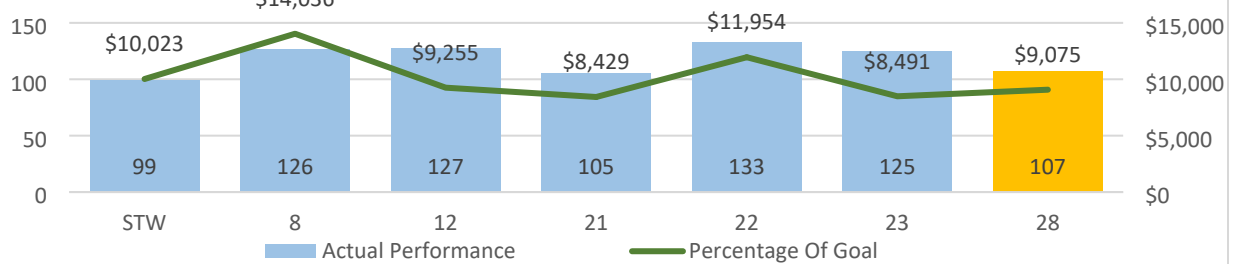
Statewide

Measures	PY2024-2025 3rd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q3	PY2425 Performance Goals
Adults:			
Employed 2nd Qtr After Exit	84.5	97.91	86.30
Median Wage 2nd Quarter After Exit	\$10,022.5	99.04	\$10,120
Employed 4th Qtr After Exit	83.9	114.15	73.50
Credential Attainment Rate	79.1	105.19	75.20
Measurable Skill Gains	70.5	92.76	76.00
Dislocated Workers:			
Employed 2nd Qtr After Exit	82.6	97.18	85.00
Median Wage 2nd Quarter After Exit	\$10,851.0	102.61	\$10,575
Employed 4th Qtr After Exit	86.4	107.73	80.20
Credential Attainment Rate	82.2	99.40	82.70
Measurable Skill Gains	79.3	115.60	68.60
Youth:			
Employed 2nd Qtr After Exit	78.2	96.07	81.40
Median Wage 2nd Quarter After Exit	\$4,845.5	106.31	\$4,558
Employed 4th Qtr After Exit	78.1	99.87	78.20
Credential Attainment Rate	74.1	100.95	73.40
Measurable Skill Gains	73.2	107.65	68.00
Wagner Peyser:			
Employed 2nd Qtr After Exit	67.3	98.68	68.20
Median Wage 2nd Quarter After Exit	\$7,730.5	104.18	\$7,420
Employed 4th Qtr After Exit	67.6	102.74	65.80
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			

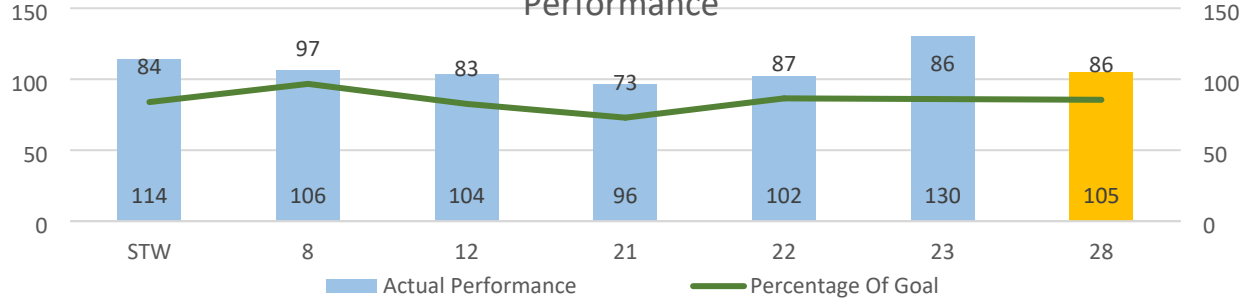
Adult Employed 2 QTR After Exit % of Goal and Actual Performance



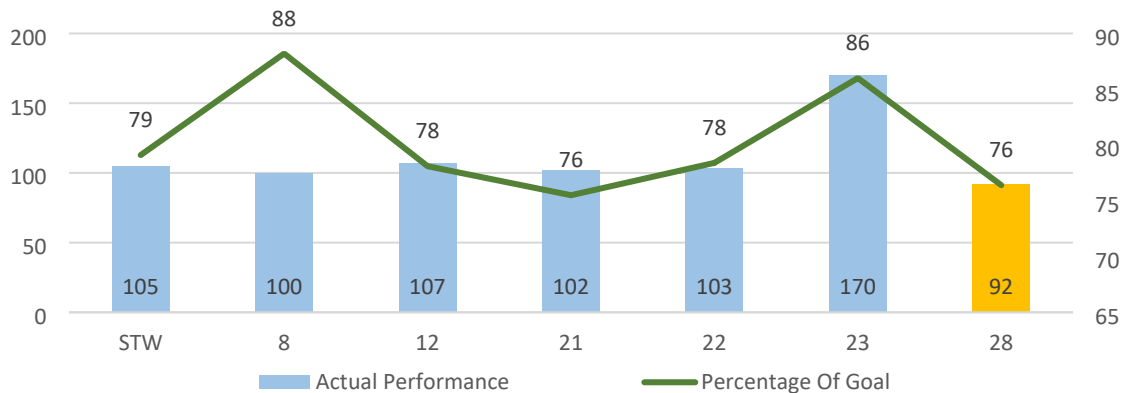
Adult Median Wage 2nd QTR After Exit % of Goal and Actual Performance

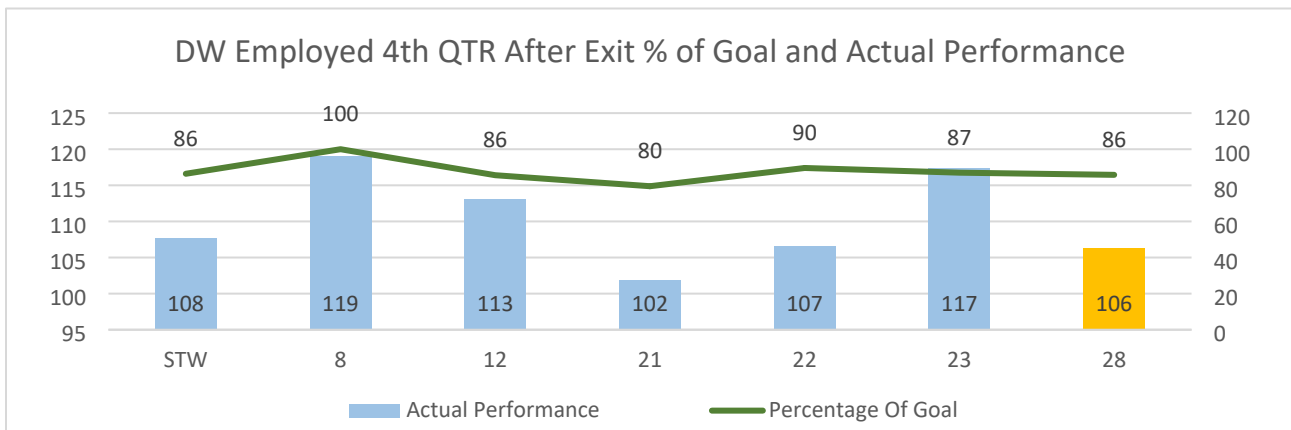
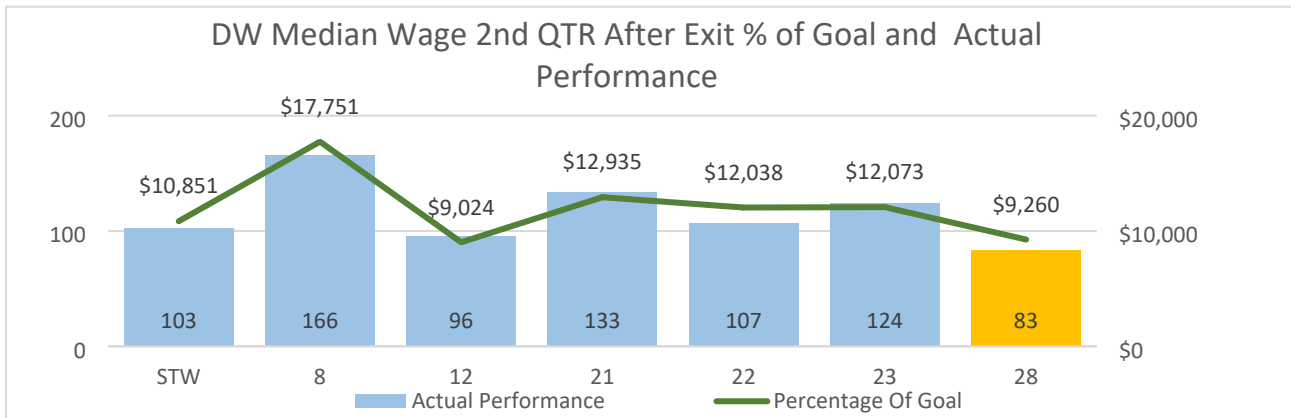
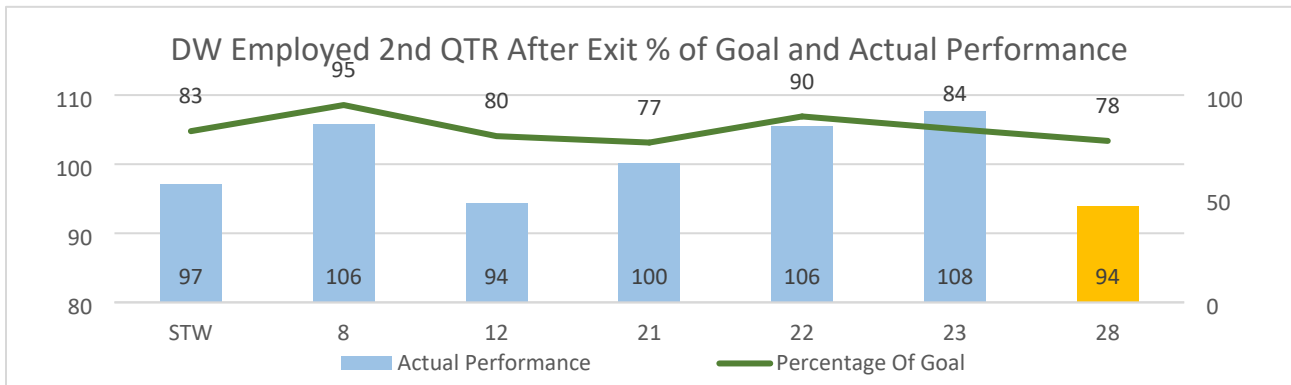
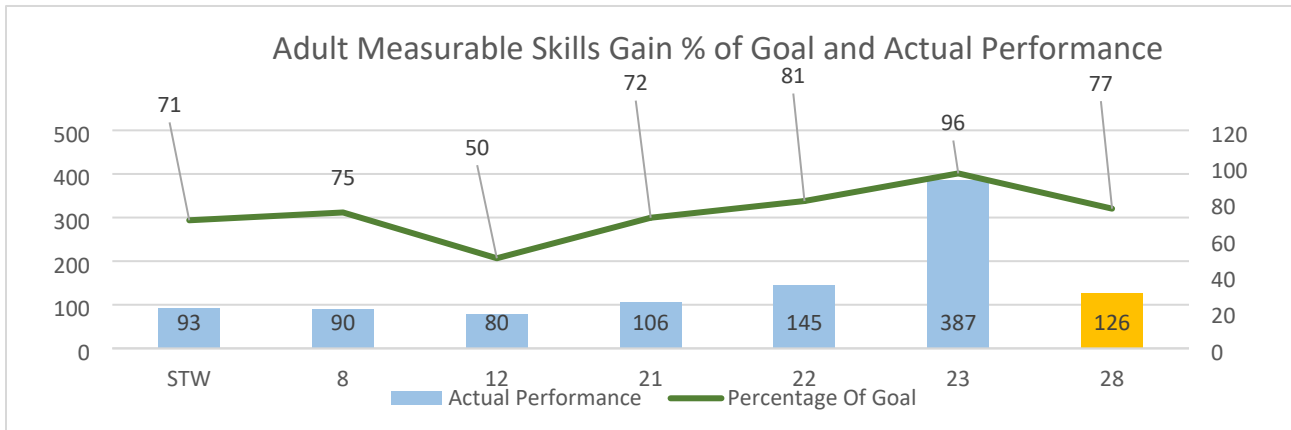


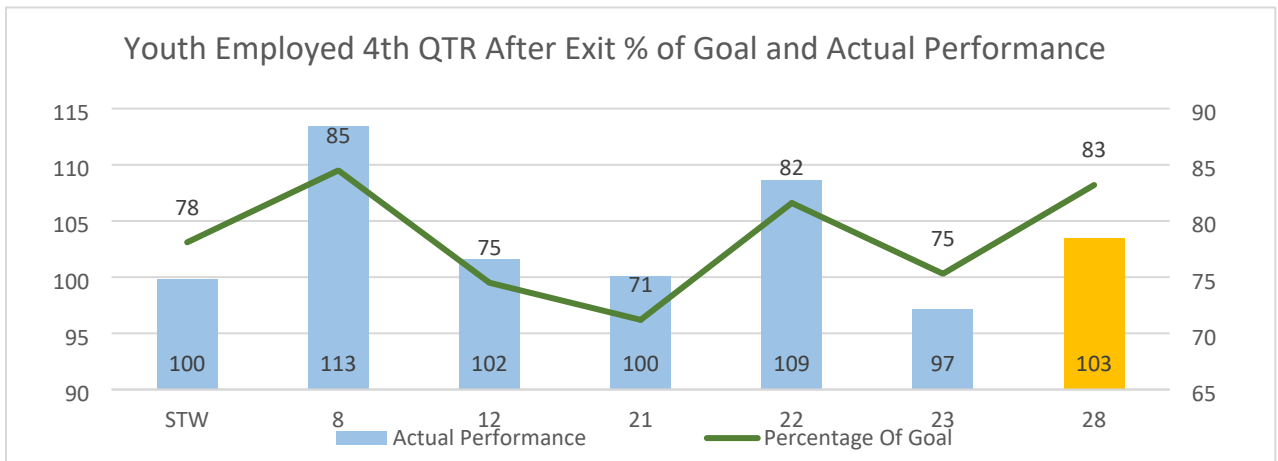
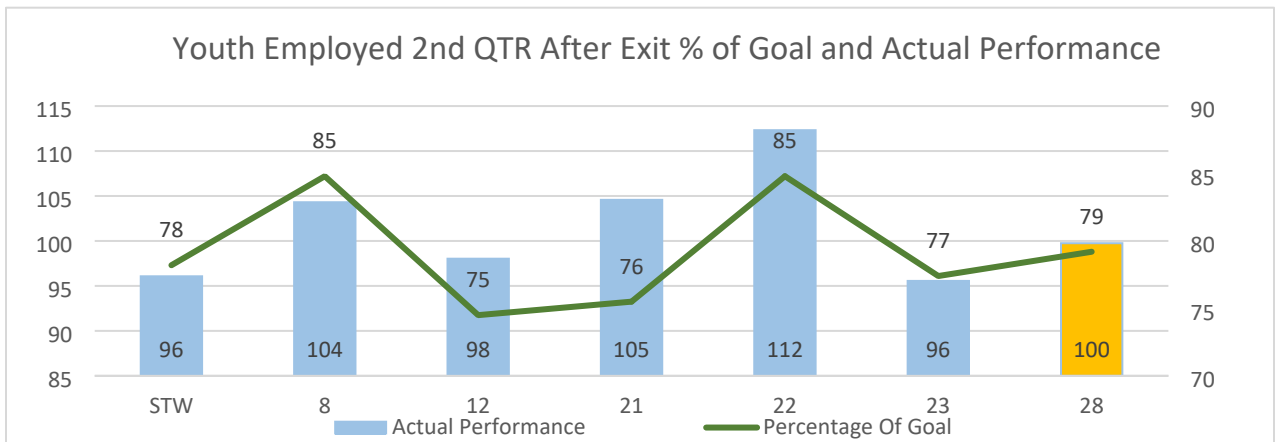
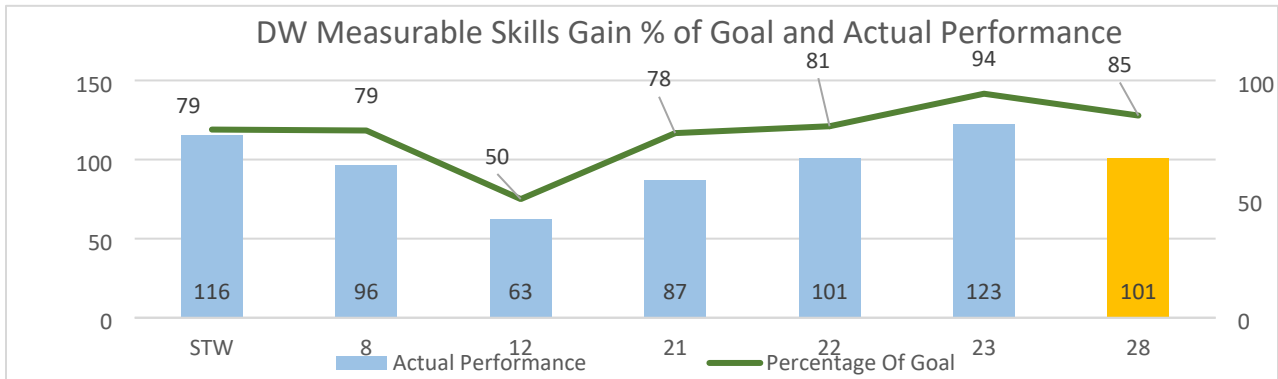
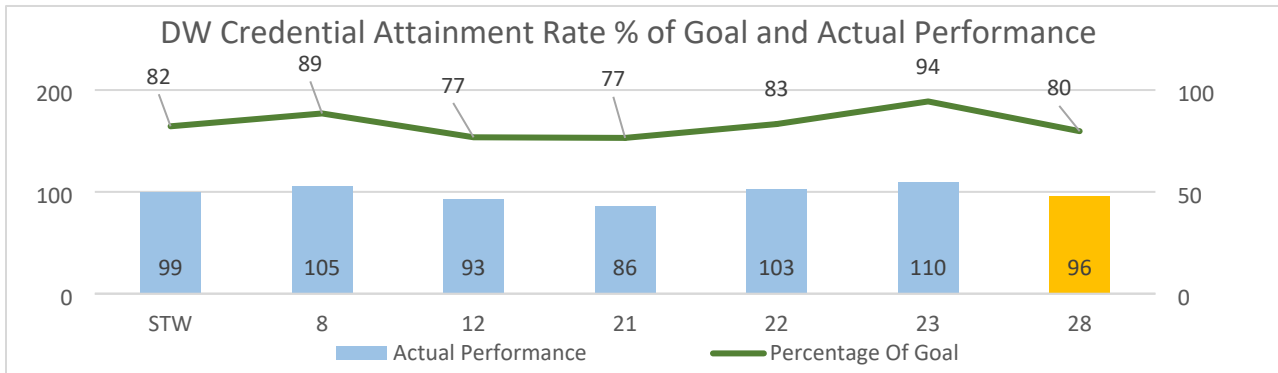
Adult Employed 4th QTR After Exit % of Goal and Actual Performance



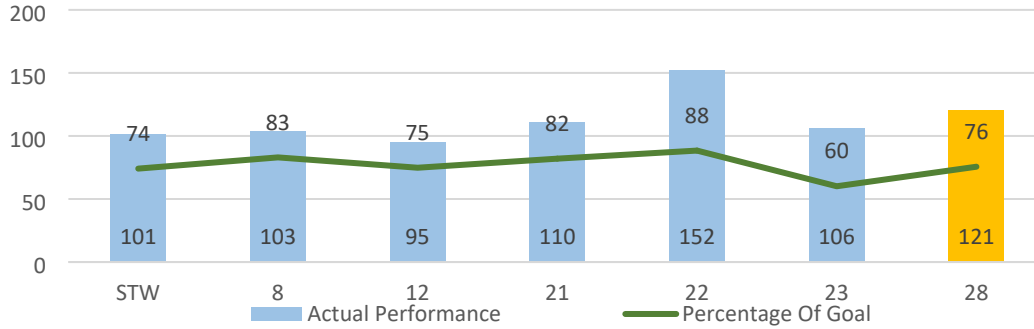
Adult Credential Attainment Rate % of Goal and Actual Performance



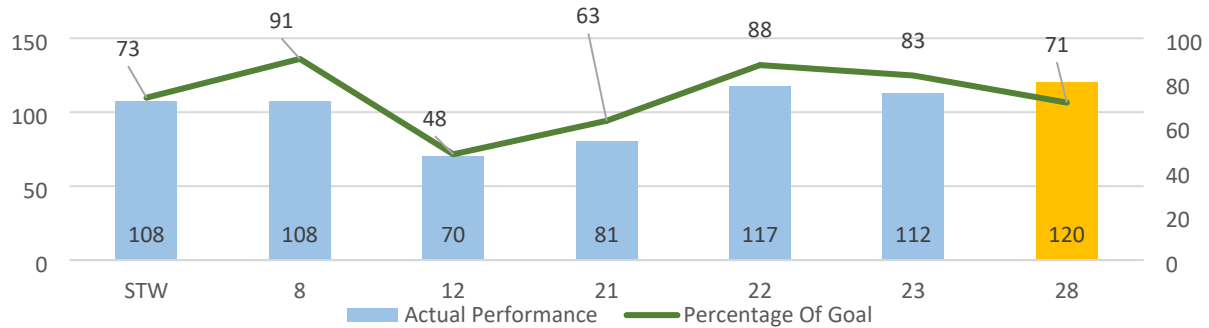




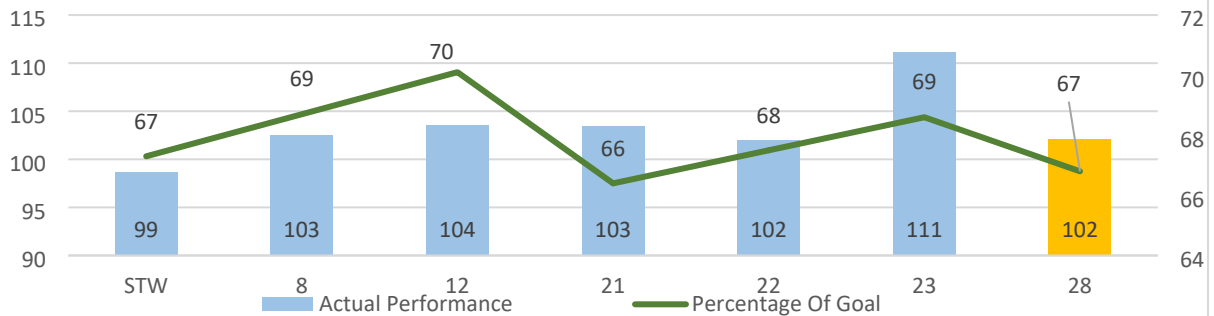
Youth Credential Attainment % of Goal and Actual Performance



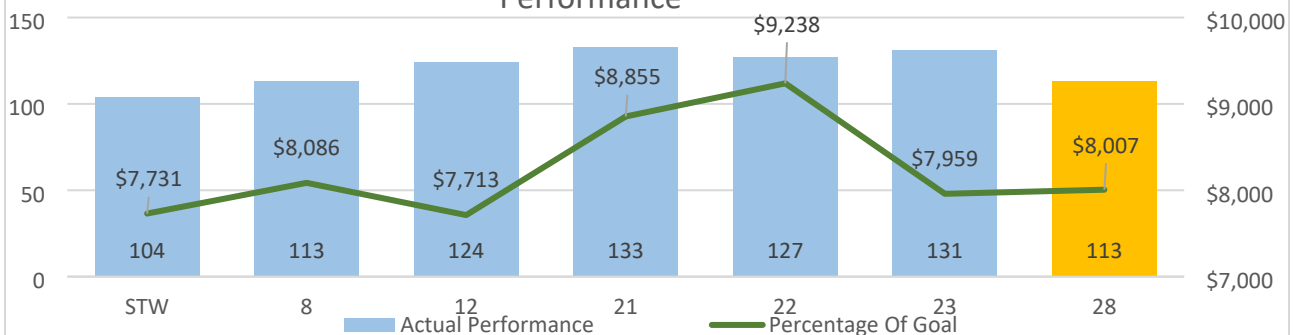
Youth Measurable Skills Gain % of Goal and Actual Performance

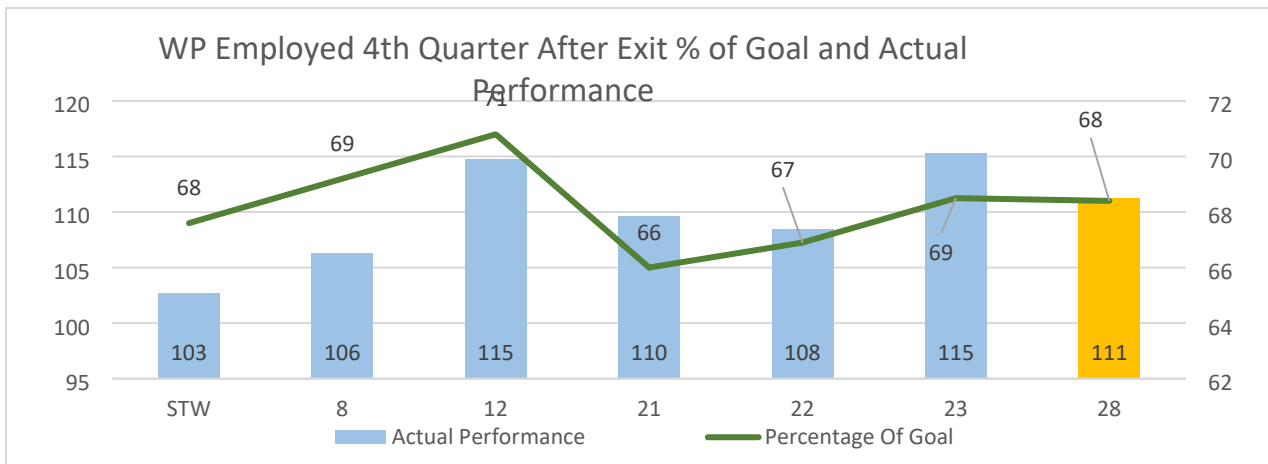


WP Employed 2nd QTR After Exit % of Goal and Actual Performance



WP Median Wage 2nd QTR After Exit % of Goal and Actual Performance





STW – Statewide

Region 8- CareerSource North Florida

Region 12- CareerSource Central Florida

Region 21- CareerSource Palm Beach

Region 22- CareerSource Broward

Region 23- CareerSource South Florida

Region 28- CareerSource Hillsborough Pinellas

NOTES:



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