



CareerSource Tampa Bay Board of Directors

Meeting Minutes

CareerSource Tampa Bay

9/18/2025 10:00 AM EDT

@ Hybrid Meeting: Location Zoom & 9215 North Florida Avenue, Tampa, FL 33612

Board Members

Present:

Belinthia Berry (remote), Warren Brooks, Barclay Harless, Gary Hartfield, John Howell, Mark Hunt (remote), Michael Jalazo, Shawn McDonnell (remote), April Neumann (remote), Don Noble, Jeremy Robinson (remote), Elizabeth Siplin (remote), Roy Sweatman, Sophia West (remote), Don Blair, Elisa Caro, David Fetkenher (remote), Bob Hyde (remote), Commissioner Latvala (remote), Brian Mann (remote), Esther Sanni (remote), Dr. Rebecca Sarlo (remote), Kenny Wooton, Commissioner Wostal (remote)

Absent:

Mitch Allen, Robert Blount, III, Joseph Eletto, Elizabeth Gutierrez, Kenneth Williams, Russell Williams, Ocea Wynn, Mercedes Young, Dr. Cynthia Johnson, Brian Nathan

CareerSource Tampa Bay Staff

Sheila Doyle, Keidrian Kunkel, Anna Munro, Tammy Stahlgren, Saleema Bennett (remote), Rich Beynon, Kiani Bowman, Dr. Byron Clayton (remote), Jason Druding, Leondra Foster, Chad Kunerth, Barry Martin (remote), Michelle Moeller (remote), Lysandra Montijo (remote), Brittany Munyer (remote), Carla Ortiz Pagan (remote), Michelle Schultz, Don Shepherd, Sean Thorton, Doug Tobin

Hillsborough County Government

Jonathan Wolf

Legal Counsel

Stephanie Marchman

Pinellas County Government

Cody Ward (remote)

Others Present

Tameka Austin (remote), Paul Casebolt, Neil Della (remote), Ben Siuda (remote)

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

Barclay Harless, Chair called the meeting to order at 10:00 a.m. 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)

The CEO highlighted recent Workforce Development efforts, including media coverage and a successful Coca-Cola job fair with over 340 job seekers. We had 39 Staff participate in the Florida Workforce Development Summit, presenting several workshops.

Upcoming events include the Veterans' Summit and legislative meetings on funding requests. A detailed report is included in the agenda packet.

V. General Counsel Update (Presenters: Stephanie Marchman)

The General Counsel provided an update, and no questions were raised by Board members. Members were directed to the meeting packet for the full report.

VI. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. Approval of Minutes of the July 24, 2025 Board of Directors meeting

Motion:

To approve the minutes of the July 24, 2025 Board of Directors meeting

Motion moved by Michael Jalazo and motion seconded by John Howell.
Motion carried.

VII. Action/Discussion Items

A. Finance / Audit Committee Update

Presenter: Finance/ Audit Chair, Don Noble

The Finance and Audit Committee met on August 28, 2025.

The Committee reviewed three action items that were approved at today's meeting. (401(k) plan audit for December 31, 2024, approval of the CPA firm, James Moore; and Fiscal Year 2024/2025 Budget Modification #4).

1. Action Items

a. 401k Audit – December 31, 2024

Motion:

to accept the Tampa Bay Workforce Alliance, Inc. 401k Plan audit report for the calendar year ending December 31, 2024.

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

- b. Approval of CPA Firm – James Moore

Motion:

to approve CSTB to enter into contract negotiations with James Moore for audit and tax services. The engagement would be for one (1) year with an option to renew for four (4) additional one (1) year periods.

Motion moved by Mark Hunt and motion seconded by Commissioner Latvala . Motion carried.

- c. Fiscal Year 2024/2025 Budget Modification #4

Motion:

to approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Michael Jalazo and motion seconded by John Howell. Motion carried.

2. Discussion Items

- a. Expenditure Reports for the period ending June 30,2025.

Sheila Doyle provided an update on the Expenditure Reports for the period ending June 30, 2025.

There were no questions raised regarding the report.

B. Workforce Solutions Committee Update

Presenter: Workforce Solutions Committee Chair, Scott Brooks. The committee met on October 8, 2025.

1. Action Items

- a. Regional Targeted Occupation List

There were initially 89 occupations recommended for renewal, the committee decided to only remove 7 after thorough discussions.

Chad Kunerth was present to address any specific questions regarding the removals.

Motion:

To approve the proposed Regional Targeted Occupations List (RTOL). December 31, 2024.

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

C. Youth Development Committee Update

Presenter: Youth Development Committee Madam Chair, Esther Sanni. The committee met on August 14, 2025.

1. Discussion Items

- a. Summer PAYS and Summer Hires Program Update and Results
(Presenters: Leondra Foster)

Leondra Foster led the discussion on the Summer Youth Employment Experience at St. Anthony's Hospital, noting the program's success in providing students with hands-on exposure to health care and building skills such as patience and teamwork.

- b. WIOA Youth Q3 PY2425 Primary Indicators of Performance
(Presenters: Chad Kunerth)

The program exceeded four out of five goals and met standards on one of the metrics. Overall, we're just very pleased with the performance. Refer to agenda packet for specific details.

- c. Strategic Planning and Next Steps for Youth Programming

Leondra Foster was introduced as the New Regional Youth Director. She also presented the Youth Programs and Partnerships Update, highlighting ongoing school collaborations, the importance of capturing success stories, and new partnerships to support youth and adult participants.

- d. Success Stories

Shawn Thornton was recognized for assisting in establishing a partnership with BayCare.

D. Hillsborough County Targeted Industry Sector Workforce Training and Placement Program Agreement

Motion:

To Approve the Hillsborough County Targeted Industry Sector Workforce Training and Placement Program Agreement for the period October 1, 2025, through September 30, 2026.

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

E. Hillsborough County Apprenticeship-to-Career Empowerment Agreement

The board noted a modification to the agreement: Article 68 (Termination) was updated to align with the prior agreement (Article 16), allowing CareerSource Tampa Bay the option to terminate the agreement if necessary.

Motion:

To approve the Hillsborough County Apprenticeship-to-Career Empowerment Agreement for October 1, 2025 – September 30, 2026, including a modification to the termination provision in Article 15.

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

VIII. Information Items

A. Education and Industry Consortium Quarterly Report

The Education and Industry Consortium met on August 26, 2025. Refer to the agenda packet for the full report.

IX. Future Business

X. Adjournment

The meeting was adjourned at 10:56 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.