



CareerSource Tampa Bay Ad Hoc Bylaws

Minutes

CareerSource Tampa Bay

11/10/2025 1:00 PMEST

@ Hybrid / 4350 W. Cypress Street, Suite 875, Tampa FL 33607

Committee Members

Present:

Don Blair (remote), Barclay Harless (remote), Gary Hartfield (remote), Dr. Brian Mann (remote), Don Noble (remote), Elizabeth Siplin (remote)

CareerSource Tampa Bay Staff

Tammy Stahlgren (remote), Keidrian Kunkel, Anna Munro, Sheila Doyle (remote)

Hillsborough County Government

Katherine Benson (remote), Ken Jones (remote), Jonathan Wolf

Board Counsel

Stephanie Marchman (remote)

I. Call to Order, Roll Call, and Welcome

Dr. Brian Mann, Committee chair, called the meeting to order at 1:00 p.m. There was a quorum present.

II. Public Comments

There were none.

III. Discussion Items

A. Current Bylaws

CSTB's current Bylaws were provided for committee review and reference.

B. Proposed Changes, Next steps and Timeline

Presenters: Keidrian Kunkel and Anna Munro

The authority to establish, amend or replace the Bylaws lies solely with the Consortium (Interlocal Agreement, Article 4.2). CareerSource Tampa Bay Bylaws Committee is an Ad Hoc Committee formed by the Board Chair to review the Bylaws and bring recommendations to the Board of suggested updates to the Bylaws for Consortium consideration and approval.

The Ad Hoc Bylaws Committee reviewed the organization's Bylaws for legal compliance, operational efficiency, and governance practices. The following

immediate recommended changes were proposed. The committee had no further recommendations.

Proposed changes:

- Revise section 9.1A of the Bylaws to define the frequency of Board meetings as recommended by Florida Department of Commerce.
- Update DBA to CareerSource Tampa Bay throughout the document.
- Revise Board Officer Positions, Nominations and Elections, section 6.1 of the ByLaws to allow for same county representation of the Consortium Chair and 2nd Vice Chair.
- Update Related Party, Bylaws section 10.4, to correctly reference the conflict-of-interest section as 10.3.

Motion:

To approve, the board of directors will meet from time-to-time as it deems necessary and appropriate, but not less than quarterly, to conduct business as may be necessary.

Motion moved by Barclay Harless and motion seconded by Gary Hartfield.
Motion carried.

Motion:

To approve the DBA update from “CareerSource Hillsborough Pinellas” to “CareerSource Tampa Bay” throughout the ByLaws and revise section 10.4 Related Party Contracts’ to correctly reference the conflict of interest from section 9.3 to 10.3.

Motion moved by Barclay Harless and motion seconded by Elizabeth Siplin.

Motion:

To strike the last sentence in section 6.1 Board Officers Positions, Nominations and Elections, "The 2nd Vice Chair shall not be from the same County as the Consortium Chair during the same program year".

Motion moved by Gary Hartfield and motion seconded by Barclay Harless.
Motion carried.

Next Steps:

- Present proposed Bylaws revisions to the Board of Directors on November 20, 2025.
- Present Bylaws revisions for consideration and approval at the Consortium meeting on December 3, 2025.

Motion:

To move forward with the recommended changes to the Bylaws

Motion moved by Gary Hartfield and motion seconded by Barclay Harless.

IV. Adjournment

The meeting was adjourned at 1:30 p.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.