



CareerSource Tampa Bay Board of Directors

Meeting Minutes

CareerSource Tampa Bay
11/20/2025 10:00 AM EST

@ Hybrid Meeting: Location Zoom & 13805 58th St. N. Clearwater, FL 33760

Board Members

Present:

Belinthia Berry (remote), Robert Blount III (remote), Scott Brooks (remote), Elisa Caro, Joseph Eletto (remote), David Fetkenher (remote), Barclay Harless, Gary Hartfield, John Howell, Bob Hyde (remote), Michael Jalazo, Dr. Cynthia Johnson (remote), Brian Mann (remote), Shawn McDonnell (remote), Brian Nathan, Esther Sanni, (remote)Dr. Rebecca Sarlo, Elizabeth Siplin, Roy Sweatman, Sophia West (remote), Kenneth Williams, Russell Williams (remote), Commissioner Wostal (remote), Kenny Wooton (remote), Mercedes Young

Absent:

Mitch Allen, Don Blair, Elizabeth Gutierrez, Mark Hunt, Commissioner Latvala, April Neumann, Don Noble, Jeremy Robinson, Ocea Wynn

CareerSource Tampa Bay Staff

Sheila Doyle, Keidrian Kunkel, Anna Munro, Tammy Stahlgren, Saleema Bennett (remote), Rich Beynon (remote), Melissa Carroll, Jason Druding, Leondra Foster (remote), Chad Kunerth, Eric Lott, Barry Martin, Michelle Moeller (remote), Lysandra Montijo (remote), Brittany Munyer (remote), Brandon Pham, Doug Tobin, April Torregiante

Legal Counsel

Members: Stephanie Marchman (remote)

Others Present

Tameka Austin -Florida Commerce (remote), Amelia Campbell, Pinellas County Economic Development (remote), Paul Casebolt, EDSI (remote), Ann Maria Grabetz, Hub International (remote)

Hillsborough County Government

Present:

Members: Jonathan Wolf (remote)

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

Barclay Harless, Chair called the meeting to order at 10:03 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)

V. The CEO report was included in the agenda packet. Keidrian Kunkel provided updates.

VI. General Counsel Update (Presenters: Stephanie Marchman)

The General Counsel report was in the board packet, and no questions were raised.

VII. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. September 18, 2025, Board of Directors meeting
2. October 30, 2025, Human Resource Committee meeting
3. November 11, 2025, Ad Hoc Bylaws Committee meeting

B. Approval of Training Provider and New Programs

C. Approval of CSTB Co-Enrollment and Local Monitoring Policies

Motion:

To approve the Consent Agenda as presented.

Motion moved by David Fetkenher and motion seconded by Gary Hartfield.

Motion carried.

VIII. Action/Discussion Items

A. PY'25/26 FloridaCommerce ICQ & Assessment

Motion:

To approve the 2025-2026 Internal Control Questionnaire and Assessment.

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

Motion carried.

B. Ex-Offender Agreement (Presenters: Anna Munro)

Motion:

To approve the Ex-Offender/Returning Citizen Workforce Training Program Agreement.

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

C. Finance / Audit Committee

1. Action Items

- a. Fiscal Year 2025/2026 Budget Modification #1
(Presenters: Sheila Doyle)

Motion:

To approve the Budget Modification as presented.

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

2. Committee Update

- a. Expenditure Reports for the period ending September 30, 2025.
(Presenters: Sheila Doyle)

The Expenditure reports can be found in the agenda packet.

D. Human Resource Committee

1. Action Items

- a. Employee Handbook Change

Motion:

To approve

- (1) The Employee Handbook name change from CareerSource Hillsborough Pinellas to CareerSource Tampa Bay, and
- (2) The updated language to the Conflicts of Interest policy in the Employee Handbook establishing a defined dollar value limiting the acceptance of gifts to not exceed \$25.00 in value.

Motion moved by Gary Hartfield and motion seconded by Mercedes Young.

Motion carried.

- b. Health Benefit Vendor Selection

The board reviewed the evaluation of health insurance options following the merger. Staff dissatisfaction with the current UHC plan was noted, and the HR Committee unanimously recommended transitioning to Cigna, which offers lower rates,

additional perks, and a level-funded plan that could yield savings.

Discussion included concerns about pharmacy benefit managers, with suggestions to explore alternatives to reduce costs for employees.

The board also discussed potential incentives from Cigna and opportunities for collaboration among workforce boards to improve negotiations and maximize resources.

Motion:

To approve the selection of CIGNA to provide Medical, Dental and Vision Insurance Plans and UNUM to continue to provide Life Insurance plans to CareerSource Tampa Bay for the 2026 Plan Year.

Motion moved by Gary Hartfield and motion seconded by Michael Jalazo. Motion carried. Mercedes Young voted Nay.

2. Committee Update (Presenters: Elisa Caro)

The Committee met on October 30, 2025, and reviewed and approved updates to the Employee Handbook to reflect the new organizational name and establish a gift acceptance limit of \$25.

The Committee also reviewed proposals for 2026 Medical, Dental, and Vision coverage and approved changing all three coverages to Cigna.

E. Ad Hoc Bylaws Committee

The Bylaws Committee met on November 10, 2025, to review proposed changes, next steps, and the timeline.

The Committee unanimously approved four proposed changes to present to the Board for Consortium consideration and approval.

1. Action Items (Presenters: Dr. Brian Mann)

a. Proposed Changes to CSTB Bylaws

There were four suggested amendments to the bylaws, which included specifying the frequency board meetings, updating the DBA name to CareerSource Tampa Bay throughout the document, a proposal to remove the requirement that the second vice chair be from a different county, and update the reference of Conflict of Interest from section 9.3 to 10.3.

Motion:

To approve the recommended changes to bring forth to the Consortium for consideration and approval.

Motion moved by Brian Nathan and motion seconded by Dr. Rebecca Sarlo. Motion carried.

F. Youth Development Committee (Presenters: Esther Sanni)

The Committee met on November 6, 2026. The Committee recommended approval of a unanimous proposal to adopt *CareerSource Tampa Bay Youth Connection* as the official year-round youth sub-brand, replacing *Tampa Bay Hires*.

It was also recommended that the summer youth program be formally branded as *CareerSource Tampa Bay Summer PAYS* (Preparing Area Youth for Success), replacing the previous name *Tampa Bay Summer Hires*.

The next meeting is scheduled for February 12, 2026.

1. Action Items

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

Motion:

To approve *CareerSource Tampa Bay Youth Connection* as the official year-round youth sub-brand and the summer youth program be officially branded as *CareerSource Tampa Bay Summer PAYS*.

Motion moved by Dr. Cynthia Johnson and motion seconded by Kenneth Williams. Motion carried.

2. Committee Update

April Torregiante provided an update on the Youth Career Exploration Grant, highlighting plans to expand services for youth aged 16 to 24 through various career exploration activities.

G. Workforce Solutions Committee

1. Committee Update

Presenter: Brian Mann

The Committee met on October 8 and approved policies on Co-Enrollment and Local Monitoring, as well as adding 10 new training programs from Access Computer Training to the Eligible Training Provider List.

Approval of an application from South Florida Academy of Air Conditioning was tabled pending further performance information.

The Committee also reviewed updates on the Training Provider Scorecard, in-house recruitment and job fair activities, and performance metrics for WIOA Primary Indicators and REACH through Q3 of PY24-25. The next meeting is scheduled for January 7.

- a. WIOA Primary Indicators of Performance: PY 2425 Q4 (Presenters: Chad Kunerth)

IX. Information Items

There were no Information Items.

X. Future Business

There was none.

XI. Adjournment

The meeting adjourned at 11:20 a.m.

Minutes Submitted by Tammy Stahlgren, Executive Administrative Assistant.