



CareerSource Tampa Bay Board of Directors

Meeting Minutes

CareerSource Tampa Bay
1/22/2026 10:00 AMEST

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

Board Members

Present:

Belinthia Berry (remote), Warren Brooks (remote), David Fetkenher (remote), Elizabeth Gutierrez, Barclay Harless, Gary Hartfield, John Howell, Michael Jalazo, Dr. Brian Mann (remote), Shawn McDonnell (remote), Don Noble, Roy Sweatman, Russell Williams (remote), Ocea Wynn, Don Blair, Elisa Caro, Bob Hyde (remote), Dr. Cynthia Johnson (remote), Esther Sanni, Dr. Rebecca Sarlo, Kenny Wooton (remote), Commissioner Wostal (remote)

Absent:

Mitch Allen, Robert Blount, III, Joseph Eletto, April Neumann, Jeremy Robinson, Elizabeth Siplin, Sophia West, Kenneth Williams, Mercedes Young, Commissioner Latvala, Brian Nathan

CareerSource Tampa Bay Staff

Sheila Doyle, Keidrian Kunkel, Anna Munro, Tammy Stahlgren, Saleema Bennett (remote), Rich Beynon, Melissa Carroll (remote), Jason Druding, Karoline Guerrero, Chad Kunerth, Barry Martin, Frank Molley (remote), Lysandra Montijo (remote), Brittany Munyer (remote), Michelle Schultz, Don Shepherd (remote), Doug Tobin, April Torregiante, Pete Mandity

Legal Counsel

Stephanie Marchman (remote)

Others in Attendance

Paul Casebolt -EDSI, Tameka Austin -Florida Commerce (remote), Amelia Campbell - Pinellas County EDC (remote), Cody Ward - Pinellas County Government (remote) , James Halleron - James Moore (remote), Erik Wiebke - James Moore (remote), Dywayne Hinds - James Moore (remote), Mark Koulanos - USF (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. Mission Moment (Presenters: Karoline Guerrero)

Karoline Guerrero provided insights into the partnership with Collab First, emphasizing the apprenticeship program's focus on developing skilled technicians in the telecommunications field. She noted that the program has seen positive outcomes, with 14 individuals placed in apprenticeships and two currently active. The success of the program is attributed to structured training, mentorship, and hands-on experience.

V. CEO Report (Presenters: Keidrian Kunkel)

The CEO introduced the concept of a “Mission Moment” to begin future meetings, highlighting participants or partner success stories. January 9 marked the CEO’s one-year anniversary with CareerSource Tampa Bay, with a focus shifting from change management to organizational growth.

Key highlights from the Annual Report included nearly 35,000 individuals served, approximately 7,200 employers engaged, and strong outcomes in veteran services and apprenticeship programming.

The CEO also provided updates on state and federal workforce advocacy efforts, including recent meetings in Tallahassee, upcoming participation in Washington, D.C., and confirmation that WIOA funding is expected to continue at level funding in the short term.

The report is available at the following link:

<https://online.flippingbook.com/link/831662/>

VI. General Counsel Update (Presenters: Stephanie Marchman)

General Counsel referenced the provided updates and materials and noted that one of the employment law cases listed has been fully resolved and settled. No further updates were reported, and the General Counsel offered to answer any questions.

VII. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. November 20, 2025, Board of Directors meeting

Motion:

To approve the minutes from the November 20, 2025, Board of Directors meeting.

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

Motion carried.

VIII. Action/Discussion Items

A. Related Party

1. On-The-Job Training Agreement

Related Party Training Provider Agreement
 Evera Health estimated contract value of \$50,000.

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

Dr. Sarlo verbally abstained.

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

Motion:

To approve to execute an On-the-Training contract with Evara Health ending .6/30/2026, contingent on FloridaCommerce approval

Motion moved by Michael Jalazo 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 Sarlo,	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Tampa Bay Workforce
MAILING ADDRESS 4350 W. Cypress Steet Suite 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)

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. Rebecca Sarlo, hereby disclose that on January 22, 20 26:

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Evava Health, 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 On-the-Job Training with Evava Health.

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.

1/22/2026

Rebecca Sarlo, Ph.D.

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.

CF FORM 8B - EFF 1/2013

**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 Tampa Bay (CSTB) 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: Evara Health and CSTB
 Contractor Name & Address: Evara Health - 14100 58th Street North, Clearwater FL 33760
 Contractor Contact Phone Number: (727) 824-8181
 Contract Number or Other Identifying Information, if any: 2025-OJT-026
 Contract Term: Effective date thru 8/30/2026 (Will not auto-renew.)
 Value of the Contract with no extensions or renewals exercised: \$50,000
 Value of the Contract with all extensions and renewals exercised: NA
 Description of goods and/or services to be provided under the Contract: On-the-Job Training (OJT)
 Method of procurement for the contracted goods and/or services, if applicable: Not applicable.
 Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

The nature of the conflicting interest in the contract: Employee of 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, Dr. Rebecca Sarlo, a board member an employee of the board (circle one) hereby disclose that I, myself / ~~my employer~~ / my business / ~~my organization~~ / OR "Other" (describe) _____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Tampa Bay - Region 28
 Contractor Name & Address: Evara Health - 14100 58th Street North, Clearwater FL 33760
 Contractor Contact Phone Number: (727) 824-8181
 Description or Nature of Contract: On-the-Job Training (OJT)
 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 Rebecca Sarlo

Rebecca Sarlo, Ph.D.
Signature of Board Member/Employee

Dr Rebecca Sarlo
Print Name

01/12/2026

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.

2. Ex Offender Agreement

Related Party Training Provider Agreement

Abe Brown Ministries estimated contract value of \$135,000.

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

Robert Blount was not present at the meeting.

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

Motion:

To approve to to execute an agreement with Abe Brown Ministries, Inc. to provide services to ExOffenders through 9/30/2026, contingent on FloridaCommerce.

Motion moved by Michael Jalazo 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 Blount, Robert	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Tampa Bay
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(S): <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 Tampa Bay (CSTB) 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: Abe Brown Ministries, Inc. and CSTB
Contractor Name & Address: Abe Brown Ministries, Inc. - 21 N 29th Street, Tampa, FL, 33605
Contractor Contact Phone Number: (813) 416-8202
Contract Number or Other Identifying Information, if any: 2026-305-001
Contract Term: Effective date thru 9/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: \$135,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: ExOffender Services
Method of procurement for the contracted goods and/or services, if applicable:
Not applicable.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Robert Blount

The nature of the conflicting interest in the contract: President & CEO of Abe Brown Ministries

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, Robert Blount, hereby disclose that on January 22, 2026:

(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 Abe Brown Ministries, Inc., 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 ExOffender contract with Abe Brown Ministries, 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.

1/22/2026
Date Filed Robert Blount
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, Robert Blount, a board member, an employee of the board (circle one) hereby disclose that I, myself / my employer / my organization / OR "Other" (describe) _____, (circle one or more) could benefit financially from the contract described below:
Local Workforce Development Board: CareerSource Tampa Bay - Region 28
Contractor Name & Address: Abe Brown Ministries, Inc. - 21 N 29th Street, Tampa, FL, 33605
Contractor Contact Phone Number: (813) 416-8202
Description or Nature of Contract: ExOffender 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: Robert Blount

Robert Blount
Signature of Board Member/Employee
Print Name
01/14/2026
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.

1. Action Items

- a. Required Communications and Acceptance of June 30, 2025, Annual Financial Statement

James Halleran from James Moore discussed the annual audited financial statements, noting that the merger of the two entities was a significant achievement.

He emphasized the importance of maintaining independence as auditors and confirmed that there were no audit adjustments or findings.

Motion:

To accept the Tampa Bay Workforce Alliance, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2025.

Motion moved by David Fetkenher and motion seconded by Michael Jalazo. Motion carried.

- b. Gift Acceptance Policy (Presenters: Michelle Schultz)

Michelle Schultz's presented the Gift Acceptance Policy and review process.

Clarification was provided regarding sponsorships, noting that new sponsors require internal review. The discussion emphasized ensuring accepted funds align with the organization's mission and values.

Motion:

To approve the CSTB Gift Acceptance Policy.

Motion moved by Esther Sanni and motion seconded by Don Blair. Motion carried.

2. Committee Update

- a. Expenditure Reports for the period ending October 31, 2025 (Presenters: Sheila Doyle)

The Expenditure Reports can be found in the Agenda Packet.

C. Workforce Solutions Committee

1. Committee Update

The Committee met on February 7, 2026. The Committee received a presentation on the Broadband Apprenticeship Program from Collab First and CareerSource Tampa Bay, including performance highlights and a participant testimonial.

The Committee also reviewed and denied a new training provider application from South Florida Academy of Air Condition for an HVAC technician program.

- a. WIOA Primary Indicators of Performance: PY 2526 Q1
(Presenter: Chad Kunerth)

Chad Kunerth reported on the WIOA Primary Indicators noting that 11 out of 18 measures are being exceeded.

The full report can be found in the agenda packet.

- b. REACH Performance PY 2425 Q4 (Presenter: Chad Kunerth)

Chad Kunerth provided an overview of the REACH performance review, indicating that we received a score of 93.33.

The full report can be found in the agenda packet.

IX. Information Items

A. Education & Industry Quarterly Report

Mark Koulianos from USF discussed the Education & Industry Quarterly Report, mentioning future meetings scheduled for March and June.

B. Public Relations & Marketing Report End of Year Report (Presenters: Doug Tobin)

Doug Tobin provided insights into the Public Relations Report, emphasizing the completion of the annual report and the innovative features included, such as QR codes for video content. He also noted the significant cost savings achieved by bringing marketing operations in-house.

X. Future Business

The Board acknowledged the retirement of Mark Hunt from Pinellas County Schools, recognizing his significant service and contributions to CareerSource Tampa Bay. His retirement was effective January 9, 2026.

No future business was identified

XI. Adjournment

The meeting adjourned at 11:24 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant