



## Hillsborough Pinellas Workforce Development Consortium Meeting

**Date:** April 9, 2026 at 10:00 a.m.  
**Location:** Hybrid: Zoom  
 Meridian One 4350 W. Cypress Street,  
 Suite 875, Tampa FL 33607

**Zoom Information** [Zoom Link](#)  
**Meeting ID:** 861 6851 6901  
**Passcode:** 817963  
**Dial-in-Number:** 1.305.224.1968

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# Pledge of Allegiance





## CEO Update

The 2024-2025 CareerSource Tampa Bay Annual Report marks the first year as a fully unified Region 28, serving both Hillsborough and Pinellas Counties. CSTB now stands as the third-largest workforce board in Florida, representing a region of more than 2.5 million potential career seekers. CSTB also maintained our state-evaluated “A” grade, a testament to the dedication and professionalism of our team. This report highlights the significant impact of our programs and services across the region, such as:

- 34,950 Individuals Engaged
- 18,613 Individuals Assisted
- 4,430 Individuals Placed in Employment
- 7,219 Businesses Served
- \$30,635,000 Organization Budget

As we continue refining our post-merger operations, we remain focused on expanding our regional impact, exploring new and alternative funding streams, and ensuring that CSTB remains a trusted partner for every job seeker and employer we serve.

The report is available at the following link or QR code below:

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





**Action Item**  
**Hillsborough Pinellas Workforce Development Consortium Minutes**  
**December 3, 2026**



[Hillsborough Pinellas Workforce Development Consortium Minutes](#)

CareerSource Tampa Bay  
12/3/2025 1:00 PMEST

@ Hybrid: Zoom & EpiCenter 13805 85th St. N Clearwater, FL 33760

**Consortium Members Attendance**

**Present:**

Commissioner Flowers, Commissioner Myers (remote), Commissioner Wostal

**Absent:**

Commissioner Latvala

CareerSource Tampa Bay Staff

Tammy Stahlgren, Doug Tobin, Keidrian Kunkel, Anna Munro (remote)

Other Present

Tameka Austin (remote), Katherine Benson (remote), Ken Jones (remote), Cody Ward, Jonathan Wolf

I. Call to Order, Welcome, Roll Call, and Remarks

Madam Chair, Commissioner Flowers called the meeting to order at 1:02pm. There was a quorum present.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Public Comments

There were none.

IV. Consent Agenda

There were none.

V. Action Items

- A. Approval of minutes September 29, 2025, Hillsborough Pinellas Workforce Consortium Meeting

**Motion:**

To approve the minutes of the September 29, 2025, Hillsborough Pinellas Workforce Consortium Meeting

Motion moved by Commissioner Wostal and motion seconded by Commissioner Myers. Motion carried.

- B. Selection of Consortium Chair & Vice Chair

Per the Interlocal Agreement, the Consortium must elect a Chair and Vice-Chair annually by simple majority. The two officers must represent different counties, and the roles alternate between counties each year.

**Motion:**

To approve the appointment of Commissioner Wostal as chair of the Hillsborough Pinellas Workforce Development Consortium.

Motion moved by Commissioner Myers and motion seconded by Commissioner Flowers. Motion carried.

**Motion:**

To approve the appointment of Commissioner Latvala as Vice Chair of the Hillsborough Pinellas Workforce Development Consortium, with the understanding that if Commissioner Latvala is unable to fulfill his duties, Commissioner Flowers will temporarily assume the role until his return.

Motion moved by Commissioner Wostal and motion seconded by Commissioner Myers. Motion carried.

- C. Approval of CSTB By-Laws Amendments (Presenters: Anna Munro)

Anna Munro outlined four suggested amendments to the Consortium bylaws, which included specifying that board meetings occur at least quarterly, 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 Bylaws edits as presented, with the exception of retaining Section 6.1 Board Officer Positions, Nominations and Elections, specifying that the 2nd

Vice-Chair shall not be from the same county as the Consortium Chair during the same program year.

Motion moved by Commissioner Wostal and motion seconded by Commissioner Myers.

## VI. Information Items

There were none.

### A. CEO Report (Presenters: Keidrian Kunkel)

#### CEO Report Summary

- Provided an update on *Paychecks for Patriots*, including veteran resource fairs, job placements, and a statewide press conference. CEO will meet with legislators to support appropriations for veteran services.
- Noted federal changes did not impact operations; SNAP funding was back paid to October 1, ensuring uninterrupted services.
- Summer youth program recruitment begins January 5.
- Staff training continues with Tad Grants certifications, Catalyst Network leadership development, and de-escalation training.
- CareerSource Tampa Bay will relocate within the EpiCenter to optimize office space while maintaining a presence.

*For additional details, see the full CEO report included in the agenda packet.*

## VII. Future Action / Discussion Items

### Discussion on Funding Allocation

Commissioner Wostal raised concerns regarding the current 70-30 Hillsborough-Pinellas funding split for programs, noting that some Pinellas participants cannot be served due to limited resources.

Suggested asking Ms. Kunkel to develop a draft outline or scenarios showing unmet service requests in Pinellas, including potential adjustments to better meet participant needs.

Discussion included the origin of the 70-30 split, historical funding allocations pre-merger, and limitations on transferring funds between counties.

Consensus that the CEO should return with data to inform potential adjustments, with a goal of ensuring participants are served according to program guidelines.

VIII. Adjournment

The meeting adjourned at 1:42 p.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

DRAFT



## **Action Item**

### **Appointment of LWDB Member**

#### **Background:**

As outlined in the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, the Hillsborough Pinellas Workforce Development Consortium (Consortium) must establish the Bylaws of the Hillsborough Pinellas Local Workforce Development Board (LWDB) to include the appointment process, composition, and roles and responsibilities of the LWDB (Article IV, Authorities and Responsibilities of the Consortium). The authority to appoint, reappoint or revoke the appointment of members to the LWDB lies solely with the Consortium. Appointment of members to the LWDB will be by a simple majority vote of the Consortium.

#### **Information:**

On January 1, 2026, William "Mark" Hunt (Pinellas County appointee in the Education sector), resigned from the LWDB and this position remains vacant. Fellow Pinellas County Schools representative, Dr. Dywayne B. Hinds, Sr., has been identified and referred as a candidate to fill this vacant position and serve the remainder of the unexpired two-year term ending 6/30/2026.

In accordance with Section 4.8 (Qualifications) of the Amended and Restated Bylaws of Tampa Bay Workforce Alliance, Inc., Pinellas staff is requesting a waiver of the residency and voter registration requirement for Dr. Dywayne B. Hinds, Sr., a Pinellas Education sector candidate who is employed by a business in Pinellas County and is a resident of Hillsborough County.

#### **Recommendation:**

Approve the request for waiver of the residency and voter registration requirement for candidate Dr. Dywayne B. Hinds, Sr. as recommended by Pinellas staff, and appoint candidate Dr. Dywayne B. Hinds, Sr. to the Hillsborough Pinellas LWDB representing the Pinellas County Education Sector for the remainder of the two-year term ending 6/30/2026, as recommended by staff.

**CAREERSOURCE TAMPA BAY**

**CONSORTIUM MEETING – APRIL 9, 2026**

**(INDIVIDUAL VOTING REQUIRED)**

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2026  Annual Financial Disclosure required.	Education Sector  Pinellas County	Dr. Dywayne B. Hinds, Sr., Pinellas County Schools				

**Profile**

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit [Boards, Councils & Committees - Applicants - Pinellas County](#)

**Prefix**

Dr

Dr. Dywayne B

First Name

Hinds Sr

Last Name

Middle Initial

hindsdy@pcsb.org

Email Address

301 4TH St. SW

Street Address

Suite or Apt

Largo

City

FL

State

33770

Postal Code

Business: (727) 588-5020

Primary Phone

Mobile: (813) 928-4233

Alternate Phone

Pinellas County School

Employer

Area Superintendent of School

Job Title

**Occupation**

Education

**Which Boards would you like to apply for?**

CareerSource Tampa Bay: Submitted

**To which Commissioner are you applying?**

None Selected

Question applies to CareerSource Tampa Bay

Review the [CareerSource Local Board Membership Requirements](#).

Question applies to CareerSource Tampa Bay

**Confirm you have reviewed the above CareerSource Local Board Membership Requirement.**

Yes  No

Question applies to CareerSource Tampa Bay

**The category most applicable to me is: \***

Education (no letter required)

Question applies to CareerSource Tampa Bay

If you have selected the category most applicable to your application as “Business,” please also upload a letter of nomination from a local business organization, such as a chamber of commerce or business trade association. This letter is required for all “Business” category applicants to be considered for this Board.

Question applies to CareerSource Tampa Bay

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Upload a letter of nomination from a local business organization, such as a chamber of commerce or business trade association.

Question applies to CareerSource Tampa Bay

If you have selected the category most applicable to your application as “Workforce,” please also upload a letter of nomination from the local labor federation, apprenticeship program, or community-based organization that you will be representing. This letter is required for all “Workforce” category applicants to be considered for this Board.

Question applies to CareerSource Tampa Bay

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Upload a letter of nomination from the local labor federation, apprenticeship program or community-based organization that you will be representing.

Question applies to CareerSource Tampa Bay

**Have you or your company ever entered into a contract with CareerSource Hillsborough Pinellas or provided goods or services to CareerSource Hillsborough Pinellas.**

Yes  No

Question applies to CareerSource Tampa Bay

**If you have entered into a contract or provided goods or services to CareerSource Hillsborough Pinellas, please explain. If you have not, please answer N/A.**

NO

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**Are you currently a Pinellas County resident?**

Yes  No

**If you are a Pinellas County resident, for how long?**

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**Are you registered to vote in Pinellas County?**

Yes  No

**Are you currently serving on any Pinellas County boards, councils, or committees?**

Yes  No

**If you are currently serving on any Pinellas County boards, councils, or committees, please name.**

**Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?**

Yes  No

**If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.**

**Do you serve on any state, regional or local government boards, councils or committees?**

Yes  No

**If you serve on any state, regional or local government boards, councils or committees, please explain.**

**Are you currently an officer, director, board member, or voting member of any for profit or not for profit entity?**

Yes  No

**If you are currently an officer, director, board member, or voting member of any for profit or not for profit entity, please list any such entity.**

**Are you current with all taxes and any other financial obligations?**

Yes  No

**If you are not current with all taxes and any other financial obligations, please explain.**

**Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.**

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Yes  No

**If you have been convicted of a Public Entity Crime, please explain.**

---

**Have you been convicted of a financial felony?**

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Yes  No

**If you have been convicted of a financial felony, please explain.**

---

**Have you ever been convicted of a crime against children or seniors?**

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Yes  No

**If you have ever been convicted of a crime against children or seniors, please explain.**

---

**Are you currently, or have you ever sued Pinellas County?**

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Yes  No

**If you currently, or have ever sued Pinellas County, please explain.**

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**Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)**

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Yes  No

**If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.**

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[Pinellas County Boards and Commissions Standards of Conduct for Citizen Appointees](#)

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## Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

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[Upload a Resume](#)

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## Demographics

### Ethnicity

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African American

### Gender

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Male

04/13/1975

Date of Birth

**The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:**

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**By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I have read and agree to be bound by the Pinellas County Standards of Conduct for Board Appointees. I further understand and agree to the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council, or committee.**

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I Agree \*

All material submitted to Pinellas County is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Persons with disabilities needing reasonable accommodations to apply for an appointment to a Pinellas County Board may contact the Pinellas County Office of Human Rights at [accommodations@pinellas.gov](mailto:accommodations@pinellas.gov), or by phone at (727) 464-4882 to discuss.

# PROFESSIONAL RESUME

**Dr. Dywayne Bernard Hinds Sr.**

[REDACTED] or [Hindsdy@pcsb.org](mailto:Hindsdy@pcsb.org)

## EDUCATIONAL BACKGROUND

- |      |  |
|------|--|
| 2017 | <b>Doctorate in Education Degree in Educational Leadership</b><br>National-Louis University, Tampa Campus, Tampa, FL |
| 2003 | <b>Education Specialist Degree in Educational Leadership</b><br>National-Louis University, Tampa Campus, Tampa, FL   |
| 2000 | <b>Master of Science Degree in Varying Exceptionalities</b><br>Nova Southeastern University, Tampa Campus, Tampa, FL |
| 1998 | <b>Bachelor of Science Degree in Emotionally Handicapped</b><br>University of South Florida, Tampa, FL               |

## CREDENTIALS

- Educational Leadership, All Levels (Expires 2028)
- School Principal
- Certified to teach the Emotional Handicapped, K-12 (Expires 2028)
- Certified to teach Varying Exceptionalities, K-12 (Expires 2028)

## PROFESSIONAL EXPERIENCE

Pinellas County School District  
301 Fourth Street SW, Largo, FL 33770

*February 2020 – Present*

*Pinellas County Schools*  
*301 Fourth Street SW, Largo, FL 33770*

## Area Superintendent of Schools

### ESSENTIAL RESPONSIBILITIES

- Supervises, develops, supports, and evaluates Principals with a focus on staff effectiveness and student achievement.
- Models the leadership and follow-through necessary to build collaborative teams which ensure curriculum and instructional initiatives are student focused, researched-based, and aligned with statutes, policies, standards, and improvement plans.
- Provides Principals and Assistant Principals ongoing feedback, coaching and monitoring for the high-quality implementation of rigorous instruction, high-performing school-based teams, effective school operations and student and family engagement supports and practices.
- Establishes and maintains a culture of high-expectations, equity, and continuous improvement within assigned school teams, through strategic and consistent support and accountability which includes open communication, regular school visits, ongoing feedback and professional learning. Develops and implements strategies and provides targeted leadership for school leader effectiveness to ensure demonstrated progress toward goals aligned to both the District Strategic Plan and School Improvement Plans.

- Leads school teams in the design, development, implementation, monitoring, and documentation of quality improvement plans and procedures with a focus on increased performance
- Provides direct support, guidance, monitoring, and accountability for the implementation of district and school-based initiatives for assigned schools.
- Leads Principals and Assistant Principals in the implementation of equity, restorative practices, Positive Behavioral Interventions and Supports (PBIS), and culturally relevant teaching, to ensure academic opportunity through equity and excellence for every learner across the district.
- Demonstrates research- and evidence-based adult learning strategies to develop highly effective Principal communities of practice through collaboration, planning, design, and implementation of coaching, as well as job-embedded and professional learning sessions specifically designed for principals and their leadership teams.
- Brings together diverse groups to build solutions to school-based issues brought forward by students, parents, staff, or the community.
- Manages and resolves high-priority issues focused on safety and/or crisis management.
- Leads the development of school leadership pipelines in collaboration with the Office of Professional Development.
- Recommends hiring, transfer and termination of school Principals and other administrative personnel to Superintendent.
- Utilizes multiple data-based indicators to inform, drive change and assess progress for leadership practices aligned to improvement initiatives and goals.
- Engages in structured and job-embedded professional development programs and attends specific principal supervisor trainings to ensure ongoing self-reflection, growth and improved practices related to the role and responsibilities.
- Works alongside assigned district divisions to build systems of support and feedback that are representative of the needs of the school-based teams to inform district-level policies and practices.
- Actively works with peers to establish districtwide coherence and clarity of expectations for staff in support of student outcomes.
- Develops reports and analysis for the Superintendent and Executive Leadership Team regarding the status and performance of assigned schools.
- Represents the Superintendent at meetings with other school district departments, suppliers, and other public agencies, as assigned.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies of the School Board of Pinellas County, Florida.
- Performs other related duties as required.

*July 2013 – January 2020*

*Pinellas County Schools  
301 Fourth Street SW, Largo, FL 33770*

### **Executive Director, Middle School Education**

#### **ESSENTIAL RESPONSIBILITIES**

- Responsible for the overall design and delivery of the middle school curriculum at all schools
- Works with the Area Superintendents and Associate Superintendent, Teaching and Learning Services to ensure complete fidelity of the curriculum at all middle schools
- Assists in the development and implementation of the Division Strategic Plan
- Helps define and interpret the district's educational goals, particularly those related to the Highest Student Achievement strategic direction
- Facilitates cross-functional articulation among work teams and departments within Teaching and Learning Services

- Works to forecast, plan, implement, and improve the middle school instructional program to support school improvement
- Assists with the establishment of budget priorities for middle school programs
- Participates in departmental FTE projections, staffing model recommendations, problem-solving, public relations, and development of policies and procedures
- Assists in the communication of curriculum information to all principals and content specialists
- Assists with the coordination of promotion and awards
- Works with the Associate Superintendent, Teaching and Learning Services and Executive Directors in the Teaching and Learning Services Division to coordinate all curriculum tasks
- Assists with the development and publication of curriculum materials, textbook recommendations, and course code directories
- Assists with middle school Summer Bridge and Extended Learning planning
- Provides input to the districtwide professional education plan
- Communicates with university personnel to improve teacher-training programs and facilitate intern placement
- Maintains close relationships with community agencies
- Assists with the planning of educational specifications for new facilities
- Coordinates textbook planning and allocations of funds
- Monitors middle school academic and related-arts textbook purchases
- Plans and conducts curriculum meetings
- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals
- Assists with the development and implementation of the District Improvement Assistance Plan and the K-12 Reading Plan
- Assists schools in analyzing data to continually improve student achievement
- Contributes toward professional growth and performance through providing professional development opportunities for the members of the middle school education team
- Participates in the School Improvement Plan review
- Coordinates middle school task forces and steering committees
- Assists with the assignment of middle school academic and related-arts units
- Represents the Associate Superintendent, Teaching and Learning Services on standing committees
- Plans and conducts middle school assistant principal meetings
- Performs duties and responsibilities as a Teaching and Learning Services team member
- Performs other related duties as required

***July 2009 – June 2013                      Osceola County School District, Kissimmee, FL***

- Principal – Westside K-8 School (January 2013 – June 2013)
- Principal – Horizon Middle School (July 2009 – December 2013)

*Osceola County School District*  
*817 Bill Beck Blvd, Kissimmee, FL*

***August 1998 – June 2009                      Hillsborough County Public Schools, Tampa, FL***

- Assistant Principal for Curriculum – Ferrell Middle Magnet School (2006-2009)
- Assistant Principal for Curriculum – Davidsen Middle School (2004-2006)
- LEAD Teacher – Greco Middle School (2003-2004)
- Exceptional Student Education Department Chair- Greco Middle School (2000-2003)

- ESE Teacher for Students with Emotional Disabilities – Greco Middle School (1998-2003)

*Hillsborough County Public Schools  
901 East Kennedy Blvd, Tampa, FL*

**CONFERENCES/PRESENTATIONS**

Council of the Great City Schools 2017  
Marzano International Conference presenter 2013  
Florida League of Middle Schools 2011

**GRANT EXPERIENCE**

PCS School Climate Transformation Grant 2019-2024  
21<sup>st</sup> Century Grant Contributor 2009  
Gear Up Grant Contributor 2007

**PROFESSIONAL HONORS AND ACCOMPLISHMENTS**

Pinellas County School Equity Champion	2018 - Present
Pinellas County Schools District Administrator of the Year	2015
Kappa Delta Pi Tampa Bay Alumni Chapter Educator of the Year	2013-2014
Osceola County Principal of the Year	2012-2013
Outstanding Administrator in Support of School Transportation	2009 – 2010
Florida Alliance for Arts Education Model School	2009 – 2012
Junior National Young Leadership Conference Honorary Member	2010 – 2011
FMEA Conference Presenter: The Juilliard Project	2011
Florida Music Educators Association School Enrollment Award	2011
Five Star School Award	2009 - 2011
Greco Middle School’s Ida S. Baker Minority Teacher of the Year	2000 - 2001
Greco Middle School’s Teacher of the Year	2000 - 2001
Tampa Bay Chapter #194 CEC Rookie Teacher of the Year	2000 – 2001

**PROFESSIONAL AFFILIATIONS**

Pinellas County Schools Equity Task Force Member	2019 - 2021
National Institute of School Leaders Trainer	2016 - 2022
National Middle School Association	2008 – 2021
Florida League of Middle Schools	2008 – 2021
PCS Associate of School Administrators	2013 - 2021
Hillsborough Assistant Principal 1 Council	2005 - 2009
Preparing New Principals Program	2006 - 2008
Hillsborough County Classroom Teachers Association	1998 – 2003
Hillsborough County Mentor Protégé Program	2002 – 2004

**AFFILIATIONS**

Alpha Phi Alpha Fraternity, Inc.	Member Since 1995
Gamma Zeta Lambda (Graduate Chapter)	1998 – Present
Theta Gamma (Undergraduate Chapter)	1995 – 1998
Rivers of Life Church	2003 - Present
Brandon YMCA Volunteer Coach	2010 – 2012



## Action Item

### Extension to Serve as Direct Service Provider

#### Background

Local workforce development boards (LWDBs) are required to submit periodic requests to the State Workforce Development Board (SWDB) for approval of specific Workforce Innovation and Opportunity Act (WIOA) regulatory compliance elements. Submissions are reviewed by the Florida Department of Commerce (FloridaCommerce) and CareerSource Florida to make a recommendation to the SWDB. Local area performance is evaluated and considered as part of the approval process.

One-stop operator and direct service provider approvals will expire on June 30, 2026, for some LWDBs operating in one or both capacities. LWDBs with expiring certifications/designations must request approval, and approval must be granted by the SWDB, to continue to operate in such capacity.

All LWDBs must submit a request for subsequent designation as a direct service provider, with applicable documents, by Monday, March 23, 2026 (due date), per FloridaCommerce memorandum dated February 24, 2026.

#### Information

CareerSource Tampa Bay will be evaluated for LWDB Direct Service Provider Designation.

#### Statement of Intent

The SWDB granted approval for CareerSource Tampa Bay to be a direct provider of career services for Hillsborough and Pinellas Counties for the two-year period expiring June 30, 2026. Subject to appropriate approvals, designation as a direct service provider will continue for the three-year period July 1, 2026, to June 30, 2029.

- Chief Local Elected Official and LWDB Board Chair: “**Statement of Intent**” is presented for certification and agreement at the respective Chief Local Elected Official (CLEO) and LWDB Board scheduled meetings. As the scheduled meetings are after the above due date, applicable signature pages will be provided to FloridaCommerce after the scheduled meetings. The *Statement of Intent* follows Action item.

- The designation as direct provider of workforce services is renewed by submission of a new request. To support CareerSource Tampa Bay meets the requirements for continued designation as direct provider of workforce services, CSTB submitted the ***Request to Serve as a Direct Service Provider***. The *Request to Serve as a Direct Service Provider* follows Action item.

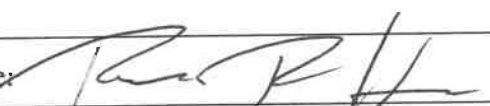
## **Recommendation**

Certify and agree to CareerSource Tampa Bay's designation as Direct Service Provider.

**STATEMENT OF INTENT  
(Requesting Permission to Serve As a Direct Service Provider)**

<b>LOCAL WORKFORCE AREA INFORMATION</b>	
Name of Local Area: CareerSource Tampa Bay	
LWDB Number: 28	
Date of Submission: March 23, 2026	
Contact Person Name: Anna Munro	Phone: (813) 397 - 2064
	Email Address: munroa@careersourcetb.com

<b>AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN</b>
<p>This amendment authorizes designation of the Local Workforce Development Board as a direct provider of certain services by agreement of the Chief Elected Official and the Governor.</p> <p>The Local Workforce Service Plan will be amended to include designation of the Local Workforce Development Board as a direct provider of workforce services (other than training services). This amendment to the Local Workforce Service Plan will be effective for the period from <u>July 1, 2026</u> through <u>June 30, 2029</u>.</p> <p>The signatures below certify agreement to the plan amendment submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this plan amendment and applicable federal and state laws and regulations.</p>

<b>LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN</b>	
Name: Barclay Harless	Title: Board Chair
Signature: 	Date: 3/30/2024

<b>LOCAL CHIEF ELECTED OFFICIAL</b>	
Name and Title: Commissioner Joshua Wostal Chair, Hillsborough Pinellas Workforce Development Consortium	County: Hillsborough
Signature:	Date:

Approved as to Form and Legal Sufficiency:

By: Katherine M. Benson Date: 3/31/26  
Senior Assistant County Attorney

**APPROVED AS TO FORM**  
By: Cody J. Ward  
Office of the County Attorney

## REQUEST TO SERVE AS A DIRECT SERVICE PROVIDER

*Career Source Tampa Bay requests permission to serve as a direct service provider of workforce services for Hillsborough and Pinellas Counties for the period July 1, 2026, through June 30, 2029.*

The CareerSource Florida Board of Directors, as the State Workforce Development Board, granted approval for CareerSource Tampa Bay to be a direct provider of career services for Hillsborough and Pinellas Counties for the two-year period expiring June 30, 2026. The designation as direct provider of workforce services is renewed by submission of a new request per [Composition and Certification of Local Workforce Development Boards; Certification of One-Stop Systems; and Direct Service Provider Designation Policy G105](#).

To support CareerSource Tampa Bay meets the requirements to be designated as the direct provider of workforce services, CSTB submits the following:

### CLEO AGREEMENT

CareerSource Tampa Bay will present this Request to Serve as a Direct Service Provider for approval at the March 26, 2026, CSTB Board of Directors meeting and April 9, 2026, Hillsborough/Pinellas Workforce Development Consortium meeting. This is a renewal as the direct provider of career services, not a change in the service delivery model.

This document and the “Statement of Intent” will be presented for approval at the March 26, 2026, CSTB Board of Directors meeting and April 9, 2026, Hillsborough/Pinellas Workforce Development Consortium meeting. Board and Consortium agreement of CSTB serving as the direct provider of workforce services will be evidenced by Board Chair and Consortium Chair signatures on the Statement of Intent.

### PUBLIC COMMENT PERIOD

30-day comment period is applicable to an LDWB requesting a waiver to provide training services per 20 CFR § 679.410(c)(2). CSTB is not seeking to provide training services.

To provide the public a meaningful opportunity for review and comment, CSTB posted this Request to Serve as a Direct Service Provider and the Statement of Intent from 02/26/26 through 03/09/26 on the Public Comments section of CSTB’s website at [Public Comments - CareerSource Tampa Bay](#).

There were no comments submitted.

## FIREWALL IMPLEMENTATION

CSTB has utilized protective measures to ensure transparency, integrity, proper oversight and management of internal processes. Organizational and procedural barriers have been implemented to separate entity functions that could create conflicts of interest and supports segregation of duties. For example, there is a segregation of duties between staff providing services and staff responsible for oversight and internal programmatic monitoring of services. The same staff or department does not both provide services and oversee the provisions of those services. Additional firewalls include but are not limited to reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements. Firewalls are in place preventing an entity that develops, manages or conducts a competition from also competing for that award or being involved in the selection, award, and administration of the award.

As described in the CareerSource Policy G125 – Local Workforce Development Board Conflict of Interest and Contracting Policy, each board member must complete a Disclosure and Certification of Conflict of Interest in a Contract form. The form requires notification of conflicts of interest regarding board members and board employees to be disclosed prior to board’s voting to approve contracts; board members who benefit financially or who have a relationship with the contracting vendor abstains from vote and the contract must be approved by two-thirds vote of the board when a quorum has been established.

The following actions have also been implemented to establish a firewall to separate the role of oversight versus our role as the managing board for operational services:

- Require career center staff to participate in training, performance training, and other pertinent staff development activities.
- Monitor programs to ensure allowable and timely expenditures.
- Monitor monthly financial reports to ensure budget and regulatory compliance.
- Utilize cost reimbursement contracts to encourage optimal performance.

## COST ANALYSIS

Direct service delivery will result in substantial cost savings. The annual cost savings estimated at approximately \$510,000 is primarily a result of eliminating the indirect and profit CSTB would pay if services were contracted. CSTB utilized a rate of 15%, which is the average indirect and profit rate used by contracted service providers to calculate the estimated cost savings. Providing direct services allows CSTB to solely pay direct costs for staff earnings and benefits without the additional administrative, profit or overhead fees for contracted services. In addition, as the direct provider of workforce services, CSTB will have the flexibility to revise the organization’s staff structure as the need for workforce services changes.

## PERFORMANCE IMPROVEMENT

LWDB as direct provider of workforce services continues to be in the best interest of the LWDB's customers as the business model allows for direct communication between the board of directors, executive leadership, management, and frontline staff, creating cohesive practices across all levels of the organization. This direct communication eliminates a 'middle-man' and provides a clean, consistent, and unfiltered conduit of information to staff ensuring quick turn around on directives and changes in business. The model allows CSTB to be more proactive to dynamic changes in the labor market, economy, business environment, funding fluctuations, and regional changes. Additionally, messaging to staff is consistent, so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization. Since administrative and Career Center staff closely plan and implement any changes to the organization, the consistency of messaging has provided a clear and concise vision to all staff.

All the required WIOA partners are included in the CSTB one-stop delivery system. CSTB system of one-stop centers provides a full array of employment services and connects customers to work-related training and education. CSTB provides high-quality career services, education and training, and supportive services that customers need to get good jobs and stay employed and helps businesses find skilled workers and access other supports, including education and training for their current workforce.

CSTB has established strong, robust and sustained partnerships with core programs. The LWDB directly manages or has oversight of a wide range of core programs. Coordination is managed within a direct line of supervision with coordinated service delivery and accountability.

The six core WIOA programs are outlined below:

- WIOA Title I (Adult, DW and Youth formula programs) administered by the Department of Labor
- Title II – Adult Education and Literacy programs administered by the Department of Education
- Title III – WP employment services administered by the Department of Labor
- Title IV – Rehabilitation Act of 1973 programs administered by the Department of Education

CSTB will continue to provide the following services:

- Wagner Peyser Job Placement Services
  - Resume and cover letter development
  - Job search assistance
  - Interview preparation and coaching
  - Employment skills workshop (virtual and in person)
  - Labor market information
- WIOA Adult and Dislocated Worker Services, including Basic Career Services, Individualized Career Services and Occupational Skill Training Services
  - Individualized career plans
  - Career assessment and exploration
  - On-the-job training (OJT)
  - Paid work experience (PWE)

- Apprenticeships
- Continuing education opportunities
- Follow up services
- WIOA Youth Services, including Basic Career Services, Individualized Career Services and Occupational Skills Training Services
  - Career exploration and guidance
  - Work readiness training
  - Internships and summer job programs
  - Paid work experience (PWE)
  - Follow up services
- Reemployment Assistance Services
  - Navigation assistance to the Florida Department of Commerce Unemployment compensation program
- Reemployment Services and Eligibility Assessment Program (RESEA)
  - Individualized career planning
  - Receive a combination of targeted self and staff assisted services
- Social Security Administration (SSA) Employment Network, Ticket to Work and Disability Navigator
- Temporary Assistance to Needy Families (TANF) authorized under Social Security Act Title IV, Part A and the Welfare Transition Program (WTP)
  - Development of Individual Responsibility Plan (IRP) outlining employment goals and steps to achieve them
  - Adult basic education (ABE) and General Educational Development (GED) preparation
  - English language acquisition (ESL) classes
  - Work Experience opportunities through OJT, community service and work experience assignments
  - Job search assistance
  - Barrier removal through community referral and supportive services
  - Transitional or Post employment services
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training Services
  - Individual career planning
  - Skills assessment
  - Job placement services
  - Employment retention services
- Employer Services to include Rapid Response
  - Recruitment and screening
  - Job fairs and hiring events
  - Posting employment vacancies
- Veteran Services
  - Employment services for veterans and spouses of veterans
  - Transitional assistance for military personnel
  - Veteran-specific job fairs and events
- Customized and Incumbent Worker Training
  - Industry-specific training programs

- Skills upgrade training for current employees
- Management of Florida Department of Commerce (FloridaCommerce) team members and delivery of workforce services under:
  - Trade Adjustment Act (TAA) programs
  - Department of Veterans Affairs, Veteran's Employment Program (VR&E), Jobs for Veterans State Grant (JVSG), and
  - Migrant Seasonal Farmworkers (MSFW) program
    - Job search assistance tailored to agricultural and non-agricultural jobs
    - Individualized career planning and guidance
    - Information on worker rights and labor laws

Services managed through a contract provider of CSTB or partner under MOU will continue to include:

- Title IV program services through the Division of Vocational Rehabilitation
- Offender reentry services through the Hillsborough County Ex-Offender Re-entry Coalition and People Empowering and Restoring Communities (PERC)
- Department of Juvenile Justice Senior Community Service Employment Program & American Association of Retired Persons (AARP)
- Adult Education and Literacy programs under Title II, local County Schools Adult and Education
- Career and postsecondary technical education programs under Carl D. Perkins Career and Technical Education Act of 2006 (re-authorized in 2018 as the Strengthening Career and Technical Education for the 21<sup>st</sup> Century (Perkins V) Act) through multiple training partners and apprenticeship programs
- Hillsborough County Social Services
- Pinellas County Social Services
- Division of Blind Services
- Multiple Housing Agency Authorities across Hillsborough and Pinellas Counties
- Tampa Housing Authority & St. Petersburg Housing Authority
- Pinellas Opportunity Council

No change in co-located partner services:

- Abilities/Service Source
- Dress for Success
- Gulf Coast Jewish Family and Community Services -TANF program employment and training services to the non-custodian parent through the Non-Custodial Parent Employment and Training Program (NCPEP contract provider)
- Housing Education Alliance
- Job Corps
- Coptic Charities

Other partner community organizations that offer services through referrals:

- Abe Brown Ministries
- Corporation to Develop Communities of Tampa (CDC of Tampa)

- Eckerd Connects
- ECHO
- Enterprising Latinas, Inc.
- Farmworker Career Development Program
- Metropolitan Ministries
- Tampa Lighthouse for the Blind
- Westcare GulfCoast Florida
- Boley Centers
- Department of Children and Families/Hope Florida
- Gulfcoast Legal Services
- Homeless Leadership Alliance of Pinellas
- Operation PAR
- Urban League
- Goodwill Suncoast Industries
- 211 Tampa Bay Cares
- Homeless Empowerment Program
- St. Pete Free Clinic

All services are designed to enhance workforce development, support job seekers, and assist employers in meeting their workforce needs.

CSTB is responsible for constant improvement of the organizational structure to efficiently and effectively manage the day-to-day operations to ensure CSTB's Local Plan is carried out and provides excellent customer service, achieving State and Federal required performance measures, completing all reports and meeting all deadlines. By providing direct services, CSTB is better able to align with the structure of services provided by CareerSource Tampa Bay. By eliminating the Contracted Provider and making all staff (excluding FloridaCommerce staff) CSTB board employees, there has been continued cost savings that allows CSTB to provide additional services to the residents and businesses in the two-county area. The management structure has been streamlined, eliminating redundant overhead and direct supervision without an additional layer of provider management.

Youth Services (Pinellas County) – Sail Future Academy, a premier Career Preparatory High School, offers innovative programs empowering teens to transform their life outcomes. Sail Future is a high school designed to prepare students for the real world through practical experience in Business, Design Thinking, Applied Math, English, Career Exploration and Maritime. Students are engaged in student-led business, paid internships, work-based experiences, and project-based coursework to enhance problem-solving and critical thinking skills.

CSTB contracted with Educational Data Systems, Inc. (EDSI) to provide One-Stop Operator services for the year ending June 30, 2026, and anticipates EDSI to continue providing services during the extension period contingent upon successful performance.

- The contracted One-Stop Operator (OSO) serves as conveners and provides oversight to promote and develop quality workforce services that are delivered in the most efficient and effective way possible, through full integration and coordination of the One-Stop Career Center partners, CSTB programs and service delivery partners with associated resources that support seamless delivery. OSO will ensure the comprehensive Career Center and satellites meet and maintain credentialing requirements.
- OSO responsibilities include but are not limited to (1) Functional integration of all workforce investment activities of the centers to ensure that they meet the needs of employers and career seekers by enhancing communication, coordination, collaboration, and engagement. (2) Promoting benefits of education, training and upskills to job seekers and community through centralized outreach. (3) Establish and/or maintain linkages between all One-Stop partners designated by CSTB to improve communication, referral, service delivery, and tracking performance of the partners. (4) Creating strong feedback loops within the partners and CSTB so successes or issues are brought to light immediately for resolution or celebration. (5) Coordinate and hold meetings with all One-Stop partners designated by CSTB and publish minutes for each partner meeting. (6) Managing CSTB's partnership efforts with the State of Florida required partners such as Division of Blind Services (DBS) and Division of Vocational Rehabilitation (VR) Services. (7) Maintain list of partners, referral process and increase number of partners. (8) Managing, tracking, evaluating and overseeing CSTB's Employer and Customer Satisfaction initiatives for job seekers and employers using an accepted CSTB methodology and (9) Recommending methods of continuous improvement to CSTB's executive leadership.

CSTB will continue to leverage technology and improve service efficiency and effectiveness as we move to a more virtual platform in the programs and services that we offer to our customers. Our goal is to increase our ability to reach customers who may have barriers such as transportation and/or childcare issues that prevent them from fully participating at a CareerSource Center, CSTB will work to develop and implement alternative service delivery methods, such as virtual services or additional access points.

The Virtual One Stop Services include:

- Online assessment modules to evaluate job seeker interest and aptitude.
- Career exploration modules.
- Online orientation modules for CSTB programs and services.
- A suite of workshops, offered in person and virtually, that cover topics ranging from basic computer skills to resume development to mock interviewing that prepare individuals for career attainment and address a multitude of challenges and provide best practices to apply to their job-seeking toolkit.
- Virtual Job Fairs.
- Virtual Appointments.
- WIOA Adult, Dislocated online application and enrollment portal.

- WIOA Youth online application and enrollment portal.
- Customized administrative dashboard reporting to track outcomes.

Furthermore, CSTB continues to explore additional access points in the community, such as expanded partnerships with community-based organizations and public libraries.

Under CareerSource Florida Policy G103 Performance Requirements for Local Workforce Boards effective July 15, 2025, CareerSource Florida requires that LWDBs are to maintain 90% threshold of their Negotiated Goals for all WIOA Primary Indicator measures and meet CSF Letter Grades. CareerSource Tampa Bay, LWDB 28 during the previous Direct Provider Extension granted to CareerSource Pinellas, LWDB 14 and to CareerSource Tampa Bay, LWDB 15 3-year period worked to manage merger and consolidation activities under the Governor's REACH transformation plan and targeted Workforce System Integration moved 24 local workforce boards to 21 assigning consolidation to LWDB 14 and LWDB 15 to merge effective July 1, 2024. CareerSource Tampa Bay, LWDB 28 stepped to the plate to manage as the Direct Service Provider merger and consolidation mandated requirements as well service delivery consolidation needs and opportunity to meld the best local practices of merging areas while managing and performing at state required performance levels. CareerSource Tampa Bay, LWDB 28 seeks to continue to be an innovative and high performance LWDB during the new Service Provider extension as a proven expert in workforce systems. During the previous 3-year extension running from July 1, 2023 through June 30, 2026, the following performance was attained:

WIOA Primary Indicators; pre and post-merger:

CareerSource Tampa Bay, LWDB 28 has worked to identify best practices from both previous LWDB 14 and 15 service delivery to show continuous performance improvement as the Direct Service Provider with a seasoned and experienced team. LWDB 28 has met or exceeded all Primary Indicators for Quarter 2 of PY2025-2026.

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**Post Merger – LWDB 28: WIOA Primary Indicators**

(Subsequent to the Public Comment period, PY 25-26 performance was updated for Q2)

Quarter 2 Performance PY25-26					Annual Performance PY24-25				
Measure	PY25-26 2nd Quarter Performance	PY25-26 % of Performance Goal Met For Q2	PY25-26 Performance Goals	Outcome	Measure	PY23-24 4th Quarter Performance	PY24-25 % of Performance Goal Met For Q4	PY24-25 Performance Goals	Outcome
<b>Adults:</b>					<b>Adults:</b>				
Employed 2nd Qtr After Exit	87.70	106.30	<b>82.50</b>	Exceeds	Employed 2nd Qtr After Exit	84.90	102.91	<b>82.50</b>	Exceeds
Median Wage 2nd Quarter After Exit	\$9,675.50	113.94	<b>\$8,492</b>	Exceeds	Median Wage 2nd Quarter After Exit	\$9,506	111.94	<b>\$8,492</b>	Exceeds
Employed 4th Qtr After Exit	85.40	104.66	<b>81.60</b>	Exceeds	Employed 4th Qtr After Exit	83.00	101.72	<b>81.60</b>	Exceeds
Credential Attainment Rate	78.70	94.82	<b>83.00</b>	Meets	Credential Attainment Rate	75.60	91.08	<b>83.00</b>	Meets
Measurable Skill Gains	83.0	136.29	<b>60.90</b>	Exceeds	Measurable Skill Gains	92.00	151.07	<b>60.90</b>	Exceeds
<b>Dislocated Workers:</b>					<b>Dislocated Workers:</b>				
Employed 2nd Qtr After Exit	88.0	106.15	<b>82.90</b>	Exceeds	Employed 2nd Qtr After Exit	85.50	103.14	<b>82.9</b>	Exceeds
Median Wage 2nd Quarter After Exit	\$10,324.50	92.80	<b>\$11,125</b>	Meets	Median Wage 2nd Quarter After Exit	\$9,289	83.50	<b>\$11,125</b>	Fail
Employed 4th Qtr After Exit	85.50	105.95	<b>80.7</b>	Exceeds	Employed 4th Qtr After Exit	82.8	102.60	<b>80.7</b>	Exceeds
Credential Attainment Rate	87.0	104.19	<b>83.5</b>	Meets	Credential Attainment Rate	79.7	95.45	<b>83.5</b>	Meets
Measurable Skill Gains	84.10	99.41	<b>84.6</b>	Meets	Measurable Skill Gains	96	113.48	<b>84.6</b>	Exceeds
<b>Youth:</b>					<b>Youth:</b>				

Employed 2nd Qtr After Exit	74	93.20	<b>79.4</b>	Meets	Employed 2nd Qtr After Exit	78.8	99.24	<b>79.4</b>	Meets
Median Wage 2nd Quarter After Exit	\$6053.00	148.83	<b>\$4,067</b>	Exceeds	Median Wage 2nd Quarter After Exit	\$6,107	150.16	<b>\$4,067</b>	Exceeds
Employed 4th Qtr After Exit	77.40	96.27	<b>80.4</b>	Meets	Employed 4th Qtr After Exit	80.80	100.50	<b>80.4</b>	Exceeds
Credential Attainment Rate	73.70	117.54	<b>62.7</b>	Exceeds	Credential Attainment Rate	73.30	116.91	<b>62.7</b>	Exceeds
Measurable Skill Gains	61.80	104.75	<b>59</b>	Exceeds	Measurable Skill Gains	72.10	122.20	<b>59</b>	Exceeds
<b>Wagner Peyser:</b>					<b>Wagner Peyser:</b>				
Employed 2nd Qtr After Exit	64.9	99.24	<b>65.4</b>	Meets	Employed 2nd Qtr After Exit	66.00	100.92	<b>65.4</b>	Exceeds
Median Wage 2nd Quarter After Exit	\$7,910.0	111.64	<b>\$7,085</b>	Exceeds	Median Wage 2nd Quarter After Exit	\$7,909	111.63	<b>\$7,085</b>	Exceeds
Employed 4th Qtr After Exit	66.40	107.97	<b>61.5</b>	Exceeds	Employed 4th Qtr After Exit	67.70	110.08	<b>61.5</b>	Exceeds
Quarter 2, PY25-26 Exceeded 12 out of 18 indicators Met 6 out of 18 indicators					PY24-25 Annual Performance: Exceeded 14 out of 18 indicators Met 3 out of 18 indicators Failed 1 indicator for WIOA DW Median Wage by 6.5% of the 90% goal or Meets threshold				

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**PRE-MERGER WIOA PRIMARY INDICATORS**

LWDB 14					LWDB 15				
Measure	PY23-24 4th Quarter Performance	PY23-24 % of Performance Goal Met For Q4	PY23-24 Performance Goals	Outcome	Measure	PY23-24 4th Quarter Performance	PY23-24 % of Performance Goal Met For Q4	PY23-24 Performance Goals	Outcome
<b>Adults:</b>					<b>Adults:</b>				
Employed 2nd Qtr After Exit	83.30	90.54	<b>92.00</b>	Meets	Employed 2nd Qtr After Exit	85.40	103.64	<b>82.40</b>	Exceeds
Median Wage 2nd Quarter After Exit	<b>\$8,875</b>	82.63	<b>\$10,740</b>	<b>Fails</b>	Median Wage 2nd Quarter After Exit	\$7,970	93.76	<b>\$8,500</b>	Meets
Employed 4th Qtr After Exit	87.40	96.90	<b>90.20</b>	Meets	Employed 4th Qtr After Exit	86.80	108.50	<b>80.00</b>	Exceeds
Credential Attainment Rate	<b>76.80</b>	88.28	<b>87.00</b>	<b>Fails</b>	Credential Attainment Rate	74.50	100.68	<b>74.00</b>	Exceeds
Measurable Skill Gains	77.90	114.56	<b>68.00</b>	Exceeds	Measurable Skill Gains	77.20	105.46	<b>73.20</b>	Exceeds
<b>Dislocated Workers:</b>					<b>Dislocated Workers:</b>				
Employed 2nd Qtr After Exit	80.70	91.70	<b>88.00</b>	Meets	Employed 2nd Qtr After Exit	81.60	98.43	<b>82.90</b>	Meets
Median Wage 2nd Quarter After Exit	<b>\$12,064</b>	128.76	<b>\$9,369</b>	Exceeds	Median Wage 2nd Quarter After Exit	<b>\$9,100</b>	89.88	<b>\$10,125</b>	<b>Fails</b>
Employed 4th Qtr After Exit	89.00	105.70	<b>84.20</b>	Exceeds	Employed 4th Qtr After Exit	90.00	110.02	<b>81.80</b>	Exceeds
Credential Attainment Rate	<b>60.90</b>	70.40	<b>86.50</b>	<b>Fails</b>	Credential Attainment Rate	77.80	92.62	<b>84.00</b>	Meets
Measurable Skill Gains	83.30	122.50	<b>68.00</b>	Exceeds	Measurable Skill Gains	87.80	113.44	<b>77.40</b>	Exceeds
<b>Youth:</b>					<b>Youth:</b>				
Employed 2nd Qtr After Exit	79.80	95.57	<b>83.50</b>	Meets	Employed 2nd Qtr After Exit	83.00	106.55	<b>77.90</b>	Exceeds
Median Wage 2nd Quarter After Exit	<b>\$5,550</b>	118.14	<b>\$4,698</b>	Exceeds	Median Wage 2nd Quarter After Exit	\$5,436	115.46	<b>\$4,708</b>	Exceeds
Employed 4th Qtr After Exit	89.50	110.49	<b>81.00</b>	Exceeds	Employed 4th Qtr After Exit	82.30	109.73	<b>75.00</b>	Exceeds

Credential Attainment Rate	79.60	94.65	<b>84.10</b>	Meets	Credential Attainment Rate	76.20	127.00	<b>60.00</b>	Exceeds
Measurable Skill Gains	58.20	90.29	<b>68.00</b>	Meets	Measurable Skill Gains	58.20	209.35	<b>27.80</b>	Exceeds
<b>Wagner Peyser:</b>					<b>Wagner Peyser:</b>				
Employed 2nd Qtr After Exit	68.50	108.39	<b>63.20</b>	Exceeds	Employed 2nd Qtr After Exit	68.20	105.41	<b>64.70</b>	Exceeds
Median Wage 2nd Quarter After Exit	\$8,616	132.24	<b>\$6,515</b>	Exceeds	Median Wage 2nd Quarter After Exit	\$7,704	116.88	<b>\$6,591</b>	Exceeds
Employed 4th Qtr After Exit	69.00	109.18	<b>63.20</b>	Exceeds	Employed 4th Qtr After Exit	68.90	108.50	<b>63.50</b>	Exceeds
<b>PY23-24 Annual Performance: LWDB 14</b> Exceeded: 9 out of 18 indicators Met 6 out of 18 indicators Failed: 3 of 18 indicators					<b>PY23-24 Annual Performance: LWDB 15</b> Exceeded 14 out of 18 indicators Met 3 out of 18 indicators Failed 1 indicator for WIOA DW Median Wage by 1.1% of the 90% goal or Meets threshold				

REACH Letter Grades; pre and post-merger:

CareerSource Tampa Bay, LWDB 28 is proud to report REACH Letter Grades maintained during their pre and post-merger consolidation of services delivery, identifying and broadening local best practices across the broader local area while maintaining if not continuing to improve Grade performance.

CareerSource Florida Reporting – LWDB Annual (Reach) Letter Grades – 3 Year Period, as available

Program Years	LWDB	Grade	Score	Comment
PY2025-2026	28	B+(1)	87.43 (1)	Q1, Program Year 2025-2026. Update to letter grade methodology for PY 2025-2026 resulted in
PY2024-2025	28	A	93.33	Post Merger
PY2023-2024	15	A	93.39	Pre-Merger
	14	A-	91.64	Pre-Merger

(1) Subsequent to the Public Comment period, LWDB reach letter grade was updated for Q1.

**GRANT PROGRAM IDENTIFICATION**

Funding for the Workforce Services Delivery Model may come from the following sources:

- Workforce Innovation and Opportunity Act Adult, Dislocated Worker, Youth
- Trade Adjustment Assistance
- Temporary Assistance for Needy Families

- Supplemental Nutrition Assistance Program
- UC/Unemployment Compensation (Reemployment Assistance)
- Wagner-Peyser
- Jobs for Veterans State Grant, which funds:
  - Disabled Veterans Outreach Program, Local Veteran Employment Representative
- Reemployment Services and Eligibility Assessment (RESEA)
- Special Grant Programs, which are currently funded by:
  - Hillsborough County (multiple projects funded through 2026)

As opportunities become available, additional private and public funds are anticipated through the submission and award of special grants.

## OVERSIGHT AND MONITORING

As exhibited above, LWDB 28 is poised to meet the primary indicators for program year 2025-2026. LWDB 28 continued strength is reflected in its REACH Letter Grades maintained during their pre- and post-merger consolidation of services delivery, identifying and broadening local best practices across the broader local area while maintaining if not continuing to improve Grade performance. Corrective action is immediately taken to address areas of concern.

All programs are formally monitored by Board program staff on an annual basis and are also subject to unannounced and random monitoring throughout the program year. Programmatic monitoring will be handled in house by Board program staff. Internal programmatic monitors will not be the individuals delivering services to maintain the necessary separation and checks and balances. A Quality Assurance plan is also in place which requires monitoring on an ongoing basis by career center staff, to ensure that programmatic compliance is imbedded into daily operations.

Programmatic monitoring includes:

- Staff training on the programmatic monitoring tools.
- Access tracking database with customized reports by program, by staff member.
- Compilation and delivery of a monitoring report within thirty (30) calendar days of the end of the monitoring.
- Development of a plan for corrective action(s) (if necessary).
- Implementation of corrective action(s) in a timely manner.



## Action Item

# Subsequent Local Workforce Development Area Designation

## Background

Local workforce development boards (LWDBs) are required to submit periodic requests to the State Workforce Development Board (SWDB) for approval of specific Workforce Innovation and Opportunity Act (WIOA) regulatory compliance elements. Submissions are reviewed by the Florida Department of Commerce (FloridaCommerce) and CareerSource Florida to make a recommendation to the SWDB. Local area performance is evaluated and considered as part of the approval process.

Local workforce area designation and LWDB composition and certification are reviewed for approval every two years. Current approval for these two regulatory requirements will expire for all LWDBs on June 30, 2026. All LWDBs must submit a request for subsequent local workforce area designation and request for certification, with applicable documents, by Monday, March 23, 2026 (due date), per FloridaCommerce memorandum dated February 24, 2026.

## Information

CareerSource Tampa Bay will be evaluated for LWDB certification. LWDBs must be certified every two years and meet required LWDB board composition requirements. Obtaining LWDB certification indicates that an LWDB meets minimum requirements to perform critical duties that support the workforce system in a designated local area.

### Request for Subsequent Local Workforce Development Area Designation

The initial designation of the new two-county (Hillsborough and Pinellas Counties) local workforce designation area (LWDA 28) was approved by the SWDB for the period July 1, 2024, to June 30, 2026. Subject to appropriate approvals, Local workforce designation will continue for the two-year period July 1, 2026, to June 30, 2028.

- Chief Local Elected Official and LWDB Board Chair: “**Request for Subsequent Local Workforce Development Area Designation**” is presented for certification and approval at the respective Chief Local Elected Official (CLEO) and LWDB Board scheduled meetings. As the scheduled meetings are after the above due date, applicable signature pages will be provided to FloridaCommerce after the scheduled meetings.
- LWDA that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area “Performed Successfully” and “Sustained Fiscal Integrity”.

- “Performed Successfully”: CSTB met or exceeded identified level of performance for the primary indicators of performance for the last two consecutive years for which data are available, and the local area has not failed the same individual measure for the last two consecutive program years. ***Request for Subsequent Local Workforce Development Area Designation*** includes the ***Local Area Levels of Performance*** follows Action Item.
- “Sustained Fiscal Integrity”: Secretary of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the local workforce development area has mis-expended funds provided. The Board manages funds responsibly and maintains fiscal integrity and transparency demonstrated by CSTB’s timely submission and posting to board website required IRS Form 990s, compensation disclosures and required infrastructure funding agreements.

### Board Composition

Board appointments and composition are in accordance with federal and state law. ***CSTB Board Roster*** follows Action Item.

## **Recommendation**

Certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

## Request for Subsequent Local Workforce Development Area Designation

**Name of Local Workforce Development Area:** CareerSource Tampa Bay, LWDB 15

**Name of Contact Person:** Anna Munro

**Phone Number:** (813) 397 - 2064

**Title:** VP, Fiscal and Administrative Compliance

**Email Address:** munroa@careersourcetb.com

**Date of Request:** March 23, 2026

Local workforce development areas that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity.

### **Performed Successfully**

The term “Performed Successfully” means the local workforce development area met or exceeded the identified levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and the local area has not failed the same individual measure for the last two consecutive program years.

### **Sustained Fiscal Integrity**

The term “Sustained Fiscal Integrity” means that the Secretary of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the local workforce development area has mis-expended funds provided.

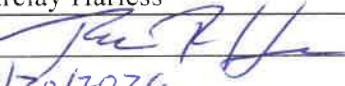
## LOCAL AREA LEVELS OF PERFORMANCE

For subsequent designation of local workforce development areas, the local area must include the local negotiated levels of performance and actual levels of performance for the two program years (PY) for which data are available prior to the program year for which designation is requested.

<b>Name of Local Workforce Development Area:</b>				
<b>Measures</b>	<b>Negotiated</b>	<b>Actual</b>	<b>Negotiated</b>	<b>Actual</b>
	PY: <u>24/25</u>	PY: <u>24/25</u>	PY: <u>25/26</u>	PY: <u>25/26 Q2</u>
<b>Adult</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	82.50	84.90	82.50	87.70
Median Wages 2 <sup>nd</sup> Quarter After Exit	8492.00	9506.00	8492.00	9675.50
Employed 4 <sup>th</sup> Quarter After Exit	81.60	83.00	81.60	85.40
Credential Attainment Rate	83.00	75.60	83.00	78.70
Measurable Skill Gains	60.90	92.00	60.90	83.00
<b>Dislocated Worker</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	82.90	85.50	82.90	88.00
Median Wages 2 <sup>nd</sup> Quarter After Exit	11125.00	9289.00	11125.00	10324.50
Employed 4 <sup>th</sup> Quarter After Exit	80.70	82.80	80.70	85.50
Credential Attainment Rate	83.50	79.70	83.50	87.00
Measurable Skill Gains	84.60	96.00	84.60	84.10
<b>Youth</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	79.40	78.80	79.40	74.00
Median Wages 2 <sup>nd</sup> Quarter After Exit	4067.00	6107.00	4067.00	6053.00
Employed 4 <sup>th</sup> Quarter After Exit	80.40	80.80	80.40	77.40
Credential Attainment Rate	62.70	73.30	62.70	73.70
Measurable Skill Gains	59.00	72.10	59.00	61.80
<b>Wagner-Peyser</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	65.40	66.00	65.40	64.90
Median Wages 2 <sup>nd</sup> Quarter After Exit	7085.00	7909.00	7085.00	7910.00
Employed 4 <sup>th</sup> Quarter After Exit	61.50	67.70	61.50	66.40

**CERTIFICATION AND APPROVAL OF REQUEST**

By signing below, the local workforce board chairperson and chief local elected official certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

Local Workforce Development Board Chairperson	
Name: Barclay Harless	
Signature: 	
Date: 03/30/2024	

Chief Local Elected Official	
Name: Joshua Wostal	County: Hillsborough Pinellas Workforce Development Consortium
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

The completed request and certification page(s) must be submitted to: [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov).

Approved as to Form and Legal Sufficiency:

By: Katherine M. Benson Date: 3/31/26  
 Senior Assistant County Attorney

**APPROVED AS TO FORM**  
 By: Cody J. Ward  
 Office of the County Attorney

## CSTB Board Roster as of March 19, 2026

Date of Review:		3/19/2026					
Name of Board Member	Position on Board	Term of Appointment	Appointment Date	Name of Member's Business, Company, or Employer and Title or Position	Representation ****	Additional Representation	
<p>Complete the Board of Directors template below. Include current board members at the time this document is completed including vacant seats from each Sector, if applicable. In the Representation column, you must choose an option from the drop-down menu. If a board member has more than one affiliation, select the additional representation category from Column F. <i>Once the Board of Directors template has been completed, check the table located at the bottom of the page. The table calculates both Business and Workforce percentages, as well as the required board roles.</i></p> <p>Please note: <i>Providing a reference to a website will not satisfy this request. The template holds up to 36 board members. If you have more than 36 members on your board reach out to your Programmatic Monitor Unit directly.</i></p>					Sector & Description (See 20 CFR 679.320)	Sector & Description (See 20 CFR 679.320)	
					Choose Sector and Description from the drop down menu	Choose Sector and Description from the drop down menu	
	Ex. Member, Chair, Secretary etc.	Ex. MM/DD/YY-MM/DD/YY	Ex. MM/DD/YY				
Mitchel Allen	Member	07/01/24-06/30/27	07/01/24	Tampa Bay EDC, Sr Vice President, Economic Development	Business: Other Business Sector		
Don Blair	Member	07/01/25-06/30/27	07/01/25	Raymond James, Managing Director	Business: Other Business Sector		
Elisa Caro	Member	07/01/25-06/30/27	07/01/25	SmartChoice Communications, Chief Revenue Officer	Business: Member of Small Business		
David Fetkenher	Member	07/01/24-06/30/26	07/01/24	Crown Automotive Group, CFO	Business: Other Business Sector		
Barclay Harless	Chair	07/01/24-06/30/27	07/01/24	The Bank of Tampa, Senior Vice President	Business: Other Business Sector		
Gary Hartfield	Vice-Chair	07/01/24-06/30/26	07/01/24	Serenity Village, Inc., Owner/President/CEO	Business: Other Business Sector		
Bob Hyde	Member	04/07/25-06/30/27	04/07/25	Suncoast Credit Union, Community Impact Officer	Business: Other Business Sector		
April Neumann	Member	07/01/24-06/30/27	07/01/24	Ultimate Medical Academy, Executive Vice President, Workforce Transformation	Business: Other Business Sector		
Donald Noble	Treasurer	10/03/24-06/30/26	10/03/24	Accelebron, Inc., Owner/Founder	Business: Other Business Sector		
Jeremy Robinson	Member	07/01/24-06/30/27	07/01/24	Choice Hotels, Regional VP	Business: Other Business Sector		
Esther Sanni	Member	07/01/24-06/30/26	07/01/24	All Administrative Solutions, LLC dba All Enterprise Solutions, President/CEO	Business: Other Business Sector		
Elizabeth Siplin	Member	07/01/24-06/30/26	07/01/24	Empact Solutions, President/CEO	Business: Other Business Sector		

Name of Board Member	Position on Board	Term of Appointment	Appointment Date	Name of Member's Business, Company, or Employer and Title or Position	Representation ****	Additional Representation
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					Choose Sector and Description from the drop down menu	Choose Sector and Description from the drop down menu
Roy Sweatman	Member	07/01/24-06/30/26	07/01/24	Southern Manufacturing Technologies, President	Business: Member of Small Business	
Sophia West	Member	07/01/25-06/30/26	07/01/24	C.S. West & Associates, PA, Co-Founder	Business: Member of Small Business	
Russell Williams	Member	07/01/24-06/30/27	07/01/24	Power Design Inc, Direc. Of Recruiting	Business: Other Business Sector	
Kenneth (Kenny) Wooton	Member	07/01/25-06/30/27	07/01/25	Maddox Electric Company, Tampa Branch Manager	Business: Other Business Sector	
Mercedes Young	Member	07/01/24-06/30/26	07/01/24	Vivid Consulting Group, President	Business: Member of Small Business	
Robert Blount III.	Member	07/01/24-06/30/26	07/01/24	Abe Brown Industries Inc., President & CEO	Workforce: Community based organization with experience and expertise in addressing the employment, training or education need of individuals with barriers to employment	
Joseph Eletto	Member	07/01/24-06/30/27	07/01/24	Veterans Council of Hillsborough,	Workforce: Organization that serves veterans	
Elizabeth Gutierrez	Member	07/01/24-06/30/27	07/01/24	Enterprising Latinas, Inc., Founder/CEO	Workforce: Community based organization with experience and expertise in addressing the employment, training or education need of individuals with barriers to employment	
Michael Jalazo	Member	07/01/24-06/30/27	07/01/24	Pinellas Ex Offender Re-Entry Coalition (P.E.R.C.), CEO/Executive Director	Workforce: Community based organization with experience and expertise in addressing the employment, training or education need of individuals with barriers to employment	

Name of Board Member	Position on Board	Term of Appointment	Appointment Date	Name of Member's Business, Company, or Employer and Title or Position	Representation ***	Additional Representation
<p>Complete the Board of Directors template below. Include current board members at the time this document is completed including vacant seats from each Sector, if applicable. In the Representation column, you must choose an option from the drop-down menu. If a board member has more than one affiliation, select the additional representation category from Column F. <i>Once the Board of Directors template has been completed, check the table located at the bottom of the page. The table calculates both Business and Workforce percentages, as well as the required board roles.</i></p> <p>Please note: <u>Providing a reference to a website will not satisfy this request</u>. The template holds up to 36 board members. If you</p>					Sector & Description (See 20 CFR 679.320)	Sector & Description (See 20 CFR 679.320)
					Choose Sector and Description from the drop down menu	Choose Sector and Description from the drop down menu
Shawn McDonnell	Member	07/01/24-06/30/26	07/01/24	International Brotherhood of Electrical Workers (IBEW) State Organizing Coordinator	Workforce: Joint labor-management organization	
Brian Nathan	Member	12/09/24-06/30/27	12/09/24	Building and Construction Trades Council Assistant Business Manager Lead Organizer	Workforce: Labor organization in the local area	
Kenneth Williams	Member	07/01/24-06/30/26	07/01/24	Teamster Local Union No 79, Recording Secretary	Workforce: Labor organization in the local area	
Belinthia Berry	Member	07/01/24-06/30/27	07/01/24	St Petersburg College, Dean of Workforce Develop & Corporate Partners	Other: Institution of higher education providing workforce investment activities	
Warren "Scott" Brook	Member	07/01/24-06/30/26	07/01/24	Hillsborough County Public Schools, Executive Director Career & Technical Education	Other: Training provider administering adult education and literacy activities under WIOA title II	
Brian Mann	Member	07/01/24-06/30/26	07/01/24	Hillsborough Community College, Associate VP, Associate in Science Programs	Other: Institution of higher education providing workforce investment activities	
Rebecca Sarlo	Secretary	07/01/24-06/30/26	07/01/24	Evara Health, VP of Education/Curriculum	Other: Other Entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment	
John Howell	Member	07/01/24-06/30/27	07/01/24	Vocational Rehabilitation, Area 4 Director	Other: Program carried out under title I of the Rehabilitation Act o 1973, other than sec.112 or part C of that title	

Name of Board Member	Position on Board	Term of Appointment	Appointment Date	Name of Member's Business, Company, or Employer and Title or Position	Representation ***	Additional Representation
<p>Complete the Board of Directors template below. Include current board members at the time this document is completed including vacant seats from each Sector, if applicable. In the Representation column, you must choose an option from the drop-down menu. If a board member has more than one affiliation, select the additional representation category from Column F. <i>Once the Board of Directors template has been completed, check the table located at the bottom of the page. The table calculates both Business and Workforce percentages, as well as the required board roles.</i></p> <p>Please note: <u>Providing a reference to a website will not satisfy this request</u>. The template holds up to 36 board members. If you</p>					Sector & Description (See 20 CFR 679.320)	Sector & Description (See 20 CFR 679.320)
					Choose Sector and Description from the drop down menu	Choose Sector and Description from the drop down menu
Cynthia Johnson	Member	04/07/25-06/30/26	04/07/25	Pinellas County Government Director of Pinellas County Economic Development	Other: Other appropriate individuals as determined by the chief elected official	
Chris Latvala	Member	07/01/24-06/30/26	07/01/24	Pinellas County Board of County Commissioners, Commissioner	Other: Other appropriate individuals as determined by the chief elected official	
Joshua Wostal	Member	07/01/24-06/30/27	07/01/24	Hillsborough County Board of County Commissioners, Commissioner	Other: Other appropriate individuals as determined by the chief elected official	
Ocea Wynn	Member	07/01/24-06/30/26	07/01/24	City of Tampa, Administrator Neighborhood Community Affairs	Other: Other appropriate individuals as determined by the chief elected official	Other: Economic and community development entity

\*\*\* Please note that this column is solely used to calculate compliance with the 50% business and 20% workforce membership requirement. For members that serve multiple roles, please select *business* or *workforce* sector in the first column and the secondary role in the second column.

	Member Count	Member Percentage	
<b>Board Members in Business Sector</b>	17	52%	Total must 50% or greater
<i>Member of Small Business</i>	4	Meets Minimum	<i>Minimum of 2 business representatives</i>
<i>Other Business Sectors</i>	13		<i>Remaining business representatives</i>
<b>Board Members in Workforce Sector</b>	7	21%	Total must be 20% or greater
<i>Labor organization in the local area</i>	2	Meets Minimum	<i>If in existence, must include 2 or more Workforce representatives</i>
<i>Joint labor-management organization</i>	1	Meets Minimum	<i>If in existence, must include 1 or more Workforce representatives from these three categories</i>
<i>Community-based organization with experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment</i>	3		<i>May include 1 or more Workforce representatives</i>
<i>Organization that serves veterans</i>	1		<i>May include 1 or more Workforce representatives</i>
<b>Board Members in Other Sectors</b>	10	30%	Remaining Percentage
<i>Training provider administering adult education and literacy activities under WIOA title II</i>	1	Meets minimum	<i>Must include 1 representative</i>
<i>Institution of higher education providing workforce investment activities</i>	2	Meets minimum	<i>Must include 1 representative</i>
<i>Economic and community development entity</i>	1	Meets minimum	<i>Must include 1 representative</i>
<i>Program carried out under title I of the Rehabilitation Act of 1973, other than sec.112 or part C of that title</i>	1	Meets minimum	<i>Must include 1 representative</i>
<i>Other Entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment</i>	1		<i>May include representatives</i>
<i>Other appropriate individuals as determined by the chief elected official</i>	4		<i>May include representatives</i>
<b>Member Count</b>	33		
<b>Representation Count</b>	34		







Meridian One  
4350 West Cypress Street Suite 875 | Tampa, FL 33607  
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