



# CareerSource Hillsborough Pinellas Board of Directors

## Hybrid Meeting

Date: July 18, 2024

Time: 10:00 AM - 11:30 AM

Address: 9215 North Florida  
Tampa, FL 33612

## Zoom Information

Meeting ID: 859 2433 0898

Passcode: 179811

[ZOOM LINK](#)

## Agenda

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

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### III. Public Comments

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

### IV. Chair's Update

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# Pledge of Allegiance





## CONSENT AGENDA ITEMS

*The Consent Agenda is intended to allow the WDB to spend its time on more complex items and initiatives. Consent agenda items group routine business and various reports into one agenda item which can be approved in one action, rather than filing motions on each item separately. Board members may ask that an item be removed from the Consent Agenda for individual consideration.*

### A. Approval of Minutes - CareerSource Pinellas

1. Approval of Minutes – February 21, 2024, CSPIN Finance Committee Meeting
2. Approval of Minutes – March 5, 2024, CSPIN Ad Hoc CEO/Counsel Review Committee Meeting
3. Approval of Minutes – April 4, 2024, CSPIN Compensation Committee Meeting
4. Approval of Minutes - April 11, 2024, One-Stop Operator Meeting
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3. Approval of Minutes - June 11, 2024, CSHP Nominating Committee Meeting
4. Approval of Minutes - May 30, 2024, CSHP Board of Directors Meeting
5. Approval of Minutes - June 17, 2024, CSHP Special Board of Directors Meeting

### D. Approval of Youth Service Provider - SailFuture, Inc.

### E. Approval of Fiscal Policies & Procedures

1. Financial Policies and Procedures
2. Procurement Policies and Procedures
3. Travel Policy and Reimbursement Procedures

## RECOMMENDATION

To approval of the consent agenda as presented.



## CareerSource Pinellas Finance Committee Meeting Minutes

**Date:** February 21, 2024 – 10:00 A.M.

**Location:** Hybrid – 13805 58<sup>th</sup> St. N., 2-316, Clearwater, FL 33760/Zoom

### Call to Order

The Committee Chair, Barclay Harless, called the meeting to order at 10:00 am. There was a quorum present with the following members participating.

### Committee Members in attendance (all attended via Zoom)

Barclay Harless, Jack Geller, Dr. Rebecca Sarlo, Scott Thomas

### Committee Members not in attendance

Esther Matthews, David Fetkenher

### Staff Present

Steven Meier (in-person), David Zirilli (in-person), Leah Geis (in-person), Jay Burkey (in-person), Jason Druding (Zoom)

### Public Comments – None

### ACTION ITEM 1 – Approval of Minutes

The minutes of December 13, 2023, Finance Committee Meeting were presented for approval.

|         |              |
|---------|--------------|
| Motion: | Scott Thomas |
| Second: | Jack Geller  |

*The minutes were approved as presented. The motion carried unanimously. There was no further discussion.*

### ACTION ITEM 2 – Budget Modification II

When Budget Modification No. 2 was prepared, Ticket-to-Work revenue was forecasted to decrease \$40,000. Ticket-to-Work revenue is unrestricted revenue to the organization and should not impact Federal grant expenses. During the preparation of the budget modification, payroll expenses were inadvertently reduced to reflect this decrease in revenue instead of reducing the organization's budgeted surplus. Thus, this Budget Modification is presented to correct this oversight.

### EXPENSES

Total budgeted expenses estimated to increase \$40,000 from \$9,231,652 to \$9,271,652.

### Personnel Expenses

- Personnel Expenses expected to increase \$40,000 to reflect anticipated staffing levels through the remainder of the fiscal year.

### RECOMMENDATION

Approval of Budget Modification 3 for changes to the expenditure budget.

### Discussion: None.

|         |              |
|---------|--------------|
| Motion: | Jack Geller  |
| Second: | Scott Thomas |

*The Finance Committee made a motion for approval of Budget Modification 3 for changes to the expenditure budget. There was no further discussion. The motion carried unanimously.*

### **ACTION ITEM 3 – 2022 IRS Form 990**

WorkNet Pinellas' IRS Form 990 has been completed for the period beginning July 1, 2022 and ending June 30, 2023. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy will be provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed after approval by the full Board of Directors meeting on March 20, 2024.

### **RECOMMENDATION**

Approval of the 2022 IRS Form 990.

**Discussion:** None

|         |              |
|---------|--------------|
| Motion: | Jack Geller  |
| Second: | Scott Thomas |

*The Finance Committee made a motion for approval of the 2022 IRS Form 990. There was no further discussion. The motion carried unanimously.*

### **INFORMATION ITEM 1 – December 31, 2023 Financial Statements**

A financial summary for the year ended December 31, 2023, was included in the meeting packet as well as the reports listed below.

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 12/31/2023
- d. Pooled Cost Report 12/31/2023
- e. Grant Status Report 102/31/2023

**Adjournment** – Chair Barclay Harless adjourned the meeting at 10:19am.

**EXHIBIT D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, Esther Matthews, a board member an employee of the board (circle one) hereby discloses 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 Pinellas (CSPIN) /LWDB 14  
Contractor Name & Address: All Business Solutions dba All Enterprise Solutions/1601 16<sup>th</sup> Street South St. Petersburg, FL 33705  
Contractor Contact Phone Number: 727-677-1076  
Description or Nature of Contract: Work Based Learning (WBL)  
Description of Financial Benefit\*: The board member that is employed by the WBL site (PERC) utilizes services from this board member's company.  
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/owner's name is: \_\_\_\_\_

  
\_\_\_\_\_  
Signature of Board Member/Employee

Esther Matthews

\_\_\_\_\_  
Print Name

1/30/2024

\_\_\_\_\_  
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.

### 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, Scott Thomas, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Pinellas Board of Directors 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: CareerSource Pinellas and All Business Solutions dba All Enterprise Solutions

Contractor Name & Address: All Business Solutions dba All Enterprise Solutions/1601 16<sup>th</sup> Street South St. Petersburg, FL 33705

Contractor Contact Phone Number: 727-677-1076

Contract Number or Other Identifying Information, if any: Work Based Learning

Contract Term: 06/01/2023-06/30/2024

Value of the Contract with no extensions or renewals exercised: up to \$75,000

Value of the Contract with all extensions and renewals exercised: up to \$75,000.

Description of goods and/or services to be procured: Owner of All Enterprise Solutions is a board member that has a connection with PERC, who employs another board member and received reimbursement for work based learning.

Method of procurement for the goods and/or services to be procured: N/A

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Esther Matthews

The nature of the conflicting interest in the contract: This board member owns this business that delivers services for the WBL company (PERC) where another board member is employed.

The board member or employee with the conflict of interest X 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 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.
- 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.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

Scott Thomas

Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

1/30/2024

Date

\* Must be certified and attested to by the board's Chair or Vice Chair.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|   |                 |  |
|---|-----------------|--|
| LAST NAME—FIRST NAME—MIDDLE NAME<br>Matthews – Esther |                 | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE<br>CareerSource Pinellas Workforce Development Board   |
| MAILING ADDRESS<br>1601 16 <sup>th</sup> Street South |                 | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON<br>WHICH I SERVE IS A UNIT OF:<br><input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| CITY<br>St. Petersburg                                | COUNTY Pinellas | NAME OF POLITICAL SUBDIVISION: Pinellas  |
| DATE ON WHICH VOTE OCCURRED<br>January 17, 2024       |                 | MY POSITION IS:<br><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, Esther Matthews, hereby disclose that on January 17, 2024

20 \_\_\_\_: (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, \_\_\_\_\_;

X inured to the special gain or loss of Pinellas Ex Offender Reentry Coalition (PERC), 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:

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.

1/22/2024

Date Filed

DocuSigned by:  
  
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.

# CareerSource Pinellas

## Ad Hoc CEO/Counsel Review Committee Meeting Minutes

**Date:** March 5, 2024 – 3:00pm

**Location:** Zoom

### Call to Order

Committee Chair, Scott Thomas, called the meeting to order at 3:00pm. There was a quorum present with the following members participating.

### Committee Members in attendance

Scott Thomas, Commissioner René Flowers, Kevin Knutson, Dr. Rebecca Sarlo

### Committee Members not in attendance

Dawn Peters

### Staff Present

Steven Meier, Leah Geis

### General Counsel Present

Stephanie Marchman

### Public Comments – None

### ACTION ITEM 1 – Approval of Minutes

The minutes of March 2, 2023, Ad Hoc CEO/Counsel Review Committee Meeting were presented for approval.

|         |                           |
|---------|---------------------------|
| Motion: | Commissioner René Flowers |
| Second: | Kevin Knutson             |

*The minutes were approved as presented. The motion carried unanimously. There was no further discussion.*

### ACTION ITEM 2 – CEO Performance Review

On February 11, 2021, the Board of Directors appointed Steven Meier as the Interim CEO of CareerSource Pinellas. Subsequently, on May 17, 2023, Steven Meier was appointed permanent CEO. On March 15, 2023, the Board of Directors approved the CEO performance review, which provided the annual goals, initiatives, actions to be taken, and metrics for 2023.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance and compensation for the CEO. The review addresses the approved CEO Performance Goals, including Financial Management, Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

The recommendation from this Committee will be presented to the Board of Directors on March 20, 2024.

**Performance Review:** The members of the Ad Hoc CEO/Counsel Committee submitted their ratings and comments of the CEO's performance review. Mr. Meier also included his response to the feedback.

| Grade Level | Job Title Family | Low       | Middle    | High      |
|-------------|------------------|-----------|-----------|-----------|
| 221         | CEO              | \$148,830 | \$193,479 | \$238,128 |

*\*The CEO draft Performance Review was included in the meeting packet for review.*

### RECOMMENDATION

Approval of the CEO Performance Review for Mr. Steven Meier for the period January 1, 2023 – December 31, 2023, and recommended salary retroactive to January 1, 2024.



**Discussion:** None.

|         |                   |
|---------|-------------------|
| Motion: | Kevin Knutson     |
| Second: | Dr. Rebecca Sarlo |

*The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the CEO Performance Review for Mr. Steven Meier for the period January 1, 2023 – December 31, 2023, and recommended salary increase of 5% retroactive to January 1, 2024. There was no further discussion. The motion carried unanimously.*

### **ACTION ITEM 3 – Approval of General Counsel Performance Review**

On November 17, 2021, the Board of Directors approved the renewal of GrayRobinson, P.A. for legal counsel services to begin on December 1, 2021 through November 30, 2023, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual performance review for the General Counsel. The review addresses the approved General Counsel Performance Goals. The review period is 12 months, December 1, 2022 – November 30, 2023.

The recommendation from this Committee will be presented to the Board of Directors on March 20, 2024.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee requested that the CEO of CareerSource Pinellas, complete the performance review, adding his comments prior to submitting it to the Ad Hoc Committee for consideration.

*\*The PY'2022-2023 General Counsel Performance Review was included in the packet for review.*

### **RECOMMENDATION**

Approval of the General Counsel Performance Review for Stephanie Marchman, GrayRobinson for the PY'2022 - 2023.

**Discussion:** None

|         |                   |
|---------|-------------------|
| Motion: | Dr. Rebecca Sarlo |
| Second: | Kevin Knutson     |

*The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the General Counsel Performance Review for Stephanie Marchman, GrayRobinson for the PY'2022 - 2023. There was no further discussion. The motion carried unanimously.*

**Adjournment** – Chair Scott Thomas asked for a motion for adjournment. Kevin Knutson offered a motion and Dr. Rebecca Sarlo seconded that motion. Chair Scott Thomas adjourned the meeting at 3:07pm.

**CareerSource Pinellas  
Compensation Meeting Minutes**

**Date:** April 4, 2024, at 11:00 am

**Location:** Zoom

**Call to Order**

Chair Jack Geller called the meeting to order at 11:05 am.

**Board Members in Attendance**

Jack Geller, Barclay Harless, Esther Matthews

**Board Members Not in Attendance**

Candida Duff, Scott Thomas, Bart Diebold

**Staff in Attendance**

Steven Meier, Jay Burkey, Leah Geis, Jason Druding

**Public Comments**

There were no public comments.

**ACTION ITEM 1 – Approval of the Minutes – Compensation Committee Meeting**

The minutes of the October 5, 2023, Compensation Committee meeting were presented for approval.

**RECOMMENDATION**

Approval of the draft minutes, to include any amendments necessary.

**Discussion:** None

|         |                 |
|---------|-----------------|
| Motion: | Barclay Harless |
| Second: | Jack Geller     |

*The minutes were approved as presented. This motion carried unanimously.*

**ACTION ITEM 2 – Compensation Review and Annual Increase**

The Board of Directors approved Compensation Resources to conduct a compensation review for CareerSource Pinellas at its May 26, 2022, Board of Directors Meeting. The compensation review was conducted, and a final report was presented to the Board of Directors on November 16, 2022. The report recommended that pay ranges for all existing job classifications be increased by 4.7% to ensure that CareerSource Pinellas offered competitive salaries and wages compared to the marketplace. The Board accepted and approved the report. Pay ranges were increased by 4.7% and salaries of all staff were evaluated, and increases, if approved, became effective January 1, 2023.

Subsequently, Compensation Resources communicated with us via email in the fourth quarter of 2023, that merit increases for 2024 for the Tampa Bay region should be 3.7% to reflect cost-of-living increases for the region. CareerSource Pinellas normally provides merit increases to staff annually on July 1. With the pending merger of CareerSource Pinellas with CareerSource Tampa Bay on or about July 1, any salary increases should occur before July 1 to ensure that staff receive their annual increase. Thus, we are requesting that salaries of the CareerSource staff be increased by 3.7% effective June 1, 2024.

**RECOMMENDATION**

Approval of 3.7% salary increases for CareerSource Pinellas staff effective June 1, 2024.

**Discussion:** None

|         |                 |
|---------|-----------------|
| Motion: | Barclay Harless |
| Second: | Esther Matthews |

*The Compensation committee made a motion for approval of 3.7% salary increases for CareerSource Pinellas staff effective June 1, 2024. The motion carried unanimously.*

**INFORMATION ITEM 1 – Organizational Chart**

Organizational chart included in meeting packet.

**INFORMATION ITEM 2 – Staffing Report**

Since the beginning of the current Program Year the organization has been reduced by one coordinator, two Business Services specialists, one CFO, one Career Specialist, and four Career Counselors.

Since the beginning of the current Program Year, the organization has welcomed the following employees to the CareerSource Pinellas team:

- Michelt Ortega, **Technician**

**Other Administrative Matters – None**

**Open Discussion – None**

**Adjournment** – Chair Jack Geller was having technical issues, so Barclay Harless adjourned the meeting at 11:24 am.

**CareerSource Pinellas  
One-Stop Committee Meeting Minutes**

**Date:** April 11, 2024 @ 9:00am

**Location:** Hybrid meeting – Zoom/EpiCenter, 13805 58<sup>th</sup> St. N., Room 1 - 455, Clearwater, FL 33760

**Call to Order**

Chair Mark Hunt was unable to attend the meeting, so Dr. Rebecca Sarlo sat in for him and chaired the meeting. Dr. Rebecca Sarlo called the meeting to order at 9:00am.

**Members in Attendance**

Dr. Rebecca Sarlo (Zoom), John Howell (Zoom), Pattye Sawyer (Zoom), Jody Armstrong (In-person), Ryan Becker (Zoom)

**Members Not in Attendance**

Mark Hunt, Candida Duff, Michael Jalazo, Senator Nick DiCeglie, Celeste Fernandez, Zachary White, Sandy Traynor

**Staff in Attendance**

Steven Meier (In-person), Jay Burkey (In-person), Leah Geis (In-person), Jason Druding (In-person), Lysandra Montijo (In-person), Michelle Moeller (In-person), Juan Toribio (Zoom)

**Guests in Attendance**

Jody Toner – (In-person)

**Public Comments**

There were no public comments.

**ACTION ITEM 1 – Approval of Minutes**

The minutes of the February 8, 2024, One-Stop Committee meeting were presented for approval.

**RECOMMENDATION**

Approval of the draft minutes, to include any amendments necessary.

**Discussion:** None

|         |                |
|---------|----------------|
| Motion: | Jody Armstrong |
| Second: | Pattye Sawyer  |

*The minutes were approved as presented. This motion carried unanimously.*

**INFORMATION ITEM 1 – PY'2023 – 2024 One-Stop Committee Goals**

The PY'2023 – 2024 One-Stop Committee Goals were included in the packet for review.

**INFORMATION ITEM 2 – Performance Indicators**

The report was included in the packet for review.

**INFORMATION ITEM 3 – One-Stop Operator Report**

The report was included in the packet for review.

**INFORMATION ITEM 4 – Key Performance Report**

The report was included in the packet for review.

## **INFORMATION ITEM 5 – Marketing Report**

The report was included in the packet for review.

**Insights on Targeted Populations** – Open discussion about Persons with Disabilities, Veterans, Homeless, Youth, Justice Involved, Recovery and any other targeted populations brought up.

**Other Administrative Matters** – None.

**Adjournment** – Dr. Rebecca Sarlo entertained a motion to adjourn. Jody Armstrong offered up a motion and the meeting was adjourned at 9:53am.

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# CareerSource Pinellas Audit Committee Meeting Minutes

**Date:** April 24, 2024 – 11:00am

**Location:** Zoom Meeting

**Call to Order**

Chair Barclay Harless called the meeting to order at 11:01am.

**Committee Members in attendance**

Barclay Harless, Commissioner René Flowers, Scott Thomas

**Committee Members not in attendance**

David Fetkenher

**Staff Present**

Steven Meier, Leah Geis

**Public Comments – None**

**ACTION ITEM 1 – Approval of Minutes**

The minutes of the October 25, 2023, Audit Committee Meeting were presented for approval.

|         |                           |
|---------|---------------------------|
| Motion: | Scott Thomas              |
| Second: | Commissioner René Flowers |

*The minutes were approved as presented. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 2 – Approval of Audit of June 30, 2024 Financial Statements**

Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2024, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The fees for the audit and the preparation of the Form 990 will be \$26,350 which will include travel and other out-of-pocket costs.

This will be the fourth year of the contract for audit services. Per Florida Commerce's Audit and Audit Resolution Responsibilities, CareerSource Pinellas "must limit auditor retention to no more than five years."

**RECOMMENDATION**

Approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2024.

**Discussion:** None

|         |                           |
|---------|---------------------------|
| Motion: | Scott Thomas              |
| Second: | Commissioner René Flowers |

*The Audit Committee made a motion for approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2024. The motion carried unanimously. There was no further discussion.*

**Other Administrative Matters** - There were no other administrative matters.

**Open Discussion** – None.

**Adjournment** – Scott Thomas presented a motion to adjourn the meeting, Commissioner René Flowers seconded that motion. Chair Barclay Harless adjourned the meeting at 11:04am.

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## Board of Directors CareerSource Tampa Bay

### Minutes

CareerSource Tampa Bay

Thursday, May 16, 2024 at 9:00 AM EDT

#### **Attendance**

##### **Present:**

Members: Meredith Abel, Mitch Allen, Stephanie Brown-Gilmore (remote), Dr. Brian Mann (remote), Brian Nathan, Audrey Ziegler (remote), Warren Brooks, Sean Butler, Joseph Eletto (remote), Elizabeth Gutierrez (remote), Gary Hartfield, Benjamin Hom, John Howell, Robert Blount, III (remote), April Neumann, Roy Sweatman, Thayne Swenson (remote), Sophia West (remote), Mercedes Young

##### **Absent:**

Members: Jermaine White, Commissioner Wostal, Jim Junecko, Ocea Wynn

**Legal Counsel:** Mary Hellen Farris

##### **CareerSource Tampa Bay Staff**

Members: Kiani Bowman, Leondra Foster, Maritza Morales, Saleema Bennett, Melissa Carroll, Sheila Doyle, Chad Kunerth (remote), Dolores Martinez (Remote), Barry Martin (remote), Anna Munro, Carla Ortiz (remote), Mario Rodriguez, Michelle Schultz, Tammy Stahlgren, Doug Tobin, April Torregiante, Michelle Zieziula

##### **Others in Attendance**

Members: Marcelle Blanchett, Division of the Blind, Nancy Brown, Division of the Blind (remote), John Wolf, Hillsborough Co. Gov, Scott Cole, GreyRobinson (remote), Scott Thomas, CSPIN Board member (remote), Paul Casebolt - One Stop Operator

CareerSource Pinellas Staff: Tameka Austin (remote), Jay Burkey (remote), Jason Druding (remote), Steve Meier (remote), Michelle Moeller (remote), Lysandra Montijo (remote)

#### **I. Call to Order, Welcome, and Roll Call (Presenters: Sean Butler)**

Sean Butler, Chair called the meeting to order at 9:00 a.m.

#### **II. Pledge of Allegiance**

Gary Hartfield led the Pledge of Allegiance.

#### **III. Public Comments (Presenters: Sean Butler)**

There were none.

#### **IV. Consent Agenda (Presenters: Sean Butler)**

- A. Approval of Minutes - March 19, 2024, Special Board of Directors Meeting
- B. Approval of Minutes - February 15, 2024, Board of Directors Meeting (Presenters: Sean Butler)
- C. Approval of Minutes - April 10, 2024, Career Pathways Committee Meeting
- D. Approval of Minutes - February 7, 2024, Workforce Performance Committee Meeting
- E. Approval of Minutes - February 1, 2024, Finance Committee Meeting
- F. Approval of Minutes - January 31, 2023, Youth Development Committee Meeting
- G. Approval of Minutes - January 18, 2024, Executive Committee Meeting

**Motion:**

A motion to approve the consent agenda as presented.

Motion moved by Stephanie Brown-Gilmore and motion seconded by Gary Hartfield. Motion carried.

V. Chair's Report (Presenters: Sean Butler)

CEO Selection Process Update

Sean Butler acknowledged the challenges in providing timely updates about the CEO process due to rapidly changing information and public scrutiny. He praised the efforts of the CEO Selection Committee, including Chair Scott Thomas, Barclay Harris, and Gary Hartfield, despite candidates withdrawing. The process was transparent. The new board will address the CEO selection at its first meeting on May 30, 2024. Mr. Butler emphasized the importance of attending this meeting to ensure a quorum and to meet constituents' needs.

Discussion on Appointing a Single CEO

The board discussed appointing an interim CEO due to uncertainties in the CEO hiring timeline. Interim Co-CEOs was introduced as an idea to bridge the gap until a permanent CEO was hired, but the extended delay prompted reconsideration. Support for a single interim CEO for smoother operations during the merger was decided upon. Sheila Doyle and Michelle Zieziula were discussed as interim CEO candidates. Due to Sheila's experience and signatory responsibilities, she was the recommended candidate. The board agreed, recognizing the benefit of her continuity and familiarity with the organization.

**Motion:**

To have Sheila Doyle serve as the Interim CEO of the organization.

Motion moved by Mitch Allen and motion seconded by Gary Hartfield. Motioned carried.

VI. Board Counsel Report (Presenters: Mary Helen Farris)

Katherine Benson has been extremely helpful in reviewing and preparing documents for meetings. We are ready and willing to assist the board in the merger process in any way we can.

VII. Action/Discussion Items

A. Approval of CPA Firm for Audit and Tax Services

**Motion:**

To approve not re-soliciting the bid and move forward with James Moore as the firm to provide audit and tax services for the fiscal year ending June 30, 2024.

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

B. Approval of Vendor to Provide Temporary Staffing and Payroll Services  
(Presenters: Melissa Carroll)

**Motion:**

To approve Manpower US Inc. as the vendor to provide Temporary Staffing and Payroll Services and upon successful contract negotiations, to enter into contract.

Motion moved by Gary Hartfield and motion seconded by Mitch Allen. Motion carried.

C. Re-Approval of Plan of Merger

**Motion:**

To re-approve the Plan of Merger and Exhibits, prepared by outside legal counsel Gray Robinson.

Motion moved by Gary Hartfield and motion seconded by Meredith Abel. Motion carried.

D. Approval of Personal Day Policy

**Motion:**

To approve increasing the Personal Day policy to allot (4) four Personal Days per year as recommended.

Motion moved by Dr. Brian Mann and motion seconded by April Neumann.  
Motion carried.

E. Presentation

## Board Member Recognition

The following board members who were not moving onto the new board were recognized and presented with a plaque to show our appreciation.

- Meredith Abel
- Stephanie Brown-Gilmore
- Brian Nathan
- Jermaine White
- Audrey Ziegler

## VIII. Information Items

### A. Consolidation Update

Michele Zieziula and Sheila Doyle provided an update on the consolidation process.

The merger is proceeding toward the June 30th deadline. Significant progress has been made, with an initial 80-day plan now reduced to 45 days.

The first merged board meeting is scheduled for May 30th, with a subsequent special meeting anticipated in June. Efforts are focused on ensuring minimal disruption for staff, including maintaining benefit plans and handling administrative tasks. The merger process includes aligning policies, IT systems, and contracts. Internal and external communication plans are being developed, with ongoing staff engagement and updates.

### B. One-Stop Operator Update (Presenters: Paul Casebolt)

Paul Casebolt highlighted several key points:

1. Significant improvements in employer partner net promoter scores, with a 42-point increase in their scores.
2. Successful "Coffee and Careers" events, with plans to make them semi-annual, targeting the holiday season and then something in the summer to target our youth.
3. A new partnership with the Foundation for Community Driven Innovation, focusing on academic achievement and economic development through diverse and inclusive programs.

He expressed appreciation for the team's efforts.

### C. Education and Industry Quarterly Report

Chad Kunerth provided an update on the Education Industry Consortium, which met on April 12 for its second meeting. The consortium, comprised of education and industry professionals, reviewed detailed labor market data and a pipeline report for job seekers in six targeted sectors in Hillsborough County. Links to these reports were included in the board packet.

The next meeting is scheduled for July 26, 2024, to develop an action plan.

IX. Future Business

There was none.

X. Adjournment

Sean Butler with great sadness announced that this would be their last meeting for CareerSource Tampa Bay and called for a final motion to adjourn. He expressed appreciation for everyone's work before adjourning the meeting.

The meeting was adjourned at 10:20 a.m. Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.

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## Special Board of Directors - CareerSource Tampa Bay Minutes

CareerSource Tampa Bay

Thursday, May 30, 2024 at 11:00 AM EDT

@ 9215 North Florida Avenue, Tampa FL 33612

### **Board Members in Attendance**

#### **Present:**

Mitch Allen, Belinthia Berry (remote), Warren Brooks, Joseph Eletto, David Fetkener (remote), Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless, Gary Hartfield, Benjamin Hom, John Howell, Mark Hunt, Robert Blount, III, Michael Jalazo, Jim Junecko (remote), Commissioner Latvala, Nikishia Lezama (remote), Dr. Brian Mann (remote), Esther Matthews (remote), Shawn McDonnell (remote), April Neumann, Jeremy Robison, Dr. Rebecca Sarlo, Elizabeth Siplin (remote), Roy Sweatman, Thayne Swenson (remote), Scott Thomas, Sophia West (remote), Ken Williams, Russell Williams, Commissioner Wostal, Ocea Wynn (remote), Mercedes Young

#### **Absent:**

Board Member: Sean Butler

### **Others in Attendance**

- Hillsborough County Government: Mary Helen Farris, Ken Jones, Jonathan Wolf
- CareerSource Pinellas: Jay Burkey, Jason Druding, Leah Geis, Caroline Kenney (remote), Steve Meier (remote), Lysandra Montijo (remote), Rory Stewart (remote), Juan Toribio (remote)
- CareerSource Tampa Bay Staff: Saleema Bennett, Rich Beynon, Kiani Bowman, Dr. Byron Clayton, Anacelis Collazo, Ted Davis, Sheila Doyle, Kristal Feacher, Leondra Foster, Barry Martin (remote), Dolores Martinez (remote), Maritza Morales, Armando Perez, Mario Rodriquez, Michelle Schultz, Tammy Stahlgren, Doug Tobin, Michelle Zieziula
- Interpreters: Natasha Moreno, Mackenzie Wagener
- GreyRobison: Stephanie Marchman, Scott Cole
- Pinellas County Government: Tyler Bonneau, Dr. Cynthia Johnson, Cody Ward
- Others Present: Paul Casebolt, Sarah Cavanaugh (remote), Scott Cole, Michelle Epstein (remote), Anuj Kapadia (remote), Molly Langsdorf (remote), Kathleen Watson (remote), Cora West (remote)

#### **I. Call to Order, Welcome, Roll Call, Board Member Introductions**

Tammy Stahlgren, Executive Administrative Assistant, CareerSource Tampa Bay called the meeting to order at 11:01 a.m.

Steve Meier, CEO of CareerSource Pinellas and Sheila Doyle Interim CEO & CFO for CareerSource Tampa Bay introduced themselves giving a brief overview of their experience.

Board members took turns introducing themselves, stating their roles, and the length of time they have served on the board. Each member shared their professional background and experience, emphasizing their dedication to serving job seekers and supporting the organization's mission.

II. Pledge of Allegiance

Joe Eletto led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

A. Selection/Appointment of Chair

Scott Cole explained the decision-making process for selecting a chair for the newly combined entity based on The Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas (By-Laws), provided in Article VI., Section 6.1.

They were given 3 options:

If Option #1 is chosen: Motion to elect a Chair Pro Tem for the sole purpose of presiding over the current Board meeting with the Chair Pro Tem having no other authority upon conclusion of the current Board meeting.

If option #2 is chosen: Motion to elect an Interim Chair to serve in a limited capacity until a regular Board Chair is elected by the Board with a term begin date of July 1, 2024, or other date determined by the Board, with the authority to as approved by the Board during this limited period, with service as Interim Chair not treated as service as a regular Board Chair for the purposes of determining term of office limits.

If option #3 is chosen: Motion to elect a regular Board Chair with all of the authority granted by the Bylaws and otherwise delegated by the Board with a term end date of June 30, 2024, or other date determined by the Board, with time served as regular Board Chair counted towards determining term of office limits.

**Motion:**

To approve option #2 (to elect an Interim Chair to serve in a limited capacity until a regular Board Chair is elected by the Board with a term begin date of July 1,



2024, or other date determined by the Board, with the authority to as approved by the Board during this limited period, with service as Interim Chair not treated as service as a regular Board Chair for the purposes of determining term of office limits.

Motion moved by Mark Hunt and motion seconded by John Howell. Mitchell Allen opposed the vote. Motion carried.

The next step was to decide upon an interim chair.

Nominations were accepted from the floor. Ben Hom, Barclay Harless, Gary Hartfield and Scott Thomas were all nominated.

A roll call vote for nominated members was conducted. After the initial vote, it is determined that a second vote is needed between the top two candidates, Barclay Harless and Ben Hom, as neither received a majority in the first round of voting.

The second roll vote determined that Barclay Harless received more votes than Ben Hom. Barclay Harless is now the interim chair and led the rest of the meeting.

The following discussion ensued:

The next step in the process is to decide on the authority of the interim chair, obviously running the meeting, and what additional authorities does the board want to grant the interim chair in this interim period. The authority of what is in the By-Laws for the chair and would be the typical practice.

**Motion:**

To move forward with the typical practices which give the chair authority to do what is needed as provided in the By-Laws.

Motion moved by Esther Matthews and motion seconded by David Fetkender. Motion carried.

B. Approval/Appointment of Officers or Members to the Nominating Committee

There is no process in the By-Laws for the Board to make recommendations for members to serve on the Nominating Committee. Scott Cole suggested that board members send any recommendations to Steve Meier or Sheila Doyle, and they can pass those to the chair.

**Motion:**

To have the chair appoint a Nominating Committee.

Motion moved by Mark Hunt and motion seconded by Ken Williams.

Motion carried.

The following discussion ensued:

Barclay Harless opened the floor to name members to serve on the Nominating Committee. Consensus was that the committee doesn't have to be very large, but should be a odd number.

**Motion:**

To nominate Ben Hom to the Nominating Committee.

Motion moved by Gary Hartfield and motion seconded by Commissioner Wostal.

**Motion:**

To nominate Dr. Sarlo to the Nominating Committee.

Motion moved by Scott Thomas and motion seconded by Ken Williams.

**Motion:**

To nominate John Howell to the Nominating Committee.

Motion moved by Ben Hom and motion seconded by Michael Jalazo.

**Motion:**

To nominate Mercedes Young to the Nominating Committee.

Motion moved by Ocea Wynn and motion seconded by Mitch Allen.

**Motion:**

To nominate Ken Williams to the Nominating Committee

Motion moved by Scott Thomas and motion seconded by Dr. Sarlo.

There was one vote for all 5 Nominees to serve on the Nominating Committee.

Motion carried.

There were 5 people that were selected to serve on the Committee, 2 from Pinellas- Ken Williams and Dr. Rebecca Sarlo, 2 from Hillsborough- Mercedes Young, and Ben Hom, and John Howell who represents both counties.

C. Acceptance of Bylaws as Approved by the Consortium

Scott Cole said the By-Laws have been approved by the Consortium and agreed to in the Plan of Merger. This motion is not to approve them, but rather to accept them.

**Motion:**

To accept the Bylaws.

Motion moved by Michael Jalazo and motion seconded by David Fetkener.

Motion carried.

D. Approval of FY2025 Planning Budget

Presented by Sheila Doyle and Steve Meier

The CareerSource Hillsborough Pinellas (CSHP) 2024-2025 Planning Budget was prepared jointly by Hillsborough and Pinellas staff based on preliminary allocations, received from FloridaCommerce, of WIOA, Wagner-Peyser and Welfare Transition funding. Discussed decrease in funding in various funding streams. Indicated budget will be Modified in first quarter. Provided an overview and discussed the components of the budget by county and addressed questions from board members.

**Motion:**

To approve the FY2025 Planning Budget in order to provide to the Hillsborough Pinellas Workforce Development Consortium for their approval and allow for required submission to FloridaCommerce for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2024.

Motion moved by Gary Hartfield and motion seconded by Ken Williams.

Motion carried.

E. Selection and Recommendation of Legal Counsel for Consortium Approval

Scott Cole & Stephanie Marchman stepped out of the room for the discussion and vote.

Under Section 4.5 of the Bylaws of Tampa Bay Workforce Alliance, Inc. (CareerSource Hillsborough Pinellas), the Board can select and recommend Legal Counsel for Consortium approval, and the Legal Counsel must report to the Board while providing legal services and updates as needed. Section 4.7 of the Interlocal Agreement requires the Consortium to approve a process for selecting General Counsel for the LWDB. On February 6, 2024, the Consortium

approved an RFP for General Counsel Legal Services for CareerSource Hillsborough Pinellas.

In response to this RFP, the following companies submitted proposals:

1. Bush, Graziano Rice & Hearing, P.A.
2. Gray Robinson, P.A.
3. Shumaker, Loop & Kendrick, LLP.

Discussion revolved around the selection of legal counsel for consortium approval, with a focus on the firms Gray Robinson and Schumaker. The meeting covered the evaluation process, including factors such as experience, services offered, and pricing. Concerns were raised about the high cost of services.

**Motion:**

To approve the selection of Gray Robinson, P.A. to be legal counsel for CareerSource Hillsborough Pinellas.

Motion moved by Mark Hunt and motion seconded by Commissioner Wostal. Motion carried. Scott Thomas and Commissioner Latava both were opposed to the vote.

F. Discussion of Process for the CEO Search

Discussion of Newland and Associates Contract

The discussion revolved around the contract with Newland and Associates, which was suspended in a prior meeting. A lengthy discussion focused on whether to terminate the contract. They debated issues from the first search and sought legal counsel's input.

Stephanie Marchman of Gray Robinson, pointed out uncertainties about the termination process, but also suggested it might be possible to negotiate a new search at no cost. However, she would need time to review the contract before offering legal advice. All prior motions related to terminating the contract with Newland and Associates were withdrawn pending a review of the contract by legal counsel. The emphasis was on ensuring a thorough review before taking further action.

**Motion:**

To have legal counsel (GreyRobinson) explore the termination clause (in our contract with Newland & Associates) and come back with options at our next regularly scheduled meeting.

Motion moved by Scott Thomas and motion seconded by Commissioner Wostal.  
Motion carried.

Discussion around the formation of a CEO search committee

They proposed the appointment of a slightly larger Ad Hoc committee to ensure diversity and representation. There was a debate on the number of members, with a suggestion to appoint nine members from the current body. Additionally, there was a discussion about not including at-large community members in the committee and the involvement of legal counsel in the process.

**Motion:**

To allow the interim chair to appoint (9) nine members to form the CEO search committee, made up of volunteers from this body.

Motion moved by Scott Thomas and motion seconded by Gary Hartfield. Motion carried.

The following discussion ensued.

The board members engaged in a detailed discussion to establish an Ad Hoc CEO search committee. Individuals volunteered themselves and some were volunteered by others. There were more volunteers than open positions, leading some to withdraw their names from consideration.

After some back and forth, a recommendation was made to modify the committee to include (10) ten members.

**Motion:**

To modify the original motion, to modify the number of the Ad Hoc (CEO Selection) committee members to (10) ten.

Motion moved by Gary Hartfield and motion seconded by Mark Hunt. Motion carried.

These volunteers were accepted from the floor and appointed by the Interim Chair to serve on the CEO Selection Committee.

Hillsborough Representatives

Gary Hartfield  
Ben Hom

April Neumann  
Mercedes Young  
Sean Butler

Pinellas Representatives

Scott Thomas  
Dr. Rebecca Sarlo  
Ken Williams  
Michael Jalazo

Represents both Hillsborough and Pinellas Counties

John Howell

G. Discussion of Co-Interim CEOs

Dr. Johnson explained that the consortium discussed the selection of co-interim CEOs and decided to readdress the process at their next meeting on June 4th. The consortium emphasized that it was the board's decision whether to seek a singular interim-CEO or Co-interim CEOs. The board's recommendation would then go back to the consortium for final approval. Additionally, the consortium's role and responsibilities in the CEO search process were clarified.

Interim CEO Discussion

The discussion revolved around the need for an interim CEO after a merger, with the suggestion of having co-interim CEOs. Questions were raised about the titles and responsibilities of the interim CEOs, as well as the process for selecting them. There was also a desire to hear from the current interim CEO at Hillsborough before making a decision, but ultimately decided that Sheila Doyle's introduction at the beginning of the meeting sufficed.

**Motion:**

To approve co-interim CEOs Sheila Doyle and Steve Meier for purpose of consolidation.

Motion moved by John Howell and motion seconded by Scott Thomas. Motion carried.

H. Discussion of PY Meeting Calendar (Dates/Times/Locations)

Discussion on the meeting calendar took place, but no consensus was reached on dates. Tammy Stahlgren and Leah Geis will coordinate with board members to establish a regular meeting schedule, alternating location between Hillsborough and Pinellas counties. A June meeting needs to be scheduled to

approve items before July 1. The Chair has the authority to finalize the meeting dates.

V. Consent Agenda

A. Approval of CSTB & CSPIN Programmatic Policies (until new merged policies are approved)

1. WIOA 22-01 Training, Supportive Services and Needs-Related Payments
2. WIOA 22-02 Priority of Service
3. WIOA 24-01 Employed Worker Training (EWT) for Apprenticeships
4. WIOA 23-04 Eligible Training Provider List (ETPL) Requirements
5. WIOA 22-03 Youth Incentives
6. WIOA-P-113-14 Disaster Recovery Dislocated Worker Grants
7. WIOA-96-14 Job Seeker Registration, Application and Services

**Motion:**

To approve the Consent Agenda as presented.

Motion moved by Scott Thomas and motion seconded by Mitch Allen.

Motion carried.

VI. Update / Information Items

A. Sunshine Law and Ethics powerpoint presentation

Due to time constraints this item was tabled and will be moved to the next meeting. Stephanie Marchman, general counsel, mentioned that materials on the Sunshine Law and ethics are in the agenda. For questions, contact her directly, her number is in the materials.

B. Future Board Orientation

VII. Future Action / Discussion Item (2nd Meeting - TBD)

- A. Selection of Officers
- B. Committee Assignments (?)
- C. New Area (LWDA) Designation

**Motion:**

To allow approval of signature of the Local Workforce Board Designation.



Motion moved by Scott Thomas and motion seconded by Esther Matthews. Motion carried.

VIII. Open Discussion

The Chair opened the floor for discussion, but there were no comments. The Chair then thanked the board members for their time and expressed gratitude to the staff of the new entity.

IX. Adjournment

The meeting was adjourned at 1:44 p.m. Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

DRAFT



## Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: May 2, 2024 at 3:00 PM EST

Location (Hybrid): CareerSource Tampa Bay Conference Room / ZOOM

### Committee Members Attendance

#### Present:

Members: Sean Butler, Barclay Harless, Scott Thomas, Gary Hartfield

#### Others In attendance

- Hillsborough County Government: Commissioner Joshua Wostal, Ron Barton, Katherine Benson (remote)
- Pinellas County Government: Commissioner Rene Flowers, Dr. Cynthia Johnson
- Newland Associates: Michelle Epstein
- CareerSource Tampa Bay: Tammy Stahlgren

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

Scott Thomas, Chair, called the meeting to order at 5:33 p.m. There was a quorum present.

#### II. Public Comments

Michael Jalazo, CS Pinellas Board Member, voiced his concern spoke about being invited to participate on the CEO Selection Committee and no one informed him that he was informed that he would not be on that committee after reaching out several times. He is willing to continue to serve on this committee. He's attended every committee meeting and think selecting the CEO is incredibly important.

Esther Matthews, CS Pinellas Board Member, spoke about concern for transparency and due diligence in the CEO selection process.

Scott Thomas, Chair asked for legal opinion regarding if a current board member of the new LWDB can speak at today's Advisory Committee Meeting. Katherine Benson responded that only the advisory committee members may speak during the meeting. Others may only speak during public comments or presentations.

Dr. Rebecca Sarlo, CS Pinellas Board Member, spoke about the importance of the CEO selection process being transparent and sharing of information with both (CS Pinellas & CS Tampa Bay) board members. She added concern that public statements could bring doubt to the fairness of the process as well as the community watching the process and cited a recent Hillsborough County Commission meeting as an example.

Barclay Harless mentioned his support for the current process and idea for a Selection Committee of 16 but realized that was too large and supported a smaller sized selection committee. He does not agree that the process was not transparent. He has been completely transparent and hoped to assure CS Pinellas Board members why the change transpired.

Jay Burkey, CS Pinellas, asked that Commissioner Wostal excuse himself from the CEO Search Committee because of comments he made at the recent Hillsborough County Commission meeting that he would not support the internal candidate.

### III. Action/Discussion Items

- A. Approval of Minutes - April 22, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting

**Motion:**

To approve the minutes of April 22, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

Motion moved by Barclay Harless and motion seconded by Sean Butler. Motion carried.

- B. Approval of CEO Selection Process Next Steps

- 1. Discuss Candidate Interviews

There was a comprehensive discussion among the participants regarding the candidate's leadership roles in the new organization.

Chair Scott Thomas stated that the previously approved process was to recommend a candidate to the new regional LWDB for approval, then to the Consortium for final approval. He asked if members wanted to continue with or change this process. He noted the Consortium asked the Advisory Committee to organize the recruitment efforts and come back with a candidate.

Dr. Cynthia Johnson said she feels the interview process has been transparent but feels that the overall process has not been transparent and she has not received a response to her suggestion that the Consortium be advised of the process and have an opportunity to weigh in on the process. She added that a comment made in a public meeting regarding one of the candidates at a Hillsborough County Commission meeting warranted discussion in order to be fair to the candidate and the process.

Commissioner Flowers asked for a legal opinion of the Public Comment that a member of the search committee be excused from that

committee. Katherine Benson responded that she was unable to provide a speculative advisory opinion.

There was discussion about the consolidation update provided to and comments made at the recent Hillsborough County Commission meeting.

Commissioner Wostal asked Ms. Benson to address concerns voiced and Katherine Benson didn't have an opinion that could be speculative.

Commissioner Flowers expressed concern about the selection process, her commitment to the selection process because of its importance, and the lack of communication and transparency during this process. She presented the order of her ranking of the interviewed candidates (1. Kyla, 2. Jinny, 3. Steve) and then excused herself from the remainder of the meeting.

Dr. Cynthia Johnson stated that she does not agree with advancing only one candidate to the new Board for approval and recommends presenting all three candidates to the new Board to give them a choice instead of only one candidate. She mentioned that she sought legal counsel from GrayRobinson for clarity about the process and they agreed with moving forward all three candidates to the Board.

Chair Scott Thomas mentioned that the transparent plan was for the Advisory Committee to send a recommendation to the new Board and that the recommendation could be two recommended candidates if the Advisory Committee chooses. He added that he takes offense that this body was not transparent. On the same day of the meeting when changes to the Selection Committee were made, the Pinellas County representative was changed. Every one of these meetings have been public, every interview has been public, and anyone could have joined and watched any of these meetings because they were posted.

**Motion:**

Sean Butler motioned to advance a primary and a backup candidate, two candidates, to the new Board for approval. If the Board rejects both candidates, then Newland Associates (Recruiter) must go back to the drawing board and proceed with the recruiting process. Motion was seconded by Barclay Harless. Motion carried.

**Amendment to Motion:**

Barclay Harless made a friendly amendment to the motion to include rankings of the candidates from all selection committee members. Motion was seconded by Sean Butler. Motion carried.

2. Provide Candidate Ranking

Each selection committee member shared their observations and considerations of each candidate, highlighting each candidate's strengths and areas of concern.

Selection committee members presented their rankings of the interviewed candidates as follows:

- Ron Barton: 1) Jinny, 2) Kyla, 3) Steve
- Dr. Cynthia Johnson: 1) Jinny, 2) Kyla, 3) Steve
- Commissioner Joshua Wostal: 1) Jinny, 2) Steve, 3) Kyla
- Barclay Harless: 1) Jinny, 2) Kyla, 3) Steve
- Gary Hartfield: 1) Jinny, 2) Kyla, 3) Steve
- Scott Thomas: 1) Steve, 2) Jinny, 3) Kyla
- Sean Butler: 1) Jinny, 2) Kyla, 3) Steve
- Commissioner Flowers (previously presented): 1) Kyla, 2) Jinny, 3) Steve

Michelle Epstein tabulated and reported the overall order of candidate ranking: 1) Jinny, 2) Kyla, 3) Steve.

3. Approval of Top Candidate

Jinny Rietmann was identified as the top candidate and Kyla Guyette was identified as the back up candidate.

4. Both Chairs to Negotiate Contract with Selected Candidate

Sean Butler expressed concern about how he and Scott Thomas (as Chairs of the CS Pinellas and CS Tampa Bay Boards) can negotiate the candidate's contract and be compliant with Sunshine Law.

Michelle Epstein stated that she will handle all communications with the candidate regarding salary and contract negotiations.

**Motion:**

Barclay Harless proposed that the Advisory Committee Chair begin working with Newland Associates to start salary negotiations with the first candidate. Motion seconded by Sean Butler. Motion carried.

IV. Information/Discussion Items

A. Next Steps

V. Future Action / Discussion Items

- A. Approval of the CEO at the Newly Formed LWDB Board Meeting (May 30, 2024)
- B. Approval of the CEO at the Consortium meeting (June 4, 2024)

VI. Adjournment

The meeting adjourned at 6:49 p.m.

Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

DRAFT



**Hillsborough  
County Florida**



**CareerSource  
TAMPA BAY**



**CareerSource  
PINELLAS**

Date/Time: May 14, 2024 at 3:00 PM EST

Location (Hybrid): CareerSource Tampa Bay Conference Room / ZOOM

### **Committee Members Attendance**

#### **Present:**

- CareerSource Pinellas Board of Directors: Scott Thomas, Chair (Remote); Barclay Harless, Treasurer.
- CareerSource Tampa Bay Board of Directors: Sean Butler, Chair; Gary Hartfield, Treasurer.

### **Others in attendance**

#### **Present:**

- **Pinellas County Government:** Dr. Cynthia Johnson, Commissioner Chris Latvala (remote), Cody Ward.
- **Hillsborough County Government:** Katherine Benson, Ken Jones, Mary Helen Farris, Jonathan Wolf (remote).
- **CareerSource Tampa Bay Staff:** Rich Beynon (remote), Samantha Childs (remote), Sheila Doyle, Chad Kunerth (remote), Anna Munro (remote), Mario Rodriquez (remote), Barry Martin (remote), Dolores Martinez (remote), Tammy Stahlgren, Doug Tobin (remote), Michelle Zieziula.
- **CareerSource Pinellas Staff:** Jay Burkey (remote), Amelia Campbell (remote), Jason Druding (remote), Leah Geis (remote), Steve Meier (remote), Michelle Moeller (remote), Lysandra Montijol (remote).
- **CareerSource Tampa Bay Board Members:** Ben Hom (remote), Robert Blount, III, (remote).
- **CareerSource Pinellas Board Members:** Michael Jalazo (remote), Esther Matthews (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote).
- **Newland Associates:** Vanessa Abreu (remote), Michelle Epstein (remote), Robert Newland (remote).
- **Gray-Robinson:** Hunter Patrick (remote),
- **Tampa Bay Business Journal:** Henry Queen (remote).
- **Others Present:** Scott Furbay (remote), Rebecca Kyler (remote), Mark Parker (remote), Lauren Steif (remote), Danielle Weitlauf (remote).

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

Scott Thomas, Chair, called the meeting to order at 3:00 p.m. There was a quorum present.

#### **II. Public Comments**

There were none.

### III. Action/Discussion Items

- A. Approval of Minutes – May 2, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting. The minutes have not been finalized.

**Motion:**

To table the approval of minutes of May 2, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

Motion moved by Sean Butler and motion seconded by Gary Hartfield. Motion carried.

### IV. Information / Discussion Items

- A. Candidate withdrawal

Scott Thomas stated that this Special Advisory Committee meeting was called to discuss the withdrawal of the top two candidates for the CEO position.

- B. Next Steps

The members debated whether to terminate the CEO search process or to continue with the process. The discussion also touched on the need for guidance from the Consortium and the potential impact on staff and operations.

The committee emphasized the need to start fresh with the CEO search process for the new organization. They discussed the responsibilities of the Advisory Committee in drafting bylaws, seating the Board, and managing the CEO search process, highlighting the importance of involving the consortium in decision-making.

The committee also discussed the governing authority between the new Board and the Consortium, focusing on the decision-making powers and leadership continuity within the LWDB.

The conversation addressed the roles of the Consortium and the new Board, emphasizing the coexistence of both entities and their respective responsibilities. Specific attention was given to the process of selecting and recommending a Director for the LWDB, with an emphasis on the approval authority held by the Consortium and the involvement of the new Board in the recommendation process.



**Motion:**

To suspend activity of the Advisory Committee on the CEO search process and specifically request guidance from the Consortium as to next steps.

Motion moved by Barclay Harless and motion seconded by Sean Butler. Motion carried.

C. Outstanding Concerns

The committee also discussed the appointment of an acting Chair until a governance and Nominating Committee is formed. There was a motion to appoint Scott Thomas as the temporary Chair for the new Board, but concerns were raised about the committee's jurisdiction in selecting the next Chair, so no motion was made.

D. Board Member Discussion

There was no discussion.

V. Adjournment

The meeting was adjourned at 3:38 p.m.

Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.



# CareerSource Hillsborough Pinellas Nominating Committee Meeting Minutes

CareerSource Hillsborough Pinellas

Tuesday, June 11, 2024 at 2:00 PM EDT

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

## **Attendance**

### **Present:**

Members: Dr. Rebecca Sarlo (remote), Kenneth Williams, Mercedes Young, John Howell, Robert Blount, III

## **Others in Attendance**

### **Present:**

Members: Vanessa Abrue (remote), Sheila Doyle, Vanessa Epstein (remote), Corey McCaster (remote), Steve Meier, Lysandra Montijol (remote), Ken Jones (remote), Tammy Stahlgren, Jonathan Wolf (remote)

#### **I. Call to Order, Roll Call, and Welcome (Presenters: Dr. Rebecca Sarlo)**

Madam Chair, Dr. Rebecca Sarlo called the meeting to order at 2:17 p.m. There was a quorum present.

#### **II. Public Comments (Presenters: Dr. Rebecca Sarlo)**

There were none.

#### **III. Action Items/Discussion Items**

##### **A. PY 2024-2025 Slate of Board Officers Nominees (Presenters: Dr. Rebecca Sarlo)**

The Committee met to discuss and select the slate of Board Officers who possess the experience and leadership to guide CareerSource Hillsborough Pinellas through the merger/consolidation. The Committee reviewed eligibility, term requirements, and PY 2023-2024 attendance records of the board members.

After much discussion, and taking into consideration specific board member's experience and expertise, the recommended slate of officers are as follows:

### **Motion:**

to approve Sean Butler as Chair.

Motion moved by John Howell and motion seconded by Mercedes Young. Motion Carried. Robert Blount III was a nay vote.

### **Motion:**

to approve Barclay Harless as Vice-Chair.

Motion moved by Dr. Rebecca Sarlo and motion seconded by John Howell.  
Motion Carried.

**Motion:**

to approve Gary Hartfield as Treasurer.

Motion moved by John Howell and motion seconded by Robert Blount, III.  
Motion carried.

**Motion:**

to approve Dr. Rebecca Sarlo as Secretary.

Motion moved by John Howell and motion seconded by Ken Williams. Motion carried. Dr. Rebecca Sarlo abstained.

**Motion:**

to approve Ben Hom as Chair Alternate.

Motion moved by Robert Blount, III and motion seconded by John Howell.  
Motion carried.

**Motion:**

to approve Elizabeth Siplin at Vice-Chair Alternate.

Motion moved by Robert Blount, III and motion seconded by John Howell.  
Motion carried.

**Motion:**

to approve Ben Freidman Treasurer Alternate.

Motion moved by Dr. Rebecca Sarlo and motion seconded by John Howell.  
Motion carried.

IV. Information Items

The following information items were used as a reference during the meeting.

- A. PY 2024 -2025 Board of Directors
- B. Duties of Board Officers
- C. CSTB Board of Directors Attendance PY 2023-2024

D. CSPIN Board of Directors Attendance PY 2023-2024

V. Next Steps

Sheila Doyle and Steve Meier were asked to contact the nominees, asking if they are willing to serve if elected by the Board. The recommended slate of officers will be presented at the next Special Board of Directors meeting scheduled for June 17, 2024, where nominations will also be accepted from the floor.

VI. Adjournment

The meeting adjourned at 2:58 p.m. Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant,

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# Board of Directors - CareerSource Hillsborough Pinellas Minutes

CareerSource Hillsborough Pinellas

Thursday, May 30, 2024 at 11:00 AM EDT

@ 9215 North Florida Avenue, Tampa FL 33612

## **Board Members in Attendance**

### **Present:**

Mitch Allen, Belinthia Berry (remote), Warren Brooks, Joseph Eletto, David Fetkener (remote), Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless, Gary Hartfield, Benjamin Hom, John Howell, Mark Hunt, Robert Blount, III, Michael Jalazo, Jim Junecko (remote), Commissioner Latvala, Nikishia Lezama (remote), Dr. Brian Mann (remote), Esther Matthews (remote), Shawn McDonnell (remote), April Neumann, Jeremy Robison, Dr. Rebecca Sarlo, Elizabeth Siplin (remote), Roy Sweatman, Thayne Swenson (remote), Scott Thomas, Sophia West (remote), Ken Williams, Russell Williams, Commissioner Wostal, Ocea Wynn (remote), Mercedes Young

### **Absent:**

Board Member: Sean Butler

## **Others in Attendance**

- Hillsborough County Government: Mary Helen Farris, Ken Jones, Jonathan Wolf
- CareerSource Pinellas: Jay Burkey, Jason Druding, Leah Geis, Caroline Kenney (remote), Steve Meier (remote), Lysandra Montijo (remote), Rory Stewart (remote), Juan Toribio (remote)
- CareerSource Tampa Bay Staff: Saleema Bennett, Rich Beynon, Kiani Bowman, Dr. Byron Clayton, Anacelis Collazo, Ted Davis, Sheila Doyle, Kristal Feacher, Leondra Foster, Barry Martin (remote), Dolores Martinez (remote), Maritza Morales, Armando Perez, Mario Rodriguez, Michelle Schultz, Tammy Stahlgren, Doug Tobin, Michelle Zieziula
- Interpreters: Natasha Moreno, Mackenzie Wagener
- GreyRobison: Stephanie Marchman, Scott Cole
- Pinellas County Government: Tyler Bonneau, Dr. Cynthia Johnson, Cody Ward
- Others Present: Paul Casebolt, Sarah Cavanaugh (remote), Scott Cole, Michelle Epstein (remote), Anuj Kapadia (remote), Molly Langsdorf (remote), Kathleen Watson (remote), Cora West (remote)

### **I. Call to Order, Welcome, Roll Call, Board Member Introductions**

Tammy Stahlgren, Executive Administrative Assistant, CareerSource Tampa Bay called the meeting to order at 11:01 a.m.

Steve Meier, CEO of CareerSource Pinellas and Sheila Doyle Interim CEO & CFO for CareerSource Tampa Bay introduced themselves giving a brief overview of their experience.

Board members took turns introducing themselves, stating their roles, and the length of time they have served on the board. Each member shared their professional background and experience, emphasizing their dedication to serving job seekers and supporting the organization's mission.

II. Pledge of Allegiance

Joe Eletto led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

A. Selection/Appointment of Chair

Scott Cole explained the decision-making process for selecting a chair for the newly combined entity based on The Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas (By-Laws), provided in Article VI., Section 6.1.

They were given 3 options:

If Option #1 is chosen: Motion to elect a Chair Pro Tem for the sole purpose of presiding over the current Board meeting with the Chair Pro Tem having no other authority upon conclusion of the current Board meeting.

If option #2 is chosen: Motion to elect an Interim Chair to serve in a limited capacity until a regular Board Chair is elected by the Board with a term begin date of July 1, 2024, or other date determined by the Board, with the authority to as approved by the Board during this limited period, with service as Interim Chair not treated as service as a regular Board Chair for the purposes of determining term of office limits.

If option #3 is chosen: Motion to elect a regular Board Chair with all of the authority granted by the Bylaws and otherwise delegated by the Board with a term end date of June 30, 2024, or other date determined by the Board, with time served as regular Board Chair counted towards determining term of office limits.

**Motion:**

To approve option #2 (to elect an Interim Chair to serve in a limited capacity until a regular Board Chair is elected by the Board with a term begin date of July 1,

2024, or other date determined by the Board, with the authority to as approved by the Board during this limited period, with service as Interim Chair not treated as service as a regular Board Chair for the purposes of determining term of office limits.

Motion moved by Mark Hunt and motion seconded by John Howell. Mitchell Allen opposed the vote. Motion carried.

The next step was to decide upon an interim chair.

Nominations were accepted from the floor. Ben Hom, Barclay Harless, Gary Hartfield and Scott Thomas were all nominated.

A roll call vote for nominated members was conducted. After the initial vote, it is determined that a second vote is needed between the top two candidates, Barclay Harless and Ben Hom, as neither received a majority in the first round of voting.

The second roll vote determined that Barclay Harless received more votes than Ben Hom. Barclay Harless is now the interim chair and led the rest of the meeting.

The following discussion ensued:

The next step in the process is to decide on the authority of the interim chair, obviously running the meeting, and what additional authorities does the board want to grant the interim chair in this interim period. The authority of what is in the By-Laws for the chair and would be the typical practice.

**Motion:**

To move forward with the typical practices which give the chair authority to do what is needed as provided in the By-Laws.

Motion moved by Esther Matthews and motion seconded by David Fetkender. Motion carried.

B. Approval/Appointment of Officers or Members to the Nominating Committee

There is no process in the By-Laws for the Board to make recommendations for members to serve on the Nominating Committee. Scott Cole suggested that board members send any recommendations to Steve Meier or Sheila Doyle, and they can pass those to the chair.

**Motion:**

To have the chair appoint a Nominating Committee.

Motion moved by Mark Hunt and motion seconded by Ken Williams.

Motion carried.

The following discussion ensued:

Barclay Harless opened the floor to name members to serve on the Nominating Committee. Consensus was that the committee doesn't have to be very large, but should be a odd number.

**Motion:**

To nominate Ben Hom to the Nominating Committee.

Motion moved by Gary Hartfield and motion seconded by Commissioner Wostal.

**Motion:**

To nominate Dr. Sarlo to the Nominating Committee.

Motion moved by Scott Thomas and motion seconded by Ken Williams.

**Motion:**

To nominate John Howell to the Nominating Committee.

Motion moved by Ben Hom and motion seconded by Michael Jalazo.

**Motion:**

To nominate Mercedes Young to the Nominating Committee.

Motion moved by Ocea Wynn and motion seconded by Mitch Allen.

**Motion:**

To nominate Ken Williams to the Nominating Committee

Motion moved by Scott Thomas and motion seconded by Dr. Sarlo.

There was one vote for all 5 Nominees to serve on the Nominating Committee.

Motion carried.

There were 5 people that were selected to serve on the Committee, 2 from Pinellas- Ken Williams and Dr. Rebecca Sarlo, 2 from Hillsborough- Mercedes Young, and Ben Hom, and John Howell who represents both counties.



C. Acceptance of Bylaws as Approved by the Consortium

Scott Cole said the By-Laws have been approved by the Consortium and agreed to in the Plan of Merger. This motion is not to approve them, but rather to accept them.

**Motion:**

To accept the Bylaws.

Motion moved by Michael Jalazo and motion seconded by David Fetkener.

Motion carried.

D. Approval of FY2025 Planning Budget

Presented by Sheila Doyle and Steve Meier

The CareerSource Hillsborough Pinellas (CSHP) 2024-2025 Planning Budget was prepared jointly by Hillsborough and Pinellas staff based on preliminary allocations, received from FloridaCommerce, of WIOA, Wagner-Peyser and Welfare Transition funding. Discussed decrease in funding in various funding streams. Indicated budget will be Modified in first quarter. Provided an overview and discussed the components of the budget by county and addressed questions from board members.

**Motion:**

To approve the FY2025 Planning Budget in order to provide to the Hillsborough Pinellas Workforce Development Consortium for their approval and allow for required submission to FloridaCommerce for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2024.

Motion moved by Gary Hartfield and motion seconded by Ken Williams.

Motion carried.

E. Selection and Recommendation of Legal Counsel for Consortium Approval

Scott Cole & Stephanie Marchman stepped out of the room for the discussion and vote.

Under Section 4.5 of the Bylaws of Tampa Bay Workforce Alliance, Inc. (CareerSource Hillsborough Pinellas), the Board can select and recommend Legal Counsel for Consortium approval, and the Legal Counsel must report to the Board while providing legal services and updates as needed. Section 4.7 of the Interlocal Agreement requires the Consortium to approve a process for selecting General Counsel for the LWDB. On February 6, 2024, the Consortium

approved an RFP for General Counsel Legal Services for CareerSource Hillsborough Pinellas.

In response to this RFP, the following companies submitted proposals:

1. Bush, Graziano Rice & Hearing, P.A.
2. Gray Robinson, P.A.
3. Shumaker, Loop & Kendrick, LLP.

Discussion revolved around the selection of legal counsel for consortium approval, with a focus on the firms Gray Robinson and Schumaker. The meeting covered the evaluation process, including factors such as experience, services offered, and pricing. Concerns were raised about the high cost of services.

**Motion:**

To approve the selection of Gray Robinson, P.A. to be legal counsel for CareerSource Hillsborough Pinellas.

Motion moved by Mark Hunt and motion seconded by Commissioner Wostal. Motion carried. Scott Thomas and Commissioner Latava both were opposed to the vote.

F. Discussion of Process for the CEO Search

Discussion of Newland and Associates Contract

The discussion revolved around the contract with Newland and Associates, which was suspended in a prior meeting. A lengthy discussion focused on whether to terminate the contract. They debated issues from the first search and sought legal counsel's input.

Stephanie Marchman of Gray Robinson, pointed out uncertainties about the termination process, but also suggested it might be possible to negotiate a new search at no cost. However, she would need time to review the contract before offering legal advice. All prior motions related to terminating the contract with Newland and Associates were withdrawn pending a review of the contract by legal counsel. The emphasis was on ensuring a thorough review before taking further action.

**Motion:**

To have legal counsel (GreyRobinson) explore the termination clause (in our contract with Newland & Associates) and come back with options at our next regularly scheduled meeting.

Motion moved by Scott Thomas and motion seconded by Commissioner Wostal.  
Motion carried.

Discussion around the formation of a CEO search committee

They proposed the appointment of a slightly larger Ad Hoc committee to ensure diversity and representation. There was a debate on the number of members, with a suggestion to appoint nine members from the current body. Additionally, there was a discussion about not including at-large community members in the committee and the involvement of legal counsel in the process.

**Motion:**

To allow the interim chair to appoint (9) nine members to form the CEO search committee, made up of volunteers from this body.

Motion moved by Scott Thomas and motion seconded by Gary Hartfield. Motion carried.

The following discussion ensued.

The board members engaged in a detailed discussion to establish an Ad Hoc CEO search committee. Individuals volunteered themselves and some were volunteered by others. There were more volunteers than open positions, leading some to withdraw their names from consideration.

After some back and forth, a recommendation was made to modify the committee to include (10) ten members.

**Motion:**

To modify the original motion, to modify the number of the Ad Hoc (CEO Selection) committee members to (10) ten.

Motion moved by Gary Hartfield and motion seconded by Mark Hunt. Motion carried.

These volunteers were accepted from the floor and appointed by the Interim Chair to serve on the CEO Selection Committee.

Hillsborough Representatives

Gary Hartfield  
Ben Hom

April Neumann  
Mercedes Young  
Sean Butler

Pinellas Representatives

Scott Thomas  
Dr. Rebecca Sarlo  
Ken Williams  
Michael Jalazo

Represents both Hillsborough and Pinellas Counties

John Howell

G. Discussion of Co-Interim CEOs

Dr. Johnson explained that the consortium discussed the selection of co-interim CEOs and decided to readdress the process at their next meeting on June 4th. The consortium emphasized that it was the board's decision whether to seek a singular interim-CEO or Co-interim CEOs. The board's recommendation would then go back to the consortium for final approval. Additionally, the consortium's role and responsibilities in the CEO search process were clarified.

Interim CEO Discussion

The discussion revolved around the need for an interim CEO after a merger, with the suggestion of having co-interim CEOs. Questions were raised about the titles and responsibilities of the interim CEOs, as well as the process for selecting them. There was also a desire to hear from the current interim CEO at Hillsborough before making a decision, but ultimately decided that Sheila Doyle's introduction at the beginning of the meeting sufficed.

**Motion:**

To approve co-interim CEOs Sheila Doyle and Steve Meier for purpose of consolidation.

Motion moved by John Howell and motion seconded by Scott Thomas. Motion carried.

H. Discussion of PY Meeting Calendar (Dates/Times/Locations)

Discussion on the meeting calendar took place, but no consensus was reached on dates. Tammy Stahlgren and Leah Geis will coordinate with board members to establish a regular meeting schedule, alternating location between Hillsborough and Pinellas counties. A June meeting needs to be scheduled to

approve items before July 1. The Chair has the authority to finalize the meeting dates.

V. Consent Agenda

A. Approval of CSTB & CSPIN Programmatic Policies (until new merged policies are approved)

1. WIOA 22-01 Training, Supportive Services and Needs-Related Payments
2. WIOA 22-02 Priority of Service
3. WIOA 24-01 Employed Worker Training (EWT) for Apprenticeships
4. WIOA 23-04 Eligible Training Provider List (ETPL) Requirements
5. WIOA 22-03 Youth Incentives
6. WIOA-P-113-14 Disaster Recovery Dislocated Worker Grants
7. WIOA-96-14 Job Seeker Registration, Application and Services

**Motion:**

To approve the Consent Agenda as presented.

Motion moved by Scott Thomas and motion seconded by Mitch Allen.

Motion carried.

VI. Update / Information Items

A. Sunshine Law and Ethics powerpoint presentation

Due to time constraints this item was tabled and will be moved to the next meeting. Stephanie Marchman, general counsel, mentioned that materials on the Sunshine Law and ethics are in the agenda. For questions, contact her directly, her number is in the materials.

B. Future Board Orientation

VII. Future Action / Discussion Item (2nd Meeting - TBD)

- A. Selection of Officers
- B. Committee Assignments (?)
- C. New Area (LWDA) Designation

**Motion:**

To allow approval of signature of the Local Workforce Board Designation.

Motion moved by Scott Thomas and motion seconded by Esther Matthews. Motion carried.

VIII. Open Discussion

The Chair opened the floor for discussion, but there were no comments. The Chair then thanked the board members for their time and expressed gratitude to the staff of the new entity.

IX. Adjournment

The meeting was adjourned at 1:44 p.m. Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

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# CareerSource Hillsborough Pinellas Special Board of Directors Minutes

CareerSource Hillsborough Pinellas

Monday, June 17, 2024 at 10:30 AM EDT

@ 9215 North Florida Avenue, Tampa FL 33612

## **Board Members Attendance**

### **Present:**

Members: Barclay Harless, Mark Hunt (remote), Michael Jalazo, Commissioner Latvala (remote), Nikisha Lezama (remote), Esther Matthews, Shawn McDonnell (remote), Jeremy Robinson (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Kenneth Williams (remote), Russell Williams (remote), Warren Brooks (remote), Sean Butler, Joseph Eletto (remote), Elizabeth Gutierrez (remote), Gary Hartfield (remote), John Howell, Robert Blount, III, Jim Junecko (remote), Dr. Brian Mann (remote), April Neumann, Roy Sweatman, Ocea Wynn (remote), Mercedes Young

### **Absent:**

Members: Mitch Allen, Belinthia Berry, David Fetkenher, Ben Friedman, Scott Thomas, Commissioner Wostal, Benjamin Hom, Thayne Swenson, Sophia West

## **Others Present**

CareerSource Tampa Bay Staff: Rich Beynon, Leondra Foster, Maritza Morales (remote), April Torregiante, Saleema Bennett, Melissa Carroll, Sheila Doyle, Chad Kunerth, Barry Martin (remote), Anna Munro (remote), Tammy Stahlgren, Doug Tobin (remote), Michelle Zieziula

CareerSource Pinellas Staff: Tameka Austin (remote), Jay Burkey, Jason Druding, Leah Geis, Steve Meier, Michelle Moeller, Lysandra Montijo

Hillsborough County Government: Katherine Benson (remote), Ken Jones (remote), Jonathan Wolf

Legal Counsel: Stephanie Marchman (remote)

Pinellas County Government: Dr. Cynthia Johnson (remote), Cody Ward

Others: Terry Ann Nelson (remote)

### **I. Call to Order, Welcome, and Roll Call (Presenters: Barclay Harless)**

Barclay Harless, Interim Chair called the meeting to order at 10:30 a.m. There was a quorum present.

### **II. Pledge of Allegiance**

Joe Eletto led the Pledge of Allegiance.

### III. Public Comments

There were none.

### IV. Chair's Update

Presenter: Barclay Harless

Since the inaugural meeting a couple of weeks ago, Barclay Harless appointed Ben Hom to lead the CEO search committee. He referenced his experience and leadership along with acknowledging he also felt it was important to have shared leadership responsibilities across the bay as we move forward. He said there will be regular updates as milestones are met, so that individuals who aren't directly involved can keep informed on that process.

He thanked the senior staff on both sides of the Bay for hosting and organizing staff appreciation luncheons. He thanked the board members who attended this wonderful event. It was incredible hearing about the loyalty and tenure of both sides' staff, who have stayed through all the changes.

### V. Action/Discussion Items

#### A. Approval of Agreement between Consortium & CS Hillsborough Pinellas

Presenter: Steve Meier

The agreement defines the respective duties and responsibilities of the consortium and Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas (corporation) as the fiscal agent for the Local Workforce Development Board, effective July 1, 2024. The agreement is for two years and renews automatically unless terminated.

#### **Motion:**

To approve the Agreement and provide to Hillsborough Pinellas Workforce Development Consortium for their final approval to comply with the state's June 30, 2024 completion date.

Motion moved by Sean Butler and motion seconded by Michael Jalazo. The motion carried.

#### B. Approval of PY 2024 – 2025 Board Officers

Dr. Sarlo, Chair of the Nominating committee led a meeting on June 11, 2024, where they met to discuss and select nominees who possess the experience and leadership to guide CareerSource Hillsborough Pinellas through the merger/ consolidation.

The Committee reviewed eligibility, term requirements and attendance records of the board members. After discussion and taking into consideration specific



board member's experience and expertise, the recommended slate of officers are as follows.

Slate of Officers:

- Chair - Sean Butler
- Vice-Chair - Barclay Harless
- 2nd Vice Chair -Commissioner Latvala
- Treasurer - Gary Hartfield
- Secretary - Dr. Rebecca Sarlo

As it states in the By-Laws, a slate of nominees for Officers shall be presented to the Board for a vote at the annual meeting and prior to voting on the slate of nominees, nominations will be accepted from the floor. There were no nominations from the floor.

**Motion:**

To accept the slate of officers as presented.

Motion moved by John Howell and motion seconded by Mercedes Young. Motion carried.

There was a brief discussion on who takes over as the chair after the approval of the slate of officers. Is it the newly appointed chair or does interim chair continue the meeting. Sean Butler suggested for continuity that Barclay Harless should continue running the meeting.

C. Approval of Schedule of Operations

Sheila Doyle presented the schedule of operations for approval, detailing daily hours, holiday closures, and emergency shutdown procedures, which require 48-hour notice to FloridaCommerce. The schedule covers administrative and career centers in Hillsborough and Pinellas counties. Staff training closures also require 48-hour notice. There were discussions about following county holidays and future considerations for merging administrative offices. An Ad Hoc committee may be established to review locations post-merger, involving the new CEO in decision-making.

**Motion:**

To approve the CareerSource Hillsborough Pinellas Schedule of Operations.

Motion moved by Sean Butler and motion seconded by Michael Jalazo. Motion carried.

D. Approval of 2024–2025 Regional Demand Occupation List (Presenters: Chad Kunerth)

Chad Kunerth presented the Regional Targeted Occupation List, an annual requirement. He provided an overview of the annual review and recommendation process for the occupations list, highlighting the criteria used to determine which occupations to keep, remove, or add.

The list aligns with ITAs and, in Hillsborough, with PWE justifications. The list incorporates state inputs and local demand assessments.

The proposed list includes:

- 166 unchallenged occupations from the state list.
- 36 occupations to retain (yellow).
- 25 to remove (orange).
- 11 retentions for specific lower-wage positions (blue).
- 5 with regional proximity relevance (green).

A discussion took place on whether to include construction-related occupations like cement, brick, and block masons on the priority occupation list. Despite initial recommendations to remove them due to lack of local training, participants highlighted the need to retain these occupations due to ongoing and upcoming construction projects. They agreed to monitor these occupation's performance and consider future adjustments. Overall, the consensus was to retain construction-related occupations, especially given local projects and training needs.

Brian Mann emphasized the importance of including certain programs on the occupation list to prevent technical colleges and community colleges from discontinuing them. Programs like CNC's, dietitians, and nuclear medicine technologists are essential as graduates are securing jobs. The state audits these programs annually and may eliminate them if they don't meet specific metrics. He stressed the need to vet the list with staff to ensure these programs are maintained.

Roy Sweatman would like to keep 514011 Computer-Controlled Machine Tool Operator, M&P. Chad explained that the data shows we have a negative growth projection. Mr. Sweatman said the data is incorrect every year and being in the business he can tell us that it is a need.

Dr. Cynthia Johnson emphasized the importance of including occupations now due to industry demand, particularly in construction. She recommended moving forward with an inclusive list, noting numerous industry-led construction projects and the need for input from education providers. She suggested reviewing the occupation list later after observing activity and performance, ensuring no premature eliminations that might harm job placement opportunities.

Russ Williams from Power Design echoed the need to focus on construction-related opportunities and emphasized the significant construction activity in Florida and St. Pete. He highlighted a massive hiring gap that will persist due to upcoming projects. He advocated for keeping all construction-related occupations on the list, noting that Power Design is working to educate younger students about trades and collaborating with local developers. He stressed that the private sector won't see the demand for construction skills decrease anytime soon.

Sean Butler expressed concerns about industry expectations for lower wages compared to the higher entry rates expected by trained individuals. He highlighted the recurring challenge of aligning training with actual job market conditions and wage expectations, particularly in labor and construction. Sean Butler cautioned against approving occupations that may lead to inadequate job opportunities post-training. He noted discrepancies in the removal list, suggesting a need for thoughtful review to avoid setting clients up for failure. Approving the list by the 30th might necessitate a blanket approval with modifications.

Approval of the list, with possible amendments and future reviews, was deemed necessary. Additional arrangements were considered for Hillsborough and Pinellas counties to align their occupation needs and trainers.

**Motion:**

To approve the entire list to remain in place, with quarterly reviews to be completed by the blended committee formed from both sides.

Motion moved by Michael Jalazo and motion seconded by Sean Butler. Motion carried.

E. Approval of New Training Programs

1. Hillsborough County (Presenters: Anna Munro, Melissa Carroll)

Anna Munro presented the details for approval of new training programs, emphasizing the combination of eligible training providers from CareerSource Tampa Bay and CareerSource Pinellas. Anna Munro provided context on the approval of new training programs, while Melissa Carroll discussed the applications received from training providers and the recommendation to approve programs for the next program year.

The discussion also addressed concerns about performance and potential exclusion of a provider with lower completion rates, which led the board to remove Southern Technical College from the recommendation.

#### Discussion on Training Programs and Institutions

Dr. Sarlow emphasized the differences in training and costs between medical assistant and home health aide programs, as well as the distinctions between private and public institutions. Additionally, Jim Junecko raised questions about the list and the lack of inclusion of union apprenticeships, which do not charge any tuition fees.

**Motion:**

To approve Aguilas International Technical Institutes, Finlay Institute of Nursing, FleetForce Truck Driving School, Florida Technical College, and Tampa Vocational Institute applications for new training program(s) for the program year 2024/2025.

Motion moved by Esther Matthews and motion seconded by Sean Butler.  
Motion carried.

2. Pinellas County (Presenters: Michelle Moeller)

**Motion:**

To approve adding the new (ATA Career Education Program) training program to the Eligible Training Provider List (ETPL) effective July 1, 2024.

Motion moved by Michael Jazalo and motion seconded by Esther Matthews. Mark Hunt verbally abstained. Motion carried.

F. Approval of New Training Provider

1. Hillsborough County

Presenters: Anna Munro and Melissa Carroll

**Motion:**

To approve Faith Academy Nursing School new training provider application to include the aforementioned training program for program year 2024-2025.

Motion moved by Esther Matthews and motion seconded by John Howell.  
Motion carried.

2. Pinellas County

Presenter: Michelle Moeller

**Motion:**

To approve adding Evara Health Institute and these training programs to the CareerSource Hillsborough Pinellas Eligible Training Provider List (ETPL).

Motion moved by Michael Jalazo and motion seconded by Mark Hunt. Dr. Rebecca Sarlo verbally abstained. Motion carried.

G. Approval of Related Party Contract

1. Hillsborough County (Presenters: Anna Munro, Melissa Carroll)

Related Party Training Provider Agreement:

Hillsborough Community College, amount not to exceed \$136,588.

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

Dr. Brian Mann has completed and submitted a Voting Abstention Form.

Dr. Brian Mann was placed in a virtual waiting room during the vote and discussion.

**Motion:**

To approve Hillsborough Community College as a Training Provider for PY 2024/2025 for a total not to exceed \$136,588 and the addition of the new program, contingent upon FloridaCommerce and CareerSource Florida approval.

Motion moved by Sean Butler and motion seconded by Esther Matthews. Motion carried.

Related Party Training Provider Agreement:

Hillsborough County Public Schools, amount not to exceed \$232,762.

Warren "Scott" Brooks has been identified as having a conflict of interest and was notified prior to the meeting.

Warren "Scott" Brooks has completed and submitted a Voting Abstention Form.

Warren "Scott" Brooks was not present during the vote and discussion.

**Motion:**

To approve Hillsborough County School Board as a Training Provider for PY 2024/2025, for approval of a total not to exceed of \$232,762, and the addition of the new programs, contingent upon FloridaCommerce and CareerSource Florida approval.

Motion moved by Mark Hunt and motion seconded by Sean Butler.  
Motion carried.

2. Pinellas County (Presenters: Michelle Moeller)

Related Party Training Provider Agreement:

Evava Health Institute, amount not to exceed \$150,000.

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

Dr. Rebecca Sarlo has completed and submitted a Voting Abstention Form.

Dr. Rebecca Sarlo was placed in a virtual waiting room during the vote and discussion.

**Motion:**

To approve the related party contract with Evava Health Institute by a two-thirds (2/3rd) vote with a spending cap of \$150,000.

Motion moved by Michael Jalazo and motion seconded by Ken Williams.  
Motion carried.

H. Discuss Board Meeting Calendar (Presenters: Sheila Doyle)

Sheila Doyle presented potential dates and frequency for future board meetings, emphasizing the need to accommodate the upcoming agenda items and ensure everyone's availability. The group discussed the challenges of finding consensus on meeting days and times, considering the need for early morning meetings, traffic concerns, and room availability. They agreed to have staff come up with a schedule based on the feedback to ensure a quorum at upcoming meetings.

VI. Future Action / Discussion Items

- A. Board Committee Structure and Assignments
- B. Sunshine Law and Ethics Presentation
- C. Board Orientation
- D. Administrative Policy Approvals
- E. One-Stop Operator and Required Partner Agreement
- F. Request to Serve as Direct Provider of Workforce Service

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|   |                    |  |  |
|---|--------------------|--|--|
| LAST NAME—FIRST NAME—MIDDLE NAME<br>Sarlo Rebecca |                    | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE<br>CareerSource Hillsborough Pinellas Workforce Board    |  |
| MAILING ADDRESS<br>14100 58th Street N.           |                    | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:                                |  |
| CITY<br>Clearwater                                | COUNTY<br>Pinellas | <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |  |
| DATE ON WHICH VOTE OCCURRED<br>June 17, 2024      |                    | NAME OF POLITICAL SUBDIVISION:<br>Pinellas County  |  |
|   |                    | MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE                      |  |

## 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, Rebecca Sarlo, hereby disclose that on June 17, 20 24 :

(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 Individual Training Accounts with Evava Health Institute

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.

6/11/2024

Date Filed

DocuSigned by:  
Dr. Rebecca Sarlo  
06002020000400  
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 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 Pinellas Board of Directors 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: Evava Health Institute and CareerSource Hillsborough Pinellas

Contractor Name & Address: Evava Health Institute 4100 58th Stree N Clearwater 33760

Contractor Contact Phone Number: 727-824-8181

Contract Number or Other Identifying Information, if any: Individual Training Accounts

Contract Term: 7/1/2024-6/30/2025

Value of the Contract with no extensions or renewals exercised: up to \$150,000

Value of the Contract with all extensions and renewals exercised: \_\_\_\_\_

Description of goods and/or services to be procured: Individual Training Accounts (ITA)

Method of procurement for the goods and/or services to be procured: Individual Training Accounts

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Rebecca Sarlo

The nature of the conflicting interest in the contract: Employee of Evava Health Institute

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 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.
- 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.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

Barclay Harless

Signature of Board Chair / Vice Chair\*

Barclay Harless

Print Name

6/7/2024

Date

\* Must be certified and attested to by the board's Chair or Vice Chair.

**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, 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 Hillsborough Pinellas

Contractor Name & Address: Evava Health Institute 14100 58th Stree N Clearwater 33760

Contractor Contact Phone Number: 727-824-8181

Description or Nature of Contract: Training Provider approved for Individual Training Accounts

Description of Financial Benefit\*: Individual Training Accounts provided to Board member's company

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  
 Signature of Board Member/Employee

Rebecca Sarlo  
 Print Name

6/6/2024  
 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.

**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, Dr. Brian Mann, 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 Hillsborough Pinellas

Contractor Name & Address: Hillsborough Community College - 2112 N. 15th Street, Tampa, FL, 33605

Contractor Contact Phone Number: 813- 253-7022

Description or Nature of Contract: Training Provider of Training Programs

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. Brian Mann

**Brian W. Mann**

Digitally signed by Brian W. Mann  
Date: 2024.06.13 10:53:51 -04'00'

Signature of Board Member/Employee

Dr. Brian Mann

Print Name

6/13/24

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.

**EXHIBIT D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, Warren Scott Brooks, 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 Hillsborough Pinellas

Contractor Name & Address: Hillsborough County School Board - 901 E. Kennedy Blvd, Tampa, FL, 33602

Contractor Contact Phone Number: 813-231-1860

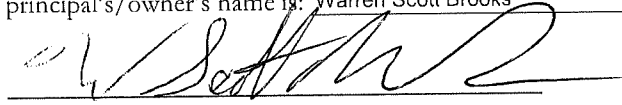
Description or Nature of Contract: Training Provider of Training Programs

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: Warren Scott Brooks

  
Signature of Board Member/Employee

Warren Scott Brooks

Print Name

6/13/24  
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.



## **Action Item**

### **Approval Youth Services Provider – SailFuture, Inc.**

#### **Background:**

The Board's general responsibilities include but are not limited to selecting providers of youth workforce investment activities through competitive grants or contracts in accordance with Administrative Policy 120 – Youth Service Provider Selection per section 4.3 of the Bylaws.

#### **Information**

SailFuture, Inc. has been selected as provider of Youth Services for Pinellas County through competitive procurement with the issuance of RFP 23-0314. The initial term of the subaward ended on June 30, 2024. The first of three one-year options has been exercised to the extend the subaward through June 30, 2025. The subaward may be terminated by either party, with, or without, cause upon thirty days written notice.

Pinellas has teamed up with SailFuture Academy to help high schoolers with job training in addition to other hands-on learning experiences. SailFuture is a tuition-free private school in St. Petersburg that teaches disadvantaged teens' life skills through hands-on experiences. They focus on three industries: Maritime, construction and culinary.

With the partnership with Pinellas, the funding will allow SailFuture to provide life skills coaches, mentors and mental health counseling services to students while they are engaged in work based learning and paid apprenticeships. It's a relationship that school administrators say is priceless.

#### **Recommendation:**

To continue with SailFuture, Inc. as Youth Services Provider for Pinellas.



## **Action Item**

### **Approval of Fiscal Policies and Procedures**

#### **Background:**

Policies and procedures are an essential part of the Organization as it promotes consistent processes and structures. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

#### **Information**

- **Financial Policies and Procedures**

The Organization recognizes that it is a steward of public funds, and the taxpayers hold the Organization accountable to use the funds wisely and to protect them from loss while in their custody. As a result, a strong internal control policy exists and is monitored to prevent misuse of funds. The objectives of this system are to provide reasonable assurance that all assets are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management's authorization; and that they are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles as well as the Organization's accounting policies.

- **Procurement Policies and Procedures**

A set of guidelines used to establish and standardize the procedure for purchasing goods and services. The policy constitutes a set of rules that govern the procurement process and lay down the basis for procurement practices. Federal law imposes particular requirements on the use of federal funds. The Procurement policy is designed to ensure the Organization complies with those requirements.

- **Travel Policy:**

Outlines provisions for business-related travel, detailing reimbursable expenses and guidelines. It includes, but is not limited to, guidelines on transportation methods and their reimbursement, provisions for accommodation (specifying hotel standards) and instructions for meals expenses. The state of Florida has travel reimbursement guidelines for different types of travel. The policy also provides guidelines in submitting travel reimbursements.

#### **Recommendation:**

To approve the Organization's fiscal policies.



# Financial Policies and Procedures

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Document Owner  
CFO

Last Revised  
July 2024



**PURPOSE**

Financial policies and procedures outlined in this document are applicable to Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas (the “Organization”) and are utilized to document the Organization’s financial internal control policies.

The Organization recognizes that it is a steward of public funds, and the taxpayers hold the Organization accountable to use the funds wisely and to protect them from loss while in their custody. As a result, a strong internal control policy exists and is monitored to prevent misuse of funds.

The objectives of this system are to provide reasonable assurance that all assets are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management’s authorization; and that they are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles as well as the Organization’s accounting policies.

Per 2 CFR 200.303, the Organization must:

- a) Establish and maintain effective internal controls over the Federal award that provides reasonable assurance the non-Federal entity is managing the Federal award in compliance with Federal Statutes, regulations, and the terms and conditions of the Federal award.
- b) Comply with Federal statutes, regulations and the terms and conditions of the Federal awards.
- c) Evaluate and monitor the non-Federal entity’s compliance with statute, regulations and the terms and conditions of Federal awards.
- d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e) Take reasonable measures to safeguard protected personally identifiable and other information the Federal awarding agency or pass-through entity designates as sensitive.

Segregation of duties reduces the likelihood that one person would be able to completely control a process or function from beginning to end. Although the accounting department is comprised of limited staff, steps have been taken to ensure adequate segregation of duties for the various transactions that may occur during the course of business. Each Finance staff has another Finance staff that has been cross-trained on his or her duties.

The chart of accounts and all accounting procedures have been established to provide for identifying receipts and expenditures of program funds separately for each grant or other funding source.

The President and Chief Executive Officer (CEO), SVP/Chief Financial Officer (CFO) and VP of Fiscal and Administrative Compliance monitor internal controls periodically. A review of the Organization’s internal controls is also conducted as a part of the annual financial and compliance audits. The Organization’s internal control policies are known and enforced by the Board of Directors (Board), support staff and accounting staff.

**Internal Control – Accounting Software**

The MIP Nonprofit Series accounting software (MIP), in which the Organization’s general ledger records are maintained, requires a username and password to enter the program. The VP of Fiscal and Administrative Compliance is the system administrator for MIP and, thus, has rights to both modules – Administration and Accounting. The IT Manager has security rights to MIP’s Administration module, but not to the Accounting module.

Only Finance staff have access to the MIP Accounting module. The VP of Fiscal and Administrative Compliance assigns security rights to each user for each module based on job duties of the user. The security rights for each action in MIP are View Only, Add Records, Delete Records, Edit Records, and Process Records. In addition, the VP of Fiscal and Administrative Compliance can set up entry dates to prohibit transaction entry to a prior period or a future period. The MIP system does not allow entries to be erased or deleted and maintains all history of transactions in the Administration module. It also maintains a log of all users and their time of entry. A user’s access to the MIP accounting system is deactivated immediately upon termination of employment.

**SECTION I - CHART OF ACCOUNTS**

**PURPOSE**

To provide a description of the account code structure.

**GENERAL**

The account code structure has been designed to provide a means for responsibly reporting on a grant or fund, program, and functional activity basis. It serves as the basic guide for budgeting grant funds, classifying expenditures, and monitoring operational results in relation to a budget. The coding structure provides the flexibility needed to adjust to possible future changes in grants or funds, programs, functional and line-item activity.

**PROCEDURE**

The CFO or his/her designee will be responsible for the design and maintenance of the chart of accounts including any additions or deletions to the account code structure. A report listing all account code classifications can be accessed through the accounting software.

**ACCOUNT CODE STRUCTURE**

The account code structure may be alpha or numeric characters. The various coding elements include:

- Fund code
- General ledger account code
- Functional classification code
- Activity code
- Participant code
- Group code
- County code

**SECTION II - BOOKS OF ACCOUNT – GENERAL**

**PURPOSE**

To describe the Books of Account and to outline the concepts and procedures observed in their use.

**GENERAL**

The Books of Accounts are the vital financial records of the Organization. Coupled with adequately documented source data upon which the accounting entries are based, these books constitute a very important part of the Organization’s financial framework.

**PROCEDURE**

The CFO or his/her designee will be responsible for the design and maintenance of all books of account.

Books of Account can be classified into these general categories:

- 1. **Books of Original Entry** – Journals into which classified transactions are first recorded are referred to as the books of original entry. The Organization’s books of original entry required to conduct the accounting procedures are:
  - a. **Cash Receipts Journal** – To record all transactions related to the receipt of cash.
  - b. **Cash Disbursements Journal** – To record all transactions related to the disbursement of cash.
  - c. **General Journal** – To record the journal vouchers prepared each month.

These journals are sub-ledgers which are part of a complete automated general ledger accounting system. When information is entered into the system through these journals, the system posts the data from each journal transaction to the general ledger and sub-ledger accounts.

- 2. **General Ledger** – This ledger is the summary record of all financial transactions. The data which was first entered in the books of original entry is automatically posted into the General Ledger. The General Ledger contains the control accounts and is the primary source of information for preparation of the financial reports.
- 3. **Subsidiary Account Ledgers** – These ledgers contain detailed information in support of the summarized totals found in the various General Ledger control accounts. The following is a list of the subsidiary account ledgers set up for the Organization’s accounting system along with a brief description of their content. A reconciliation of all balance sheet accounts will be performed monthly.

| CONTROL ACCOUNT | SUBSIDIARY LEDGER                   | DESCRIPTION   |
|-----------------|-------------------------------------|---|
| Cash            | Bank Reconciliation                 | A reconciliation of cash balance per the books and the bank statements with detailed schedules of reconciling items (i.e.: outstanding checks, deposits). |
| Prepaid Items   | Prepaid items Amortization Schedule | A schedule of each prepaid item showing the amount prepaid, the amount amortized per month and the amount remaining prepaid (unamortized) balance.        |
| Fixed Assets    | Detailed property records           | A file of non-expendable personal property will be maintained. Periodic checks will be made to the General Ledger.  |
| Payables        | Trial Balance accounts payable      | A detailed list of the amounts payable showing the name of the creditor and the account numbers to which it will be charged and paid.                     |
| Payroll Journal | Payroll Masterfile                  | These reports include employee earnings reports, deductions, check register.  |

**SECTION III - BUDGETS**

**PURPOSE**

To outline the concepts and procedures to be followed in budget procedures from original budget request preparation through final Consortium approval.

**GENERAL**

The Organization’s budget is an estimate of revenue and expenditures over a specified period of time generally an annual basis, the Annual Planning Budget. It involves the participation of financial and program personnel, the Organization management. A properly prepared budget documents the Organization’s plans (in financial terms) and is an essential management tool for:

- 1. Requesting funds
- 2. Evaluation of proposed programs
- 3. Approval of funding
- 4. Operation of programs
- 5. Evaluation of operational results
- 6. Monitoring of funds

**PROCEDURE**

When preliminary allocations of funding are determined for the Organization’s fiscal year operations, a budget, which identifies the components within the various funding sources, is developed by the CFO and CEO.

**BUDGET PREPARATION**

Budgets will be initiated by the CFO with input from members of the leadership team. The CFO and CEO are responsible for successful performance of all the budgeted activities.

The CFO will:

- Present the Annual Planning Budget to the Finance Committee, Board, and Consortium for approval.
- Provide approved budget to Florida Commerce annually.
- Furnish timely reports so that the Organization’s Board and CEO may monitor programs and activities for expenditures versus plan.
- Maintain a file for all approved budgets and subsequent budget modifications.

**BUDGET MODIFICATIONS**

Minor budget modifications changing budgeted line items within an activity or for changes in funding levels or program activities will be initiated by the CFO.

Budget modifications needed as a result of changes in total budgeted program activities, or changes resulting from actions issued by the funding source will be prepared and presented to the Finance Committee and Board for approval.

**SECTION IV - CASH DRAWDOWNS**

**POLICY**

The Organization shall request funds from various grant awards in accordance with State and Federal guidelines. These requests (cash drawdowns) are processed based on the applicable requirements of the awarding agency. Documentation shall be maintained to support the costs to be reimbursed or estimated cash disbursements, if applicable, and then input into the State (SERA) or Federal (PMS) systems, if applicable. Cash on hand will be minimized between the time elapsing the receipt of any advanced funds and the disbursement of those funds.

**PROCEDURE**

**State awards**

Each week, all invoices are reviewed for accuracy and assigned to the appropriate fund, general ledger, function, activity, participant and group codes.

Finance Staff will:

- Run Cash trial balance by fund, determine outstanding checks, and reconcile to Bank balance.
- Perform a “quasi-allocation” of costs pools to the appropriate funds/grants.
- Accumulate the total of operating and training vendor invoices coded to each fund and enter the information on the Accounts Payable Cash Worksheet. The Accounts Payable Cash Worksheet details the grant program and the dollar amount of the cash requests to be submitted to the State. It also lists the fund account codes to facilitate subsequent entry into MIP once the cash is received.
- Update the Weekly Cash Request form with additional obligations not yet recorded in the accounting system (i.e. payroll for upcoming week).

The Accounting Manager will:

- Analyze the available cash on hand by fund, determine the amount of cash requirements and what is available to draw by fund.
- Review the Weekly Cash Request form and make recommendations from which grants to draw cash.

The CFO or his/her designee will review the Weekly Cash Request, make any necessary modifications and approve grant funds to be drawn.

Accounting Manager or his/her designee will:

- Submit an electronic request for cash through SERA.
- Generate a summary cash portal report showing the total of cash requested, summarized by grant.

CFO or his/her designee will:

- Verify cash drawn agrees to approved amounts.

Finance Staff will:

- Record cash receipts in accounting system when cash is received

- File all documentation in the appropriate Monthly Cash Request File Folder.

### **Federal awards**

As needed, based on level of expenditures, a cash draw will be requested through the U.S. Department of Health and Human Services Payment Management System, PMS for reimbursement of expenditures of Federal awards.

The Accounting Manager will:

- Review expenditures and cash on hand to determine the amount of cash requirements.
- Prepare Cash Request form.
- Provide Cash Request form and supporting documentation to CFO or his/her designee.

CFO or his/her designee will:

- Review Cash Request form and supporting documentation and approve.

Accounting Manager will:

- Submit an electronic request for cash through DPMS.

CFO or his/her designee will:

- Verify cash drawn agrees to approved amounts

Finance Staff will:

- Record Cash receipts in accounting system when cash is received
- File all documentation in the appropriate Cash Request File Folder.

### **Other awards**

If additional funding streams arise (i.e. County or other local funding), procedures similar to the above will be followed to the extent possible and will always be consistent with procedures documented in the specific grant agreement and/or contract.

### **Cash Advances**

Cash advances for some grants will occasionally occur. Funds may be received via check or ACH.

Finance staff will:

- Verify amount received against agreement and the associated Grant Funds received tracking spreadsheet
- Record Cash Receipt in Accounting system
- File all documentation in the appropriate Cash Receipt file folder.

The Cash Receipt will be reviewed by the Accounting Manager and CFO his/her designee.



**SECTION V – CASH RECEIPTS**

**PURPOSE**

To establish the concepts and procedure to be followed in processing cash receipts transactions.

**GENERAL**

The cash receipts process includes depositing funds received and recording the transactions.

**PROCEDURE**

All cash and checks will be opened by the Executive Administrative Assistant.

The Executive Administrative Assistant will:

- Immediately endorse all checks “For Deposit Only”
- Make a copy of the check
- Enter details of item received into the cash receipts log
- Provide cash/check and cash receipts log to the Senior Accountant.

The Senior Accountant will:

- Review and initial the cash receipts log.
- Prepare bank deposit slip in duplicate when transporting to bank, or update the electronic deposit slip. The deposit slip will include the name of payor and the amount of each receipt.
- Attach a copy of the invoice if a check receipt is in payment for services invoiced by the Organization.
- All deposits not made daily are secured in a locked safe in CFO’s office.

The CFO will:

- Review deposit slip and supporting documentation prior to deposit being made.

Senior Accountant will:

- Deliver monies and deposit slip to bank when transported to the bank.
- Receive validated deposit receipt and attach it to the supporting documentation. (copy of check, letter, etc.) When electronically depositing, present the approved deposit slip and supporting documentation to the Accounting Manager for processing.

The Accounting Manager will:

- Upload electronic deposits into TD Bank’s Digital Express portal with the TD check scanner.
- Download the electronic deposit slip and images of scanned checks from the Digital Express site and save it on the server.

The Senior Accountant will:

- Receive validated deposit receipt and attach it to the supporting documentation. (copy of check, letter, etc.)

- Ensure all documentation for all receipts is attached to the deposit receipt.
- Record cash receipt in accounting system.

Accounting Manager will:

- Review cash receipt documentation for accuracy and provide to CFO or his/her designee.

The CFO or his/her designee will:

- Approve cash receipt and post transaction in accounting system.

The Finance Staff will:

- Maintain file for deposit receipt and supporting documentation.

**SECTION VI - PROGRAM INCOME**

**PURPOSE**

To describe specific procedures to report program income and disbursements thereof on program funds.

**GENERAL**

Program income is defined as income generated by a program activity or earned as a result of the program. Program Income includes:

- Income from fees for services performed and from conferences
- Income from the use or rental of property acquired with program funds
- Income from product sales fabricated under the grant
- Revenue earned under fixed price or reimbursement award that are in excess of actual costs incurred for providing the services
- Interest income earned on advances of program funds

Program income shall be expended before program funds and must be expended prior to the submission of the final report for a funding period.

**PROCEDURE**

Receipt and disbursement of program income will follow the same procedures as program funds.

Program Income will be reported based on funding source requirements. Separate G/L accounts will be used to account for program income revenues.

Interest earned up to \$500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

- (i) For returning interest on Federal awards paid through PMS, the refund should:
  - (A) Provide an explanation stating that the refund is for interest
  - (B) List the PMS Payee Account Number(s) (PANs)
  - (C) List the Federal award number(s) for which the interest was earned and
  - (D) Make returns payable to: Department of Health and Human Services.
- (ii) For returning interest on Federal awards not paid through PMS, the refund should:
  - (A) Provide an explanation stating that the refund is for interest
  - (B) Include the name of the awarding agency
  - (C) List the Federal award number(s) for which the interest was earned and

(D) Make returns payable to: Department of Health and Human Services.

**REPORTING**

Program Income will be reported to the appropriate funding source in compliance with the funding source.

## SECTION VII - CASH DISBURSEMENTS

### PURPOSE

To establish the concepts and procedures to be followed to process cash disbursement transactions.

### GENERAL

The cash disbursements process includes processing invoices for payment, preparing checks, and recording the transactions.

### PROCEDURE

The following sequence of activities takes place in processing transactions related to disbursements from the general operating checking account:

Finance Staff will:

- Match invoices against the authorized purchase order or contractual agreements that all terms of the agreements are met.
- Maintain a listing of recurring monthly invoices to ensure completeness.
- Ensure the mathematical accuracy of the invoice.
- Prepare the Accounts Payable Journal Voucher, and sign on the “Prepared by” line attesting to a. and c. above.
- Forward to Accounting Manager for review.

Accounting Manager will:

- Review Accounts Payable Journal Voucher, documentation, computations, G/L account distributions and assure that proper procurement has been performed and documented and will sign the Accounts Payable Journal Voucher on the “Approved by” line attesting to those items.
- Return to the Finance Staff to enter in MIP accounting system.

Finance Staff will:

- Enter invoices from A/P voucher into MIP.
- Run an accounts payable unposted voucher report and verify data entry is accurate.
- Forward invoices, A/P voucher, unposted voucher report to Accounting Manager.

Accounting Manager will:

- Review unposted voucher report for accuracy and provide A/P vouchers to CFO, or his/her designee for review.

CFO or his/her designee will:

- Review Accounts Payable Journal Voucher, documentation, computations, G/L account distributions and assure that proper procurement has been performed and documented and will sign the Accounts Payable Journal Voucher on the “Approved by” line attesting to those items.
- Post A/P journal in accounting system (MIP).

**CHECK PREPARATION**

The Accounting Manager and CFO or his/her designee will be responsible for reviewing the supporting documentation and selecting the invoices for payment.

Finance Staff will:

- Select the accounts payable invoices for payment from the accounting program and pull the accounts payable journal vouchers and supporting documentation.

**PRINTING CHECKS**

Finance Staff will:

- Print the checks in accordance with the accounting software procedure.
- Run a check register report and forward to the CFO or his/her designee along with the printed checks and the check register report from the previous check run for approval.
- Attach the checks to the supporting documentation and provide to CEO.

The CEO will:

- Sign the check signifying approval.
- Return the checks and documentation to Finance Staff.

Finance Staff, Accounting Manager, or CFO or his/her designee will:

- Provide checks and approved check register to second authorized signer.
- Obtain signature from one of the Board Officers (i.e. Board Chair, Board Vice Chair, Board Treasurer, or Secretary) for cash disbursements greater than \$5,000 and any checks made payable directly to the CEO.

The CFO or his/her designee will:

- Post unposted check register

Finance Staff will:

- Mail check with duplicate invoice or any other payment remittance attributable to payment.
- Attach duplicate check stub to documentation, scan and then file alphabetically. If documentation is not attached to the check duplicate, it will be clearly referenced as to where the documentation can be located.

The Senior Accountant or Accounting Manager will:

- Upload a check file to bank for positive pay verification.

In NO event will:

- A check be prepared unless these procedures are followed.
- Checks be used other than in numerical order.
- Checks be prepared or signed in advance.
- Checks be made out to cash, bearer, petty cash, etc.
- Checks be prepared on verbal authorization.

**VOIDED CHECKS**

Voided checks will have VOID boldly written in ink across the face of the check. The original along with any supporting documentation will be forwarded to Senior Accountant for month end to be used in the monthly bank reconciliation.

Vendor checks that need to be voided will be entered into the accounting system. A two-step process will be used in which the check is voided, and the accounts payable invoice associated with the check is also voided. Blank checks that need to be voided will be maintained in the voided check file but do not need to be entered into the accounting system.

Before any checks can be voided, they must be approved by the CFO.

**USE OF POSITIVE PAY**

After each check run, a file of checks printed is generated and uploaded to the Organization’s online bank website. Positive Pay is an automated fraud detection tool offered by the Organization’s bank. It is a service that matches the account number, payee, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the Organization.

**Note:**  
*All purchases (including credit cards) follow established procurement guidelines. See separate document – Procurement Standards and Procedures.*

**SECTION VIII - TRAVEL**

**PURPOSE**

To establish policies and procedures for authorizing and obtaining reimbursement of travel expenses by employees and other authorized persons of the Organization’s staff and board members. All requests for approval and payment for travel expenses will be accomplished in accordance with Section 112.061, F.S.

**GENERAL**

See separate document – Travel Policy



**SECTION VIX - CREDIT CARD POLICY**

**PURPOSE**

To establish policies and procedures to allow for use of the Organization’s credit card (Corporate and Department Credit Card) for making purchases, tax exempt only, for the sole purpose of conducting the Organization’s business.

**GENERAL**

The Board of Directors delegate authority to the CEO and designees (collectively referred to as the Administrator) to maintain and utilize a credit card in instances where purchases via credit card provide efficiencies.

**ISSUANCE OF CREDIT CARD**

Upon issuance, a Credit Card may not be transferred to any other person for use except by the Administrator.

- Direct delivery of the Credit Card by the issuing financial institution shall be limited to the Organization’s Administrator. The Administrator of a credit card will be trained on the Organization’s Credit Card Policy (the Policy) and acknowledge in writing their understanding of the Policy (refer to Attachment I). The acknowledgement forms shall be maintained by the CFO.
- An Administrator log will be maintained of current Administrators. The log will include the name of the Administrator, the location, and the assigned credit limit. The log will be updated with any changes to the Administrator. The log will be maintained by the CFO.

**STORAGE AND TRACKING OF CREDIT CARD**

The Administrator will store the Credit Card in a designated locked cabinet or safe when not in use. The Administrator of the Credit Card will be responsible for monitoring the locked cabinet or safe is secure. Certain positions (i.e. Facilities) within the Organization may be granted the authority to maintain a credit card in their possession and would be responsible for safekeeping, timely submission of receipts, etc.

**CREDIT CARD LIMITS AND RESTRICTIONS**

The Organization may routinely increase or change controls to protect the integrity of the Organization’s Credit Card account. Refer to Administrator log for credit limits. Refer to “Use of Credit Card” for restrictions on use.

**PRIOR APPROVAL**

Approval is to be obtained PRIOR to the use of the Credit Card.

- If purchase is to be secured with a credit card, the Organization’s Purchase Requisition Form should clearly indicate the method of payment to be used.
- In urgent situations, verbal or e-mail approval by the CEO or CFO can be made in use of the credit card followed up with the Organization’s Purchase Requisition Form.

**USE OF CREDIT CARD**

The Credit Card is the property of the Organization and is intended solely for the Organization’s business. Cash advances are not allowed.

- Procurement policies and/or travel policies are to be followed, explicitly. Examples of

appropriate use include incurring authorized travel expenses or time sensitive purchases that would be permitted otherwise.

- All purchases made using the Credit Card should be tax exempt.

Tax Exempt Status: The Organization is authorized to purchase tangible personal property and services without payment of Florida Sales and Use Tax. Credit Card users are responsible for asking for this tax exemption when purchases are made. A copy of the Organization’s state tax exemption letter can be obtained from the Organization’s Staff Accountant.

- Use of the card is strictly for the purpose of conducting the Organization’s business and should be treated with extreme care to ensure it is used appropriately. Employees who misuse or abuse this privilege are subject to disciplinary action up to and including employment termination.

**CREDIT CARD PAYMENT**

Finance Staff will:

- Login to online account and print statement
- Create ACH Payment Approval Form
- Sign off as “prepared by”

Accounting Manager will:

- Review statement and approval form
- Sign off as “reviewed by”
- Provide to CFO to process ACH payment

CFO or his/her designee will:

- Process ACH payment
- Sign off as “processed by”
- Provide to CEO for review and approval

CEO will:

- Review and approve ACH Payment Approval Form
- Sign off as “approved by”

**RECORDING TRANSACTIONS**

Finance Staff will:

- Prepare Cash Disbursement voucher with all supporting documentation
- Enter transactions into MIP
- Print unposted transaction report

Accounting Manager will:

- Review and approve Cash Disbursement voucher, supporting documentation and unposted transaction report

CFO or his/her designee will:

- Review and approve Cash Disbursement voucher, supporting documentation and unposted transaction report
- Post Cash Disbursement in MIP

**CREDIT CARD USER RESPONSIBILITIES**

Card users are expected to protect account information from unauthorized persons. It is the card user’s responsibility to obtain all receipts, which display their card account number.

- On phone or mail orders, the card user will verify receipt of the goods using the packing slip, bill of lading and/or purchase receipt.
- The card user must obtain an invoice/receipt from the vendor, whether original or faxed, to be matched with the entry for that transaction.
- After purchase, receipts or other substantiating documentation must be forwarded to the Organization’s Finance Staff via [invoice@careersourcehp.com](mailto:invoice@careersourcehp.com) within five business days unless otherwise approved by CFO. Receipts or other substantiating documentation will be maintained with a correlating Purchase Requisition Form (or Training Voucher for participant materials); the Purchase Requisition Form shall contain all information and signatures as recorded with other purchases.
  - The following information is required on the charge or credit receipt applicable for each transaction. Any missing information will be completed by the card user:
    - ✓ Date of Original Transaction,
    - ✓ Date Received or Date of Credit if different from the original transaction date,
    - ✓ Vendor Name,
    - ✓ Transaction Amount,
    - ✓ Description of Item to include quantity and unit price, and Comments, Order Cancellation Numbers, Transaction Details,
    - ✓ Signature authorizing approval of the transaction.
  - Verification of receipt of Goods: Card users will handle the receipt of goods in one of the following two (2) ways:
    - ✓ If the card user has purchased the goods on location or the goods are shipped and received the same day, the card user will inspect and approve the receipt of goods immediately. The transaction receipt will be forwarded to accounting.
    - ✓ If the order is placed by phone or via mail order and goods are not received immediately, the goods will be inspected and approved upon receipt via a packing slip, bill of lading, or purchase receipt accompanying the goods. This packing slip, bill of lading and/or purchase receipt will be reviewed and verified by the card user, or designee, then forwarded to accounting.

**CREDIT CARD CANCELLATION AND REVOCATION**

Cancellation or revocation may occur for such reasons as:

- A card is lost or stolen,
- A card user is terminating employment,
- Card user misuse or abuse, and
- The CFO is responsible for ensuring that the card issuing institution is notified within 8 hours of the Organization’s desire to cancel a card.

If the Credit Card is lost or stolen, the card user must notify the CFO within one hour of discovering the loss. The CFO or designee shall contact the card issuing institution to confirm that appropriate action has been taken by the card issuing institution. Thereafter notify the CEO.

**RETURNING PURCHASES MADE WITH CREDIT CARD**

If any purchase on a Credit Card is defective or incorrect, notify supplier(s) that the item will be returned; request a “ship to” address and a return authorization number. Purchasers will request supplier(s) to process a credit transaction. Staff Accountant will ensure that the credit appears on the next monthly statement and notify the CFO.

**RESOLVING DISPUTES**

If a Credit Card is charged for an item incorrectly, Finance Staff should contact suppliers and attempt to resolve problems. Any communications should be documented and include dates, people invoiced, and brief descriptions of problems. The Organization has sixty (60) days following the billing cycle ending date to dispute charges with card issuers. If card users are unable to resolve disputes with suppliers, the CFO will contact the credit card company to assist with resolution.

**SECTION X PAYROLL**

**PURPOSE**

To describe the procedures followed in processing payroll.

**PAYROLL PREPARATION**

The HR Manager will be responsible for setting up new employees with the contracted payroll service provider (Paylocity).

Each employee will be responsible for recording bi-weekly time in Paylocity, to compute total hours worked each day, to indicate overtime hours, leave time, holiday, and to designate the number of hours worked on various functional categories or grants.

Each employee will approve his or her timesheet electronically.

Each supervisor will approve timesheets electronically and ensure proper recording of time.

The HR Manager or designee will prepare and submit the bi-weekly payroll worksheet reports to the Accounting Manager and CFO or his/her designee for review and approval.

Accounting Manager and CFO or his/her designee will review payroll reports for accuracy and the HR Manager will make final submission of payroll in the online system once approved.

The CFO will provide the amounts required to fund the payroll transaction(s) to the Accounting Manager. The Accounting Manager will prepare the online transfer from the operating account to the payroll bank account. The CFO will review and approve online transfer. Supporting documentation is provided to CEO and a Board Member for review and sign off.

The HR Manager will generate the final payroll reports from Paylocity and provide them to the Accounting Manager.

Finance Staff will record the payroll journal entry in the general ledger.

The Accounting Manager and CFO or his/her designee will review the payroll journal entry with supporting documentation. The CFO will post to the general ledger

The HR Manager will maintain payroll reports.

The HR Manager will run final payroll reports review and file.

**EMPLOYEE LEAVE RECORDS**

Leave records will be maintained on a bi-weekly basis for each employee. The Organization will maintain a bank account separate from operating funds to segregate funds equal to the accrued leave balance. Accrued leave will be expensed to contracts when earned. The liability and the cash account will be recorded in the Organization’s general fund.

The HR Manager will:

- Record leave time used, and time earned each pay period.
- Provide a monthly report to the CFO.

The Accounting Manager will:

- Record a journal entry to adjust the accrued leave balance in the accounting system at a minimum of two times per year.
- Submit a request to the CFO to adjust the savings account to agree to the adjusted leave balance and prepare the transfer.

The CFO will:

- Approve the bank transfer.

## **SECTION XI - JOURNAL ENTRIES**

### **PURPOSE**

To describe the concepts and procedures followed in preparing and processing journal entries.

### **GENERAL**

Journal entries are required to record a number of accounting transactions.

Such journal entries include non-cash transactions such as, but not necessarily limited to:

1. Payroll
2. Accrued Expenditures/Accounts Payable
3. Amortization of Prepaid Items
4. In-Kind Contributions
5. Accounts Receivable
6. Adjusting and Reclassification Entries
7. Monthly, Quarterly, and Year-end closing entries
8. Other Accruals
9. Bank reconciling items
10. Cost allocation entries
11. Accrued leave

### **PROCEDURE**

The following sequence of activities takes place in preparing and processing journal entries:

The CFO, Accounting Manager, or Finance Staff will:

- Prepare the journal entry from source documentation and enter it into the accounting system.
- Have journal entry reviewed by either Accounting Manager or CFO or his/her designee.
- CFO will post entry in MIP after final review.

The Finance Staff will:

- File journal entries and documentation in numerical order and scan copy to the server.

## **SECTION XII - BANK RECONCILIATION**

### **PURPOSE**

To establish the procedure to be followed in performing the month-end bank reconciliations.

### **GENERAL**

The bank reconciliation process includes reconciling the cash balance per the general ledger to the cash balance per the bank statement and recording any necessary adjustments. Bank reconciliations are performed monthly.

### **PROCEDURE**

The following sequence of activities shall take place in reconciling bank accounts:

Finance Staff will:

- Login to an online account and print bank statements.
- Prepare the bank reconciliations and sign as “Preparer”, no later than the 15<sup>th</sup> of every month.
- Supporting documentation should include: bank statement, ending G/L balance report, canceled checks, and any other pertinent information.
- The bank balance will be reconciled with the balance in the general ledger.
- The monthly reconciliation will be reviewed, approved and initialed by the CFO and the CEO.
- Finance Staff will prepare and record any necessary journal entries.

The Accounting Manager will monitor checks that have been outstanding over 120 days. Based on the research, a decision will be made as to whether the check will be reissued or voided.



**SECTION XIII - PETTY CASH**

**PURPOSE**

To establish the procedures and controls employed in administering petty cash funds.

**GENERAL**

Petty Cash Funds are available to use for immediate purchases of incidental operational supplies. Petty Cash Funds are established to provide a readily available source of funds for the payment of small, incidental, miscellaneous expenses such as supplies, postage, etc. The purpose of such funds is to avoid the need for writing checks for small items to facilitate quick minor disbursements.

**PROCEDURE**

The Fiscal Compliance Coordinator will conduct periodic and unannounced audits of petty cash funds. Such audits include the counting of cash and receipts.

The following restrictions are usually observed regarding petty cash funds:

- The Organization’s Executive Administrative Assistant or designee will be the custodian of the petty cash funds.
- Only the person to whom the funds have been assigned may have access to the cash.
- The account shall be kept separate from all other accounts.
- An itemized receipt shall be kept for each expenditure.
- No personal checks are to be cashed from the petty cash fund.
- Finance Staff will perform a quarterly reconciliation of the petty cash funds, unless required more frequently for replenishment.
- The CFO shall reimburse Petty Cash from the proper budgetary account, up to its maximum balance, when itemized receipts for past expenditures and a written report of same are presented.
- Under no circumstances should the petty cash fund be used to circumvent the established cash disbursements procedure.

**SECTION XIV - COST ALLOCATION**

**PURPOSE**

To establish an acceptable method of logically identifying, allocating, and documenting the distribution of cost to all benefiting cost centers.

**GENERAL**

See separate document – Cost Allocation Plan

**SECTION XV - FINANCIAL REPORTS**

**PURPOSE**

To describe the financial reports prepared for internal management and external reporting purposes.

**GENERAL**

The financial reports are the focal point of the internal accounting system. They are the final product of the collection, classification and recording of financial transactions throughout the accounting period.

**PROCEDURE**

Financial reports are prepared monthly by the CFO and or his/her designee. Failure to issue financial reports on a timely basis reduces their effectiveness because of the lapse of time between the period under report and the time when the information is reported.

There are many ways in which the financial reports can be used by the organization such as:

- To present the current financial position of the organization,
- To report the results of operations for the period under report,
- To measure actual performance in comparison to a budget,
- To control operations,
- To evaluate the effectiveness of responsible personnel,
- To report the status of funds.

Financial reports are designed to meet management information needs related to planning, organizing and controlling organizational operations. Financial reports may consist of the following.

- **Trial Balance** – The trial balance shows the balance of each general ledger account. In addition, it previews the financial statements by printing the totals of each account type and calculates the net income for the accounting period. If any period in the general ledger is out of balance, the trial balance indicates which accounting periods are out of balance and the amount of imbalance.
- **General Ledger** – The general ledger is a detailed list of posted transactions. It shows the beginning balance, net change and ending balance for each account.
- **Statement of Financial Position** - The balance sheet is a financial statement that shows the exact value of assets, liabilities and fund balance at any given point in time.

- **Statement of Activities** – The report shows the revenues and expenses and profit or loss for a particular period of time.
- **Expenditure/Encumbrance Budget Reports** – These reports contain comparisons of budgets to expenditures/encumbrances. They are prepared with line-item expenditures/encumbrance date reported against approved budgets.
- **Grant Status Report** – This report shows all open grants during the year and includes the original grant amount, current year budget amount, grant period, amounts expended to date and any remaining available balances.

The Organization shall prepare and submit financial reports for various grant awards in accordance with State and Federal guidelines. These reports are provided based on the applicable requirements of the awarding agency.

**State Awards**

Monthly Financial Reports – These report expenditures by program and functional expenditure classification and are reported through Florida Commerce’s on-line Subrecipient Enterprise Resource Application System (SERA). Expenditures shall be reported on an accrual basis no later than the twentieth of the month after the end of the calendar quarter/month. The change in expenditures from the prior month is entered into the SERA system. Total expenditures for each program are agreed to the total expenditures in the trial balance for the same period and to the SERA financial report generated from the system.

The Senior Accountant shall review the Financial Reports from SERA for the previous month to ensure that it reconciles with the previous month year-to-date balance in the accounting system before preparing the current month reports. This will ensure that any adjustments are made on a timely basis.

**Federal Awards**

Quarterly or Monthly Financial Reports – These reports are completed as required by the awarding agency and are reconciled to the accounting software.

**ANALYSIS OF FINANCIAL INFORMATION**

To provide management with the information needed to control operations, it is necessary for the CFO to proceed beyond preparation of reports. The information reported should be analyzed and if circumstances warrant, a narrative supplement should be prepared for management and historical reference which:

1. Identifies abnormal items.
2. Explains the reason for abnormalities.
3. Suggests alternative course of action for management to follow.

**SECTION XVI - FIXED ASSETS**

**PURPOSE**

The purpose of this section is to describe the concepts and procedures to be followed in the financial treatment of fixed assets.

**GENERAL**

Accounting for fixed assets will comply with Generally Accepted Accounting Principles and OMB Uniform Guidance.

**FIXED ASSETS**

- Donated fixed assets will be recorded at fair market value at time of contribution.
- Purchase of fixed assets with an acquisition cost exceeding the \$5,000.00 minimum threshold will be capitalized and recorded as a fixed asset. Acquisition cost means the net invoice price, including the cost of modifications, attachments, accessories, etc. to make the property usable for the purpose which it was acquired.
- The purchase of a fixed asset is initially recorded as an expense. An adjustment is recorded at year-end to re-class the expense to its respective fixed asset category.
- Expenditures for fixed assets are charged directly to programs only in cases where prior approval is received from the granting agency. No fixed asset item is charged indirectly.

**DEPRECIATION EXPENSE**

- The cost of fixed assets purchased with non-federal funds which are used in a manner which benefits federal programs may be recovered through depreciation expense.
- Depreciation is recognized over the estimated useful lives of the assets acquired, using straight line depreciation methods in accordance with generally accepted accounting principles. Depreciation expense is record annually at year-end.
- Depreciable lives vary based on the nature of the fixed assets, as follows:
  - Property and equipment (software, furniture, IT, etc.): 3 to 7 years
  - Leasehold improvements: Between 5 or 15 years or the lesser of the lease term.

**ADDITIONAL YEAR-END ADJUSTMENTS**

Necessary physical inventory adjustments and disposal of fixed assets, gains or loss or loss on disposal, if applicable, are recorded at year end.

**SECTION XVII - PROPERTY MANAGEMENT**

**PURPOSE**

To describe the procedures to be followed in recording, disposing, and performing physical inventory of tangible personal property. Property for purposes of this document is defined as those assets which meet the Organization’s threshold for capitalization and recorded as fixed assets. Sensitive items are defined as IT equipment that is not capitalized, ie, laptops.

**GENERAL**

Requestor who ordered the item verifies item(s) received agree to the packing slip. The requestor signs the packing slip and scans the packing slip to Finance Staff.

Finance Staff compare the packing slip to the invoice. Packing slip is attached to the invoice.

Fixed assets are added to property records. Each fixed asset shall include the following information:

- Description of the property
- Identification number, as applicable
- Federal award identification number (FAIN), if applicable
- Funding source(s)
- Title holder in accordance with 2 CFR 200.313
- Acquisition date
- Unit acquisition cost
- Percentage of federal participation in the project cost for the Federal award under which the property was acquired.
- Location and condition of the equipment and the date the inventory was taken and the person who performed the inventory
- Disposition data, if applicable, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal awarding agency for its share.

**PHYSICAL INVENTORY**

Physical inventory will be completed annually of all fixed assets and sensitive items. The VP of Fiscal and Administrative Compliance (Fiscal Compliance) will maintain a listing of all fixed assets.

IT will be responsible for conducting the physical inventory of IT equipment. Fiscal Compliance Coordinator or designee will conduct inventory of all other fixed assets. This includes identifying the condition and location of the asset.

Fiscal Compliance will reconcile the listing of items inventoried to the asset records. All discrepancies must be properly explained.

CFO, or his/her designee, will reconcile the asset records to the financial records. All discrepancies must be properly explained.

## **DISPOSITION and TRANSFER**

Fiscal Compliance will be immediately notified of all cases of loss, damage, destruction or transfer of equipment and will make a report to the CFO. Disposal of fixed assets will be in accordance with 2 CFR 200.313.

The following sequence of activities takes place in processing transactions related to the disposal of tangible personal property:

- Preparation of Property Management Disposal Form
- Notification to the Fiscal Compliance Coordinator
- Review of Property Management Disposal Form by VP of Fiscal and Administrative Compliance
- Forward to the CFO for approval.
- Update of the asset management system and accounting system.

**SECTION XVIII - AUDIT/AUDIT RESOLUTION**

**PURPOSE**

To establish audit and audit resolution responsibilities.

**GENERAL**

It is the policy of the Organization to conduct audits and audit resolution in accordance with the provisions of applicable State and Federal agencies. (2 CFR 200.508(c) and 200.511(b) and (c).

**PROCEDURE**

A Request for Procurement will be released to secure proposals from independent certified public accountants. The formal contract procedures outlined in Organization’s procurement policy shall be adhered to when requesting auditing services. In addition to these procedures the following are some of the criteria accessed:

- Recent audit experience,
- Organization size and structure (size will be considered in relation to audits to be performed),
- Qualifications of staff to be assigned to the audits to be performed; education, position, firm, years and types of experience,
- Understanding of work to be performed.

In accordance with Florida Commerce Policy, Local Workforce Boards (LWDB) must limit auditor retention to no more than five years, at which time the LWDB would have to follow its standard procurement process to select a new qualified auditor.

An independent audit will be conducted each fiscal year. Each audit will be conducted in accordance with State of Florida Auditor General Rules, OMB Uniform Guidance, Generally accepted auditing standards and Government Auditing standards, issued by the Comptroller General of the United States and other appropriate audit guides.

An exit conference will be held at the conclusion of the fieldwork to discuss the auditor’s observations and recommendations.

Within 30 days after completion of the audit, the Organization will transmit to applicable State and Federal agencies copies of the audit report along with any corrective action plan. [2 CFR 200.512(a)(1)]

The Organization’s audit resolution report, if applicable, detailing all corrective actions shall be prepared and submitted to Florida Commerce within 60 days from the Agency’s receipt of the audit reports. [DEO Policy 121 (VII)(B)]

In accordance with OMB Uniform Guidance, 2 CFR 200.500, the State has six months from the issuance of the audit reports to resolve the audit findings. Within the 180 days, a final determination will be issued by the State. [DEO Policy 121 (VII)(E)]

If the Organization disagrees with the final determination issued by the State, the Organization will request an audit hearing. The hearing will be requested within 10 calendar days from the



receipt of the final determination. The request for a hearing shall be forwarded to the Director of the DEO. A request for a hearing contesting final determination will defer debt collection efforts pending the outcome of the hearing.

**DEBT COLLECTION**

If a disallowed cost is established with a subcontractor, the Organization will:

1. Notify the subcontractor of the initial determination.
2. The contractor will have 30 days from receipt of initial determination to resolve any findings.
3. After 30 days, the Organization will issue a final determination and establish a debt, if necessary.
4. If a repayment resolution is not met, the matter will be turned over to the Organization’s legal authorities for debt collection.

**SECTION XIX – USE OF CONTRACTED FUNDS**

**POLICY**

Funds granted to contractors may not be utilized to pay staff incentives.

**RATIONALE**

- One Stop staff members may be employed by different organizations with diverse policies regarding payment of incentives.
- To maintain overall staff morale in the One Stop Centers, it is necessary to treat all staff similarly.

**SECTION XX – IMPROPER PAYMENTS**

**POLICY**

Improper payments are identified, and procedures are in place to recapture improper payments.

**RATIONALE**

2 CFR 200.53 Defines *improper payments* as “any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements.” In addition, they include “any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for goods or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.” There is a strong emphasis in the Uniform Guidance on avoiding or recovering improper payments. The Guidance now requires grant recipients and their subrecipients to have a process in place to track, report and collect improper payments.

**PROCEDURE**

To ensure that payments are proper, it is imperative that the procedures of Section VII, Cash Disbursements are followed. In addition, review of general ledger accounts, variance analysis, review of customer account statements and monthly account reconciliations would assist in identifying improper payments. If determined that an improper payment has occurred, the following procedures will occur:

- Contact the vendor/payee with documentation supporting the improper payment.
- Most often, the vendor/payee will concur and issue a credit or issue a refund check.
- If the vendor/payee does not concur and refuses to pay back the improper amount, other procedures up to and including legal options and collection agencies may be utilized depending on the amount and cost/benefit of involving outside services.
- As soon as the item is determined to be an improper payment, the expense associated with the payment is reversed from being charged to any grant or cost pool that gets allocated to any grant.

**Authority**

CFR Title 2 Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

DEO Policy 121 (3/25/22) Resolution of Recipient and Subrecipient Monitoring and Audit Findings (Federal and State)

State of Florida, Rules of the Auditor General, Chapter 10.650 (eff. 6/30/22)

Title 14 F.S. 215.97

**ATTACHMENT I - CREDIT CARD POLICY ACKNOWLEDGMENT**

I \_\_\_\_\_, an employee of Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas (CSHP) hereby acknowledge that I have received the Credit Card Policy (the Policy), read and understand its contents, and agree to abide by them. I understand the rules in the Policy can be changed at the discretion of (CSHP) and that nothing inconsistent with the document is binding on (CSHP) unless it is in writing from its CEO. I further understand that (CSHP) reserves the right to change, delete or amend any statement contained in the Policy unilaterally and without notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Employee’s Printed Name \_\_\_\_\_

Employee’s Signature \_\_\_\_\_



# Procurement Policies and Procedures

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## PURPOSE

Procurement policies and procedures outlined in this document are applicable to Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas (CSHP) are utilized to guide the procurement and subsequent purchase of goods and services that support the needs of CSHP and its contracted service providers in carrying out its/their responsibilities associated with the objectives, and goals of the state and federal programs operated by CSHP. As a recipient of Federal pass-thru funds, CSHP is required to adhere to Uniform Guidance Procurement Standards at 2 CFR 200.318-327.

## SECTION I – GENERAL PROCUREMENT STANDARDS (2 CFR 200.318)

- A. Have and use documented procurement procedures, consistent with State and local laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward.
- B. Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. Maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
- D. Procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of a lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- E. Enter into state and local inter-governmental agreements where appropriate for procurement or use of common or shared goods and services.
- F. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- G. Maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- H. CSHP alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out procurements.

## SECTION II – COMPETITION (2 CFR 200.319)

- A. All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards contained in this Policy to fulfill the following objectives of this section and 2 CFR 200.320.

- B. Some of the situations considered to be restrictive of competition include but are not limited to:
- C. Placing unreasonable requirements on firms in order for them to qualify to do business.
- D. Requiring unnecessary experience and excessive bonding.
- E. Non-competitive pricing practices between firms or affiliated companies.
- F. Non-competitive awards to consultants that are on retainer contracts.
- G. Organizational conflicts of interest.
- H. Specifying only "brand name" products instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement.
- I. Any arbitrary action in the procurement process.
- J. Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed geographical preferences in the evaluation of bids or proposals.
- K. Have written procedures for procurement transactions. These procedures must ensure that all solicitations: 1) Incorporate a clear and accurate description of the requirements for the material, product, or services to be procured. 2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- L. Ensure all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Do not preclude potential bidders from qualifying during the solicitation period.

### SECTION III – SMALL & MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES & LABOR SURPLUS AREA FIRMS (2 CFR 200.321)

- A. CSHP must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- B. Affirmative steps must include:
  - 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;



5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (2)(a) through (f) of this section.

## SECTION IV – PROHIBITED

### A. Debarment and Suspension

CSHP is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. “Covered transactions” include contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220.

This verification may be accomplished by (1) checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) and available at <https://www.sam.gov/portal/public/SAM/>, (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR section 180.300).

### B. Discriminatory vendor list

CSHP is prohibited from contracting with vendor is included on the Discriminatory Vendor List. Utilize Department of Management Services below link for search. Retain copy of search for records.  
[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agency\\_resources/vendor\\_registration\\_and\\_vendor\\_lists/discriminatory\\_vendor\\_list](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists/discriminatory_vendor_list)

### C. Convicted Vendor List

CSHP is prohibited from contracting with vendor that is included on Convicted vendor list. Utilize Department of Management Services below link for search. Retain copy of search for records.  
[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agency\\_resources/vendor\\_registration\\_and\\_vendor\\_lists/convicted\\_vendor\\_list](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists/convicted_vendor_list)

## SECTION V – PROCUREMENT METHODS AND PROCEDURES

CSHP must use one of the following methods of procurement:

### A. INFORMAL

#### 1. Micro-Purchases (Does not exceed \$10,000)

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (micro-purchase threshold). To the extent practicable, CSHP must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive price or rate quotations if prices are determined to be reasonable (e.g., based on recent research experience, or purchases).

Procedures:

1. CSHP department requesting (Requestor) the service or product to be purchased, identifies, and contacts the vendor and completes a Purchase Requisition Form (PO), with appropriate supervisory approval.
2. Requestor submits the PO, with documentation from Vendor that supports the description and amount, to Finance.
3. Finance department will review, request additional support (if needed), approve, and process purchase requisition form.
4. Purchase requisition form must be approved by the following authorized positions; CFO and VP of Fiscal and Administrative Compliance. CEO approval is not required.
5. The CFO will ensure that the items have been budgeted for and funds are available.
6. Once authorization has been given, the Requestor or Finance can purchase the service or product.

#### 2. Small Purchases (Greater than \$10,000 to \$249,000)

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property where the price is higher than the micro-purchase threshold but less than \$250,000. Price or rate quotations must be obtained from an adequate number of qualified sources as determined by CSHP.

Procedures:

1. CSHP department requesting (Requestor) the service or product to be purchased, identifies, and contacts the vendor and completes a Purchase Requisition Form (PO), with appropriate supervisory approval.
2. Requestor submits the PO, with documentation from Vendor that supports the description and amount, to Finance, and applicable number of additional quotes,

as follows:

- a. Purchase of \$10,000 - \$50,000 typically require two (2) quotes.
  - b. Purchase of greater than \$50,000 to less than \$250,000 typically require three (3) quotes.
  - c. If the above number of quotes are not obtained, documentation supporting an insufficient number of suppliers must accompany the Purchase Requisition Form.
  - d. Purchases made based upon prices established by a state contract administered by the State of Florida, Department of Management Services, will not require additional quotes. When making a purchase based upon a price established by a state contract, the contract number, year, and title will be noted on the documents maintained for CSHP's procurement file.
3. Finance department will review, request additional support (if needed), approve, and process purchase requisition form.
  4. Procurement action must be approved by the following authorized positions; CEO or designee, CFO, and VP of Fiscal and Administrative Compliance.
  5. The CFO will ensure that the items have been budgeted for and funds are available.
  6. Once authorization has been given, the Requestor or Finance can purchase the service or product.

## B. FORMAL

Requirements:

- a. Purchase prices is greater than or equal to \$250,000
- b. Advertisement - All formal purchases will be advertised on CSHP's website and, if deemed appropriate, in major local area newspapers for at least two days prior to closing date.
- c. Bidders notice - Bid invitations will also be sent to all firms that have identified themselves to CSHP as having an interest in providing that type of product or service.

### 1. Sealed Bids

Procurement by sealed bids are those formal procurement procedures to secure services, supplies, or other property that cost \$250,000 or more requires approval by the Board of Directors. Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. Cost or price analysis must be completed.

Procedures:

1. For sealed bidding to be feasible, the following conditions should be present:
  - a. A complete, adequate, and realistic specification or purchase description is

- available; and
  - b. Two or more responsible bidders are willing and able to compete effectively for the business; and
  - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.
2. If sealed bids are used, the following requirements apply:
- a. Bids must be solicited from an adequate number of suppliers, providing them sufficient response time prior to the date set for opening the bids. Normally, a minimum of three bid responses are required for an award to be made. In cases where less than three responses are received, the VP of Fiscal and Administrative Compliance or his/her designee will contact a sampling of the vendors not responding and document the reason(s) for their non-response. This information will be made available to the CEO. The CEO may either request that the bid be re-solicited or may, if the timing or other matters dictate the award be approved to one of the current respondents.
  - d. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - e. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
  - f. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
  - g. Any or all bids may be rejected if there is a sound documented reason.
  - h. The invitation for bids will include:
    - i. A detailed description of the professional services sought, including any time frame requirements, special reporting requirements, or other explicit instructions or requirements.
    - ii. A statement of what specific professional qualifications are required by CSHP. These may be experience-based or other special qualification requirements of importance to CSHP.
    - iii. A format for the quote of rates, fees or charges associated with the services.
    - iv. Any specific areas that the respondent is required to address that will be the basis for the selection decision.
    - v. The rating criteria that will be used and the date and time response is due.
  - i. All bids will be opened at the time and place prescribed in the invitation for bids, and be opened publicly;
  - j. A firm fixed price contract award will be made in writing to the lowest responsive

and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

- k. Any or all bids may be rejected if there is a sound documented reason.
  - l. A staff or Board member that is on a Selection Committee is required to complete a Conflict of Interest Form.
  - m. Awarding Authority – CSHP’s board of directors.
  - n. Contract Files will be maintained and will, at a minimum, contain the following: Original Signed Contract, Copy of Signed Proposal, Copy of all correspondence concerning the contract to include monitoring reports, copy of all contract modifications, copy of all cost/price analyses, and reference to location of copy of proposal and any supporting documentation.
2. Procurement by competitive proposals

Procurement by competitive proposal are those formal procurement procedures to secure services, supplies, or other property that cost \$250,000 or more requires approval by the Board of Directors. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Cost or price analysis must be completed prior to release of the bid. It is generally used when conditions are not appropriate for the use of sealed bids.

#### Procedures:

- 1. When developing the scope of work for the RFP, CSHP will take into consideration the updates to 2 CFR 200 that focus on improving the selection process and shifting the focus to the balance between performance and compliance. Specifically, 2 CFR 200 states that the program outlined in a scope of work must be designed with clear goals and objectives that facilitate the delivery of meaningful results. Program performance should be measured based on the goals and objectives developed during program planning. The program must align with the strategic goals and objectives within the Federal awarding agency’s performance plan and should support that awarding agency’s performance measurement, management, and reporting.
- 2. Advertisement of Bids - All formal purchases will be advertised on CSHP’s website and, if deemed appropriate, in major local area newspapers for at least two days prior to closing date.
- 3. Proposal invitations will also be sent to all firms that have identified themselves to CSHP as having an interest in providing that type of product or service.

Handicapped, minority and female vendors, being listed in the State of Florida's Approved list of minority and female businesses are automatically considered to have identified themselves to CSHP.

4. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
5. Proposals must be solicited from an adequate number of qualified sources. Normally, a minimum of three bid responses are required for an award to be made. In cases where less than three responses are received, the VP of Fiscal and Administrative Compliance or his/her designee will contact a sampling of the vendors not responding and document the reason(s) for their non-response. This information will be made available to the CEO. The CEO may either request that the bid be re-solicited or may, if the timing or other matters dictate the award be approved to one of the current respondents.
6. CSHP will conduct evaluations of the proposals received and for selecting recipients as follows:
  - a. All proposals that are received on or before that closing date and time specified will be evaluated using the criteria contained in the proposal. All proposals received after that date and time may not be considered.
  - b. Depending on the nature of the good or service procured, Staff or Committee members will evaluate the proposals in accordance with criteria established. Those individual ratings will be averaged and combined into a report which will be made available to the appropriate Committee for their approval. In addition, each evaluator is required to sign a conflict-of-interest form.
  - c. The proposal will include:

A detailed description of the professional services sought, including any time frame requirements, special reporting requirements, or other explicit instructions or requirements.

    - i. A statement of what specific professional qualifications are required by CSHP. These may be experience-based or other special qualification requirements of importance to CSHP.
    - ii. A format for the quote of rates, fees or charges associated with the services.
    - iii. Any specific areas that the respondent is required to address that will be the basis for the selection decision.
    - iv. The rating criteria that will be used and the date and time response is due.
    - v. Additionally, when reviewing RFPs, CSHP will select the recipients most likely to be successful in delivering results based on program objectives by performing a risk evaluation. A risk evaluation may consider factors such as:

- Financial stability
  - Quality of management systems
  - History of performance
  - Audit reports and findings, and
  - Ability to effectively implement requirements
- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. CSHP may use competitive proposal procedures for qualifications- based procurement of professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.
  - f. Awarding Authority – CSHP's board of directors.
  - g. Contract Files will be maintained and will, at a minimum, contain the following: Original Signed Contract, Copy of Signed Proposal, Copy of all correspondence concerning the contract to include monitoring reports, copy of all contract modifications, copy of all cost/price analyses, and reference to location of copy of proposal and any supporting documentation.
  - h. Formal Procurement Files will be maintained and will, at a minimum, contain the following: Original proposal; Bidder's List; copy of proposal; copy of Cost/Price Analysis; original of each Proposal received; copies of all correspondence transmitted or received regarding the proposal.

### 3. Procurement by noncompetitive proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of several sources, competition is determined inadequate.

Purchases under the sole source provision will not be made without completely documenting the reasons for the sole source/non-competitive procurement and approval of the CFO and VP of Fiscal and Administrative Compliance, prior to procurement action. Approval by the CEO or his/her designee is required for

purchases exceeding the micro-purchase threshold. This will be accomplished using the Sole Source Purchase Justification Form.

4. Transparency and Responsibility

1. The entire procurement process must be performed under a process that promotes transparency and responsibility.
2. Firewall must exist of documented procedures and security measures, physical and electronic, designed to maintain a competitive environment that prevents conflicts of interest and ensures that internal processes are transparent, fair, and unbiased.
3. The information that CSHP is required to make available to the public includes, but is not limited to, the Local WDB's written conflict of interest policy, the Local WDB's written procurement policies, the procurement solicitation itself, a listing of the entities that have submitted bids or proposals, an abstract of those bids or proposals, the identity of the selected entity, and total award amount and duration of the contract with the entity.

5. Conflict of Interest Form

All members of a Selection Committee are required to complete a Conflict of Interest Form.

6. Advertising/Notification of Interested Parties

1. The staff may, if time permits, advertise for potential providers to establish a list of interested respondents to which a formal procurement will be sent. This procedure can be implemented in the same manner as a specific proposal solicitation. It would establish a list of "interested bidders".
2. If such a list as mentioned above is not established, CSHP will, or, in addition to the above list, may, for at least one weekend, solicit responses to specific formal procurement by advertising those in local area newspapers for one day. Such advertisements will be followed by a period of 25 calendar days during which respondents may develop their proposals. This twenty-five day period may be waived/decreased by CSHP in instances where such a time would cause a lack of services will be detrimental to CSHP's operations.

7. Failure to Negotiate

1. If staff determine that negotiations are at an impasse, they will advise the contractor and schedule an appeal with the CEO. The staff will notify the contractor, in writing of the impasse and the date of their appeal hearing. Staff will prepare a written report outlining the area(s) where they feel an impasse exists and the reason for the staff position. The contractor will have an opportunity to discuss its position during the appeal hearing.
2. The hearing will be scheduled within a reasonable time frame of declaration of an impasse. If unresolved by the CEO, the issue will be escalated to individuals selected by the Executive Committee. The decision of this Executive Committee is final.

8. Appeal /Protest Procedures: Appeals/Protests may be submitted for Formal



#### Procurements Only:

(Goods and Services) - From the date and time of selection/notice of intent to award, a bidder has 72 hours (3 business days) to file a written appeal/protest with the CEO. (If unresolved by the CEO, the issue will be escalated to individuals selected by the Executive Committee. The decision of this Executive Committee is final.

9. Third Party Contracts / Subcontracts - No Third-Party Contracts or Subcontracts will be allowed, unless specifically approved, in writing, by CSHP.

#### 10. Cost/Price Analysis Cost Reasonableness Standards for Procurement

A cost or price analysis will be performed in connection with those procurement actions, as required. Cost and price estimating is the process of determining, in advance, what the reasonable and fair asking price for goods and services should be. All costs will be reviewed for reasonableness.

1. The method and degree of analysis depends upon the facts surrounding the particular procurement and pricing situation, but at a minimum, CSHP will perform an independent cost or price estimate, as required.
2. CSHP will do whatever analysis is appropriate to the particular procurement action. A price analysis alone is allowed under limited circumstances (such as when the reasonableness of price can be established based upon a comparison of catalogue prices or a comparison of prices from an adequate number of suppliers of a commercially available off-the-shelf product.) A price analysis is required whenever a cost analysis is done.
3. Cost and price estimates must be documented, in writing, and must be performed by someone who has no financial interest in the outcome of the procurement.
  - PRICE ANALYSIS  
Refers to the Total Price without regard to the individual specifics involved in assembling total price.
  - COST ANALYSIS  
Refers to the Individual Elements that come together to make up the Total Price

## SECTION VI – FLORIDACOMMERCE PRIOR APPROVAL

All purchases of equipment costing \$5,000 or more shall be submitted to the Florida Department of Commerce for Prior Approval in accordance with Administrative Policy 87 - Prior Approval Administrative Policy for Local Workforce Development Boards (Jan 17, 2017). Click on [link](#) to the policy.

## SECTION VII – PROVIDERS FOR PROGRAM ACTIVITIES AND SERVICES

WIOA and its implementing regulations strongly encourages the use of a competitive procurement process in the selection of providers for program activities and services.

WIOA requires the competitive procurement process for the selection of a Youth Service Provider and One Stop Operator in accordance with the procurement standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) which are outlined above.

- The Local WDB must select the one-stop operator through a competitive process, as required by sec. 121(d)(2)(A) of WIOA, at least once every 4 years.
- Sole Source Procurement (noncompetitive proposals). CSHP may select a One-stop operator and Youth Service Provider through sole source selection in accordance with the Sole Source procurement procedures outlined in this policy.

### 1. One Stop Operator

One-stop operator is the entity or consortium of entities that coordinates the service delivery of required one-stop partners and service providers, and that is selected consistent with the requirements of section 121(d) of WIOA (20 CFR 678.600 through 678.635, 34 CFR 361.600 through 361.635, 34 CFR 463.600 through 463.635).

- a. Competitive, open, non-restrictive, and transparent procurement, in accordance with the standards set forth in this policy. Unless justification exists for noncompetitive per 2 CFR 200.320(f). Per 2 CFR 200.319, restrictive competition, includes but is not limited to:
  - i. Placing unreasonable requirements on firms in order for them to qualify to do business;
  - ii. Requiring unnecessary experience and excessive bonding;
  - iii. Noncompetitive pricing practices between firms or between affiliated companies;
  - iv. Noncompetitive contracts to consultants that are on retainer contracts;
  - v. CSHP conflicts of interest;
  - vi. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
  - vii. Any arbitrary action in the procurement process.
- b. One-Stop Operators are considered subrecipients and must follow the Uniform Guidance at 2 CFR part 200, including the contractual provisions in 2 CFR 200.326 and 2 CFR part 2900.

- c. Joint WIOA Final Rule requires that a competitive process be conducted at least once every four years. CSHP shall finalize and select the One Stop Operator before the existing agreement expires.
- d. One-Stop Operator cannot perform the following functions:
  - i. Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA);
  - ii. be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators;
  - iii. select or terminate one-stop operators, career services, and youth providers;
  - iv. negotiate local performance accountability measures;
  - v. or develop and submit budget for activities of the Local WDB in the local area.
- e. Eligible entities:
  - i. Government agencies or governmental units, such as: Local or county governments, school districts, State agencies, and Federal WIOA partners;
  - ii. Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
  - iii. Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as “Indian Tribes”);
  - iv. Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a one-stop operator);
  - v. Community-based organizations, nonprofit entities, or workforce intermediaries;
  - vi. Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization;
  - vii. Private for-profit entities;
  - viii. Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2).
- e. Recordkeeping
  - i. All entities must prepare written documentation, in accordance with 20 CFR 678.605(d), explaining the determination concerning the nature of the competitive process to be followed in selecting a one-stop operator. States and Local WDBs must also maintain records sufficient to detail the history of procurement in accordance with 2 CFR 200.318(i). These records must include, but are not necessarily limited to the following:

1. all proposals/bids received;
2. ratings of those proposals;
3. rationale for the method of procurement;
4. selection of agreement or contract type;
5. selection or rejection of proposals/bids;
6. appeals and disputes;
7. and the basis for the contract price.
- ii. Record retention requirements, as specified at 2 CFR 200.333, are typically three years from the date of submission of the final expenditures report.
- iii. Entities that make a sole source selection must prepare and maintain written documentation of the entire process of making a sole source selection (20 CFR 678.610(b)). Documentation must be retained and must clearly identify the review process in a Single State Local Area. The documentation should provide evidence that the review was performed by an impartial entity and detail the firewalls that were in place during the review of the proposals.

## 2. Audit Services

CSHP is to procure audit services in accordance with the Florida Department of Commerce (FloridaCommerce) grantee/subgrantee agreement in effect at time of procurement.

## 3. Contract Training

According to the Workforce Innovation and Opportunity Act (WIOA) and noted in its Final Rule at 20 CF 680.320, the following are the circumstances under which training services can be provided, at the discretion of CSHP, other than through an Individual Training Account (ITA). Contracts for services may be used instead of ITAs only when one or more of the following five exceptions apply and the local area has fulfilled the consumer choice requirements under 20 CFR 680.340:

- 1) When the services provided are on-the-job training (OJT), customized training, incumbent worker training, or transitional jobs.
- 2) When the local WDB determines that there are an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITAs. The determination process must include a public comment period for interested providers of at least 30 days, and be described in the Local Plan
- 3) When the local WDB determines that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve individuals with barriers to employment. The local WDB must develop criteria to be used in determining demonstrated

effectiveness, particularly as it applies to the individuals with barriers to employment to be served. The criteria may include:

- a) Financial stability of the organization
- b) Demonstrated performance in the delivery of services to individuals with barriers to employment through such means as program completion rate; attainment of the skills, certificates or degrees the program is designed to provide; placement after training in unsubsidized employment; and
- c) How the specific program relates to the workforce development needs identified in the Local Plan

4) When the local WDB determines that it would be most appropriate to contract with an institution of higher education or other provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit consumer choice

5) When the local WDB is considering entering into a Pay-for-Performance contract, and the local WDB ensures that the contract is consistent with 20 CFR 683.510

Individuals with barriers to employment include those individuals in one or more of the following categories as prescribed by WIOA:

- 1) Displaced homemakers
- 2) Low-income individuals
- 3) Indians, Alaska Natives, and Native Hawaiians
- 4) Individuals with disabilities
- 5) Older individuals (i.e. those aged 55 or over)
- 6) Ex-offenders
- 7) Homeless individuals
- 8) Youth who are in or have aged out of the foster care system
- 9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- 10) Eligible migrant and seasonal farmworkers
- 11) Individuals within 2 years of exhausting lifetime eligibility under TANF (part A of the title IV of the Social Security Act)
- 12) Single parents (including single pregnant women)
- 13) Long-term unemployed individuals
- 14) Other groups determined by the Governor to have barriers to employment

Additionally, a local WDB may determine that providing training through a combination of ITAs and contracts is the most effective approach. This approach could be used to support placing participants in programs such as registered apprenticeships and other similar types of training.

## REFERENCE

WIOA Section 134(c)(3)(G)(ii)  
20 CFR 680.320

## SECTION VII – EQUIPMENT PURCHASES

Where appropriate, an analysis of buy versus purchase alternatives, and any other analysis to determine the most economical approach.

## SECTION VIII – PROCUREMENT OF RECOVERED MATERIALS

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

## SECTION VIV – CONTRACTING

CSHP may enter contracts with two or more parties. Contracts include Letters of Intent, Memoranda of Understanding, and similar documents. All contracts must be submitted to [contracts@careersourcetb.com](mailto:contracts@careersourcetb.com) for review.

### 1. Signatory Authority

Signatory authority is limited to the Chief Executive Officer or his/her designee and the Chair of the Board of Directors. Signatory authority refers to the power and responsibility given to specific individuals within CSHP to make legally binding decisions and sign documents on CSHP's behalf.

### 2. Contract requirements

Contracts are to include the required contractual provisions that include but are not limited to the below. CSHP's contract checklist is to be used for each contract.

- Contracts for more than the simplified acquisition threshold currently set at \$250,000, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- Contracts in excess of \$10,000 must address termination for cause and for convenience by CSHP.
- Equal Employment Opportunity (contracts greater than \$10,000.)

- Davis-Bacon Act, as amended (40 U.S.C.276a to a-7) (construction contracts greater than \$2,000.)
- Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c.)
- Contract Work Hours and Safety Standards Act (40 U.S.C. § 327–333); (generally applicable to contracts in excess of \$100,000 that involve the employment of mechanics or laborers.)
- Rights to Inventions Made Under a Contractor Agreement (applies to contracts for experimental, developmental, or research work.)
- Clean Air Act (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), as amended (contracts greater than \$150,000.)
- Debarment and Suspension (E.O.’s 12549 and 12689) (applies to contracts greater than \$25,000 unless the contract is for federally required audit services).
- Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) (applies to contracts greater than \$100,000.)
- Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962) (applies to contracts with a state agency or agency of a political subdivision of a state that is greater than \$10,000.)
- Prohibition on certain telecommunications and video surveillance services or equipment. 2 CFR § 200.216.
- Domestic preferences for procurements. 2 CFR § 200.322, if applicable.

### 3. Subaward requirements

CSHP’s contract checklist is to be used for each agreement. Subaward agreements are to include the below.

Federal Award Identification Number (FAIN.)

Federal Award Date.

Subaward Period of Performance; Start and End Date.

Subaward Budget Period Start and End Date.

Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient.

Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation.

Total Amount of the Federal Award committed to the subrecipient by the pass-through entity.

Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA.)

Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity.

Assistance Listings (formerly CFDA) number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement.

Identification of whether the award is R&D, and

Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) costs.)

Scrutinized Companies. Award of \$1,000,000 or greater requires certification that the contractor meets the requirements set in section 287.135, F.S. – scrutinized companies.

## SECTION X – SUBRECIPIENT VS. CONTRACTOR DETERMINATION

CSHP staff will evaluate the substance of each relationship to determine whether features represent a subrecipient or contractor relationship. A Subrecipient and Contractor Determination Checklist will be completed by CSHP staff in distinguishing between subrecipient and contractor relationships. Characteristics that are indicative of a subrecipient or contractor relationship are outlined in 2 CFR 200.331.

## SECTION XI – CODE OF CONDUCT

1. Any Contractor or CSHP's Officer, Member, Employee or Agent that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Further; Persons, Organizations, and Employers of such Officers, Members, Employees or Agents shall be excluded from competing for such procurements when a conflict of interest situation would be created by such competition.
3. No Organization Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to his or her knowledge, his or her immediate family, partners or organizations in which he or his immediate family has a financial interest, or with whom he is negotiating or has any arrangement concerning prospective employment.
4. No Organization Officer or Member shall discuss or vote on a proposal(s) which is in competition with a proposal submitted by any party with whom the member, or his immediate family, has business, organizational or family ties.
5. Arm's length relationships will be maintained between contractors and CSHP's Officers, Members, Employees or Agents in the award and administration of contracts.
6. Meetings of CSHP, its committees, and between members, will comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
7. CSHP's Officers, Members and Employees shall maintain on file at CSHP's, at all times, a current Conflict of Interest Disclosure Form on which they will certify abidance with the standards of this Code, with a signed copy of this Code of Conduct and Ethics attached.
8. CSHP's Officers, Members, Employees or Agents who serve on a Review and



Rating Committee for Proposals shall sign a Conflict of Interest Disclosure Form declaring that they have no conflict of interest related to the particular solicitation. This form will be filed with all documents related to the proposal. If it is disclosed that they have a conflict of interest, they will be removed from the Committee.

9. Upon discovery of an actual or potential conflict of interest, CSHP's Officer, Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply to CSHP's Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.
10. No Employee shall:
  - a. Accept any direct or indirect financial benefit from any source other than CSHP because of the performance of official duties.
  - b. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
  - c. Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
  - d. Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
  - e. Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
  - f. By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
  - g. Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.
  - h. Pursue a course of conduct which will give rise to a violation of conflict-of-interest standards.
  - i. Take part in any prohibited political activities.
  - j. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
  - k. Promote or oppose unionization in the discharge of official duties.
  - l. Participate in any effort to violate any other applicable Federal, State and Local Laws and Regulations.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the CAREERSOURCE TAMPA BAY HANDBOOK.

## SECTION XII – RELATED PARTY

No workforce board including CareerSource Florida and all local boards shall enter into a contract with its own board member(s), with an organization represented by its own board member(s), with board employee(s), member or employees' relative(s) or with any entity in which board member(s), board employee(s) or relative(s) of either has any relationship with the contracting vendor unless the contract is exempt under this conflict of interest policy

**Related Parties.** “Related Party” includes any: Board member; Board employee or staff; relative of any Board member or employee or staff; any organization represented by or employing a Board member or employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.

**Related Party Contract.** “Related Party Contract” means any relationship, transaction, or expenditure, contractual in nature, which results in or could result in an expenditure of state or federal funds by the Board with a Related Party. The term “Related Party Contract” does not include retail purchases made in the ordinary course of business or payments for utility services.

**Related Parties Compliance.** The Board shall comply with section 445.007(11), Florida Statutes. CSHP must annually disclose to FLORIDACOMMERCE’s financial monitors any conflicts of interest that may arise during the upcoming year or that did arise in the current year and was not previously disclosed.

- Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the Board for consideration and approval. CSHP shall ensure that: the Board member with the conflict abstains from any vote regarding the Related Party Contract.
- If the disclosure was not made prior to the meeting because the conflict was unknown prior to the meeting, the Board shall ensure that disclosure is made at the next possible meeting after knowledge of the conflict becomes available.

**Completion of Forms.** For each Related Party Contract, CSHP must ensure that the “Contract Information Form” and “Disclosure and Certification of Conflict of Interest in a Contract” are completed, dated, executed, and certified prior to execution of the contract or incurring of expenditures for the applicable fiscal year. For conflicts unknown at the time of entering the Related Party Contract, CSHP shall ensure that completed forms are filed within 15 days after the disclosure with the person responsible for recording the minutes of the meeting. The disclosure shall be incorporated into the minutes of the meeting at which the oral disclosure was made.

The following must be provided with the Contract Information Form:

- 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

- 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.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

Related Party Contracts \$10,000 or Greater. FLORIDACOMMERCE may disapprove, in its sole discretion, any contract for the Board's failure to submit any required document or form as required by this section. Prior to execution of any contract equal to or greater than \$10,000, the Board must approve and electronically submit the documentation set forth below, along with completed copies of the forms to [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov).

Related Party Contracts Less Than \$10,000. Within 30 days after execution of any contract less than \$10,000, the Board must approve and electronically submit 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. For those in attendance, the affirmative and negative votes and abstentions for each member, along with completed copies of the forms must be submitted to [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov).

All related party contracts approved on or after July 1, 2021, must be published on the local board's website within 10 days after approval by the local board or FLORIDACOMMERCE, whichever is later, and must remain published on the local board's website for at least one year after termination of the contract.

## SECTION XIII – STEVENS AMENDMENT

When issuing requests for proposals and bid solicitations describing projects or programs funded in whole or in part with federal money, the following is to be disclosed:

1. the percentage of the total costs of the program or project which will be financed with federal money;
2. the dollar amount of federal funds for the project or program; and
3. percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

### A. Structure

The general structure should take this form:

This [project/publication/program/website, etc.] [is/was] supported by the [federal sub-agency] of the [federal agency] as part of an award totaling \$XX [insert total NFA amount

here] with XX percentage financed from non-governmental sources.

**B. Solicitation spanning multiple years**

Should a solicitation span multiple years, only the funding currently in effect needs to be included in the acknowledgment statement.

**C. Amount**

The amount is the total cost of the program or project that is financed by federal funds. This will usually be the NFA award amount. Note that the amount is not the cost or projected cost of the item to which the acknowledgment statement is attached.

On a bid solicitation, the amount in the acknowledgment statement is not the amount for the specific item that is the subject of the communication (such as a bid solicitation in this example). The amount to be used is for the entire project or program, which will typically be the NFA award amount.

**D. Not required in Contracts.** The Stevens Amendment language/acknowledgment statement is not required on contracts.



# Travel Policy and Reimbursement Procedures

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### Document Owner

CFO

### Last Revised

July 2024

### Related Documents

- Mileage Chart
- Mileage Reimbursement Form
- Mileage Reimbursement Form – Annual Travel Authorization
- Travel Authorization Form
- Travel Reimbursement Form

## PURPOSE

This policy contains procedures for authorizing and obtaining reimbursement of travel expenses by employees and other authorized persons of Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas (CSHP). All requests for approval and payment for travel expenses will be in accordance with Section 112.061, F.S. and this policy. The requirements contained within apply to all travel whether paid for with State, Federal, or Local funds. In addition, the requirements apply whether paid by reimbursement, contractual agreements, or other methods of payment, including payment to a contractor or subcontractor.

## SECTION I - AUTHORITY

The authority for this manual is contained in Section 445.007(10), Florida Statutes, which requires local workforce development boards to reimburse standard travel in accordance with rates established in Section 112.061, Florida Statutes, and in compliance with applicable state and federal requirements. Rule 69I-42.007, where applicable, has been relied on in creating this Policy in compliance with Section 445.007(10), Florida Statutes.

## SECTION II - DEFINITIONS

- A. **Authorized person or authorized traveler:** CSHP employee, board member, or other persons traveling on CSHP business who are authorized to incur travel expenses in performance of CSHP duties. This expressly includes consultants and advisers, per Section 112.061(2)(e)2, F.S.
- B. **Class A Travel:** Continuous travel of 24 hours or more away from CSHP headquarters. Overnight absence from CSHP headquarters must be reasonable and necessary to conduct CSHP business.
- C. **Class B Travel:** Continuous travel of less than 24 hours which involves overnight absence from CSHP headquarters. The travel day for Class B begins at the same time as the travel period. Overnight absence from official headquarters must be reasonable and necessary to conduct CSHP business.
- D. **Class C Travel:** Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

**NOTE: CLASS "C" TRAVEL PER DIEM OR SUBSISTENCE ALLOWANCES ARE CURRENTLY NOT TO BE REIMBURSED TO TRAVELERS.** {Source: Section 112.061(15), F.S.}

- E. **Complimentary/Gratuitous Transportation:** Transportation which is provided free of charge by another CSHP authorized traveler in a travel status. A traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense. The traveler should still show how and with whom he/she traveled when requesting reimbursement for other

costs incurred during travel.

- F. **Conference/Convention:** The coming together of persons with a common interest or interests for the purpose of deliberations, interchange of views, the removal of differences or disputes and discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops that are large formal group meetings programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems.
- G. **Headquarters:** The headquarters of an authorized traveler assigned to an office shall be the city or town in which the office is located except that:
- 1) For Board members, the headquarters is the Administrative office address for CSHP; 4350 West Cypress Street, Ste. 875, Tampa, FL 33607. {Source: Section 112.061(4), F.S.}
  - 2) When any CSHP employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be CSHP headquarters and the employee shall not be allowed per diem or subsistence, as provided in this section, after the period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the board of directors or their designee. {Source: Section 112.061(4), F.S.}
  - 3) An authorized traveler may leave his/her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his/her regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had the traveler remained at the assigned post. However, when a traveler has been temporarily assigned away from CSHP headquarters for an approved period extending beyond 30 days, the traveler shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his/her home in addition to pay and allowances otherwise provided. {Source: Section 112.061(4), F.S.}
  - 4) Remote worker. Official worksite for an employee covered by a telework agreement who is not scheduled to report at least twice each biweekly pay period on a regular recurring basis to the regular worksite is location of the telework, (i.e., home). {Source: [U.S. Office of Personnel Management](#)}



## SECTION III - AUTHORITY TO INCUR TRAVEL EXPENSES

**Section 112.061(3)(a), Florida Statutes, states:** *All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel. (For a Local Workforce Development Board, the "Head of the Agency" is the board of directors. In compliance with this provision, the board may designate either a board member or a CSHP employee to authorize travel expenses. A board is not a state agency.)*

**Section 112.061(3)(b), Florida Statutes, states:** *Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.*

**Section 445.007(10), Florida Statutes, states:** *Preapproved, reasonable and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by s. 112.061 and shall be in compliance with all applicable federal and state requirements.*

### **2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

*a. General. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-profit organization. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to the entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in non-profit organization's non-federally-sponsored activities.*

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- A. A Travel Authorization Form must be completed and approved for ALL travel prior to the beginning date of travel. Out of state travel requires CEO approval. {Source: 112.061(11), F.S.}
  - B. The authorization form should include, but not be limited to:
    - 1) Name of each traveler,
    - 2) Purpose of the travel,
    - 3) Estimated travel expenses,
    - 4) Statement of benefits accruing to CSHP by virtue of such travel. {Source: Section 112.061(11), F.S.}
  - C. Attached to the form should be a copy of the program or agenda of the convention or conference, itemizing the registration fees, and any meals or lodging included in the

registration fee. {Source: Section 112.061(11), F.S.}

- D. The form is required to be signed by the traveler and the traveler's supervisor stating that the travel is to be incurred in connection with CSHP business. {Source: Section 112.061(11), F.S.}
- E. A copy of the completed form shall be included as support for the travel reimbursement voucher. {Source: Section 112.061(11), F.S.}
- F. CSHP may pay for travel expenses of candidates for executive or professional positions. {Source: Section 112.061(2)(e)(3), F.S.}
- G. Eligible in-town, single trip vicinity miles and parking, incurred on a regular basis, in fulfillment of an employee's duties, do not require separate Travel Authorization Forms. An Annual Travel Mileage Authorization for anticipated vicinity miles must be submitted within 60 days of hire or within 60 of the ending of the fiscal year by each employee for whom regular local travel is expected.

#### SECTION IV- MEALS AND PER DIEM

- A. Reimbursement for meals is only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals, as included in Section IV above. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S and 445.007(10), F.S.}
- B. Per Section 112.061, F.S., the current approved meal allowance rates are as follows:
  - ☐ Breakfast - \$6.00 (*When travel begins **BEFORE** 6 a.m. and extends **BEYOND** 8 a.m.*)
  - ☐ Lunch - \$11.00 (*When travel begins **BEFORE** 12 noon and extends **BEYOND** 2 p.m.*)
  - ☐ Dinner - \$19.00 (*When travel begins **BEFORE** 6 p.m. and extends **BEYOND** 8 p.m.*)
- C. In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved by the CSHP or its designee. If returning after or before work hours, the destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins.
- D. When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, a continental breakfast is considered a meal and must be deducted if included in a registration fee. {Source: Section 112.061(6)(c), F.S.}
- E. In the case where a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.

- F. Per diem may be used to calculate reimbursement due for days of travel which do not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently eighty dollars, as provided for in Section 112.061(6)(a)1, F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes.
- G. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(5)(a), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.

## SECTION V - TRANSPORTATION

**Section 112.061(7)(a), Florida Statute, states:** *All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.*

### **2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

#### *c. Commercial air travel.*

*(1) Airfare costs in excess of the customary and standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; result in additional costs that would offset the transportation savings; or offer accommodations not reasonably adequate for the traveler's medical needs. The non-profit organization must justify and document these conditions on a case-by-case basis in order for the use of first-class airfare to be allowable in such cases.*

*(2) Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-profit organization's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-profit organization can demonstrate either of the following: that such airfare was not available in the specific case; or that it is the non-profit's organization's overall practice to make routine use of such airfare.*

*d. Air travel by other than commercial carrier. Costs of travel by non-profit organization-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs*

that exceeds the cost of allowable commercial air travel, as provided for in subparagraph c., is unallowable.

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A. Travelers are encouraged to use the most economical means of travel when feasible. The most economical mode of travel is determined by the following conditions:

- 1) The nature of the business. {Source: Section 112.061(7), F.S.}
- 2) The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. {Source: Section 112.061(7), F.S.}
- 3) The number of persons making the trip and the amount of equipment or material to be transported. {Source: Section 112.061(7), F.S.}
- 4) Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the *Travel Authorization Form* and must include justification.

B. Airline Travel

- 1) Travel agency surcharges may be reimbursed as long as properly justified and a receipt is provided.
- 2) The traveler must provide a passenger receipt to be reimbursed for his/her airfare. An itinerary is acceptable as a receipt for electronic tickets.
- 3) Penalty for cancellation or exchange of a ticket may be paid by the CSHP, only if the cause for the cancellation is in the best interest of the CSHP, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}
- 4) Transportation by chartered vehicles (including airplanes, buses, etc.) when traveling on CSHP business may be authorized when necessary or where it is to the advantage of the CSHP, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle. {Source: Section 112.061(7)(e), F.S.}
- 5) A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight. The owner or pilot of such aircraft is also entitled to transportation expense for the same flight. {Source: Section 112.061(7)(h)}

C. Rental Cars

- 1) Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return. Failure to do so may result in a reduction of the reimbursement.

- 2) In areas where a non-airport rental facility exists at a comparable proximity, the non-airport facility should be used in order to avoid airport fees and surcharges.
- 3) The cost of the vehicle should be reasonable and necessary for the number of travelers, the type of travel, and the distance to be traveled. {Not required by Rule or Statue. Recommended Best Practice.}

#### D. CSHP/personal vehicles

- 1) Employees traveling to a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the *Travel Authorization Form* and must include justification.
- 2) If travel is complimentary, "COMP" should be entered in the map mileage column of the travel voucher. No reimbursement shall be made for gratuitous transportation. {Source: Section 112.067(7)(h)}
- 3) The traveler is entitled to mileage allowance at a fixed rate of 44.5 cents per mile when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business and reimbursement is made via mileage allowance. {Source: Section 112.061(7)(d), F.S.}
- 4) Mileage claimed must be from point of origin to destination based on the official DOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S.}  
<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>
- 5) Vicinity mileage necessary to conduct CSHP business must be shown separately on the Travel Authorization Request Form.
- 6) Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed.
- 7) Vicinity mileage cannot be claimed while in a rental vehicle, if the cost of that vehicle is reimbursed by the CSHP. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the appropriate CSHP designee.
- 8) An employee may claim mileage from his home to a work location outside his official headquarters provided that travel begins more than one hour before or one hour after the traveler's regular work hours and provided the miles claimed do not exceed the miles actually driven. {Source: 69I-42.008(4), F.A.C.}
- 9) CSHP is not responsible for reimbursing parking fines or fines for unlawful driving. {Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)}

#### E. Remote Worker

- 1) If mileage from employee's home to CSHP location is more than 50 miles then the employee is entitled to reimbursement of actual and necessary expenses.
- 2) If mileage is less than 50 miles, the employee is reimbursed in accordance with this travel policy.

## SECTION VI - LODGING EXPENSES

### 2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:

*b. Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy.*

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- A. An **itemized** hotel receipt must be submitted to claim reimbursement (**a credit card receipt is not sufficient**).
- B. All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the travel voucher.
- C. Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}
- D. Overnight lodging may not be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the agency head. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions. {Source: 69I-42.006(7)}
- E. Monetary limit on what can be spent on a hotel room under the new law that applies to conferences, conventions, or meeting travel sponsored or organized by a state agency is \$175/night bases excluding any taxes or additional mandatory fees that are charged by the hotel. {Source: Travel Policy FAQs for Local Workforce Development Boards}
  - 1) The \$175/night does not include amounts paid for taxes, assessments or other fees.
  - 2) If the room is shared by two people and the rate is more than \$175 per night, then the cost is split between the two people is allowable as long as the cost per person is \$175 or less.
  - 3) If the actual cost of the accommodation exceeds the \$175/night:
    - i. Lodging expenses may not exceed the \$175/night rate, unless the traveler's rate is a negotiated group rate discount or the traveler provided at least

- three comparable alternatives demonstrating that lodging at or under the required rate is not available.
- ii. Documentation supporting justification of a nightly rate exceeding \$175/night must be maintained with the travel reimbursement.
  - iii. The traveler will be personally responsible for the repayment of any expenditures that exceed the approved \$175/night if the traveler cannot prove that the most economical hotel rate was used by providing three comparable alternatives or that the rate is a negotiated group rate discount. The traveler will be liable for any amount over the nightly threshold in addition to any additional taxes incurred due to the overage amount. This unauthorized amount will either be reduced from the travelers travel reimbursement or be requested in the form of a check if no reimbursement is due the traveler.

## SECTION VII - REIMBURSABLE INCIDENTAL EXPENSES

The below expenditure types, detailed in 69I-42.010, F.A.C., are required to be accompanied with a receipt, unless otherwise noted. These expenses should be listed in the incidental column of the travel voucher.

- A. Taxi fares in excess of \$25, on a per fare basis, require a receipt. Amounts less than \$25 do not require a receipt {Source: 69I-42.010, F.A.C (1)(a)}
- B. Storage, parking fees or tolls in excess of \$25, on a per transaction basis, requires a receipt. Amounts less than \$25 do not require a receipt. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to CSHP. {Source: 69I-42.010, F.A.C (1)(b)}
- C. Communication expenses for business-related fax and telephone use can be reimbursed with proper justification. **Personal telephone calls made are not a reimbursable communication expense.** {Source: 69I-42.010, F.A.C (1)(c)}
- D. Tips paid to taxi drivers that do not exceed 15 percent of the taxi fare are reimbursable and do not require a receipt. {Source: 69I-42.010, F.A.C (2)(a)}
- E. Actual amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion are reimbursable and do not require a receipt. {Source: 69I-42.010, F.A.C (2)(a)}
- F. Actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident are reimbursable and do not require a receipt. {Source: 69I-42.010, F.A.C (2)(c)} **Portage charges exceeding \$5 per incident will require additional justification. The number of bags must be stated on the travel reimbursement request.**

## SECTION VIII - CONFERENCE / CONVENTION TRAVEL

- A. Purpose of Conference: Public funds shall not be expended for attendance at conferences or conventions unless:
- i. The main purpose of the conference or convention is in connection with the business of the CSHP and is directly related to the performance of statutory duties and responsibilities of the CSHP. {Source: 69I-42.004(1), F.A.C.}
  - ii. The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. {Source: 69I-42.004(1), F.A.C.}
  - iii. The duties and responsibilities of the traveler seeking to attend such meeting are compatible with the objective of the particular conference or convention. {Source: 69I-42.004(1), F.A.C.}
- B. No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by CSHP. {Source: Section 112.061(8)(a), F.S.}
- C. CSHP may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. {Source: 69I-42.004(4), F.A.C.}
- D. Documentation Needed:
- i. Travel to a conference or convention must be approved in advance.. Benefits to the CSHP must be indicated on the authorization. {Source: 69I-42.004(2), F.A.C.}
  - ii. The approved *Travel Authorization Form* must be submitted with the travel reimbursement request. {Source: 69I-42.004(2), F.A.C.}
  - iii. A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Travel Reimbursement Form* when submitting for payment. {Source: 69I-42.004(3), F.A.C.}
  - iv. If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Travel Reimbursement Form* as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance.
  - v. Payment in advance of earlier than twenty workdays before the travel period should be accompanied by written justification, such as discounts for earlier payment or earlier payment required for reservation. {Source: 69I-42.004(4), F.A.C.}



## **SECTION IX – BUSINESS MEETING EXPENSE**

- A. Costs for business meetings are allowable if such costs are determined necessary and reasonable and the meeting serves a purpose consistent with the Organization’s operations.
- B. Meals, transportation, and lodging costs associated with meetings, workshops, and conferences are allowable.
- C. The following costs are not allowed:
  - Alcoholic beverages
  - Entertainment cost for functions whose purpose is social rather than business.
- D. Travel, rooms, per diem, and any other costs for persons other than Organization members or staff, and other persons invited to speak or otherwise directly contribute to the purpose of the meeting will be treated in accordance with the provisions of this policy.

## **SECTION X - REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES**

- A. For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}
- B. When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by the CSHP to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. {Source: 69I-42.012, F.A.C.}
- C. When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be authorized travel reimbursement, the voucher must include a signed statement from the CEO or his/her designee certifying that:
  - i. An employee of the CSHP, an applicant for a position or other covered person has requested a “reasonable accommodation” pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}

- ii. CSHP has determined that the individual is a “qualified individual with a disability” as defined in the ADA. {Source: 69I-42.012, F.A.C.}
  - iii. CSHP has determined that the payment is for a “reasonable accommodation” pursuant to the ADA, for that employee, applicant or person. {Source: 69I-42.012, F.A.C.}
  - iv. CSHP will maintain all records related to this request for seven years and make those records available for review to persons authorized to review such records. {Source: 69I-42.012, F.A.C.}
- D. All vouchers related to providing a “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the CSHP pursuant to paragraph (C)(4) above. {Source: 69I-42.012, F.A.C.}

## **SECTION XI - SUBMISSION AND PAYMENT OF TRAVEL REIMBURSEMENTS**

The provisions below are not required by law or rule, but involve the application of recommended best practices in submission and payment of travel reimbursement requests.

- A. The *Travel Reimbursement Form* should be completed in all instances (even if the net amount due the traveler is zero) and maintained in the Accounting office.
- B. Submit original and one copy of all documentation with the *Travel Reimbursement Form*. This includes ALL receipts and backup documentation.
- C. Small receipts should be taped to a sheet of paper, not stapled.
- D. The *Travel Reimbursement Form* should show both reimbursable expenses to the traveler and expenses already paid by the purchasing card or corporate card and notated in the appropriate areas of the travel voucher.
- E. Copies of all receipts paid with the purchasing card or corporate card must be attached.
- F. The *Travel Reimbursement Form* should be submitted within 10 working days of the last day traveled.
- G. A *Mileage Reimbursement Form* that is only requesting reimbursement for vicinity miles shall be completed monthly.

**Objectives:**

1. Identify and attract high-caliber CEO candidates.
2. Conduct a thorough evaluation of candidates' qualifications, experience, and fit with the organization.
3. Ensure a transparent, unbiased, and efficient selection process.

**Timeline:**

| Task # | Task Description   | Time (Wks) | Timeline |
|--------|--|------------|----------|
| 1      | Meet with Stakeholders to discuss current processes, set clear communication goals, to agree to timing of update calls | 1          | 1        |
| 2      | Sourcing, interviewing and vetting of CEO candidates   | 4          | 1-4      |
| 3      | Submit initial slate of candidates to search committee, coordinate interview schedule                                  | 1          | 5        |
| 4      | Continue sourcing of CEO candidates, nurture current slate   | 4          | 6-9      |
| 5      | Initial interview of candidates  | 1          | 7        |
| 6      | Debrief with search committee on interviews, schedule 2nd round of interviews  | 2          | 7-8      |
| 7      | 2nd round CEO candidate interviews and selection of finalists  | 2          | 9-10     |
| 8      | Reach out to finalists, assisting with offers and negotiation  | 2          | 10-11    |
| 9      | Buffer week  | 1          | 12       |

**Total Duration:** 90 Days (excluding buffer week)

**Key Activities and Milestones:**
**Task 1: Meet with Stakeholders (Week 1)**

Discuss current processes, set clear communication goals, to agree on timing of update calls

- Selection Criteria: Newland to provide Selection Committee with an understanding of the Predictive Index Assessment and its results.
- Job Description: Newland to provide Committee JD for their review and potential questions.
- Newland to provide updates every 2-weeks in-line with timing of selection committee meeting. Meeting topics TBD by Newland and Committee.
- Additional activities to be added, if needed.

## **Task 2: CEO Candidates (Week 1 – 4)**

### **Sourcing, Interviewing and Vetting**

- Newland to provide steps to thoroughly vet and screen participants (Wk 1).
- Newland to provide methods that will be used to inform and prepare candidates of public meeting requirement, merger, potential media attention, etc. (Wk 1)
- Additional activities to be added, if needed.

## **Task 3, 4: Slate of Candidates (Task 3: Week 5) and Newland to Continue Sourcing (Task 4: week 6-9)**

- Newland to provide 5-7 qualified CEO candidates
- Newland to email candidate packets directly to selection committee. (Date TBD)
- Newland to provide basis for ranking candidates and overview of process. (Date TBD)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward with initial interviews.
- Additional activities to be added, if needed.

## **Task 5: Initial Interview (week 7)**

- Selection Committee in consultation with Newland to determine if the initial interview will be virtual/hybrid/in-person. (Date TBD)
- A Munro to Confirm consortium member participation in interview effort with County Liaisons (Jonathan Wolfe and Dr. Johnson)(wk 2)
- Newland to provide interview questions, basis of ranking candidates, and brief interview committee of interview process. (Date TBD)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward with 2<sup>nd</sup> round of interviews.
- Newland to coordinate interview dates/times with CEO candidates and Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

## **Task 6: Debrief on Initial Interview, Schedule 2<sup>nd</sup> Round of Interview (weeks 7-8)**

- Newland to provide interview committee brief overview of the debrief process. (Date TBD)
- Newland to coordinate scheduling of debrief process with Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

## **Task 7: 2<sup>nd</sup> Round of Interviews and Selection of Finalist (weeks 9-10)**

- Selection Committee in consultation with Newland to determine if the 2<sup>nd</sup> Round of interview will be virtual/hybrid/in-person. (Date TBD)
- A Munro to Confirm consortium member participation in interview effort with County Liaisons (Jonathan Wolfe and Dr. Johnson) (wk 2)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward as Finalist(s). (Date TBD)

**Task 7 - continued:**

- Newland to coordinate interview dates/times with CEO candidates and Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

**Week 8:** Reach out to finalist, assist with offers and negotiations (weeks 10-11)

- Activities to be added.

**Deliverables:**

1. CEO Job Description and Predictive Index
2. Project Plan and Timeline
3. Mechanism for ranking candidates
4. Finalist Report for the Board and Consortium
5. Offer Letter and Employment Contract
6. Public Announcement and Press Release

**Monitoring and Evaluation:**

- **Updates:** Regular updates to the board on the progress of the selection process.
- **Milestone Reviews:** Review progress at the end of each phase and adjust the plan as necessary.
- **Feedback Mechanisms:** Collect feedback from stakeholders at each stage to ensure continuous improvement.

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This project plan provides a structured approach to select a new CEO, ensuring that the process is thorough, transparent, and aligned with the organization's goals and values.



## **Action/Discussion Item**

### **Proposed Plan: CEO Selection Process**

#### **Background:**

- Consortium must approve the Board of Director (Board) process to select the CEO and subsequently approve the selection as recommended by the Board [Consortium Interlocal Agreement]. At the May 28, 2024, Special Consortium meeting, the Consortium suspended the CEO selection process and the contract with Newland.
- The Board is to select and recommend the CEO [Amended and Restated By-Laws Tampa Bay Workforce Alliance, Inc. d/b/a/ CareerSource Hillsborough Pinellas]. The Board discussed the process to be used for the CEO Search at their May 30, 2024, meeting and formed an Ad-Hoc Selection Committee (Committee).
- GrayRobinson (legal counsel) was asked (by Consortium and Board) to review the Newland Associates, Inc. (Newland) contract and provide options due to concerns of Newland's handling of the CEO search process.
- Committee meeting recaps:
  - 6/11/2024 meeting: Legal counsel recapped the purpose of their review, reviewed the concerns (candidate vetting/screening and communication), highlighted relevant provisions of Newland's contract (and contract addendum) and concluded their presentation with possible options/next steps. A full and frank discussion took place during which various views and opinions were expressed. Newland provided feedback to questions raised by the Committee. The meeting concluded with Newland to present a written plan to address the inadequate recruiting efforts within seven days, with the possibility of contract termination if the plan is unsatisfactory.
  - 6/26/2024 meeting:

Newland was present to answer questions related to their proposed plan. Committee members commented on the proposal's communication plan and acknowledged and appreciated Mr. Newland's personal commitment and direct involvement with leading communications. Legal counsel guided the Committee to look at all of the information, all that has happened, and all the facts that have been presented to date in deciding whether to move forward with Newland. The meeting concluded with accepting Newland's written plan and Committee Chair work directly with staff on developing a project plan.

    - The Committee also unanimously passed to have Anna Munro be the point of contact for the selection committee, not to support any candidate interactions with

Newland. Purpose of the point of contact is to have in place a central point of contact to aid in the timely, effective, and accurate communication with all relevant stakeholders as it related to the CEO selection process.

### **Project Plan:**

The project plan includes Newland's proposed plan with the addition of detailed activities. It provides a structured approach to selecting the new CEO, ensuring that the process is thorough and transparent.

### **Additional Items of Importance:**

At the July 10, 2024, committee meeting, the original motion included in the committee's agenda packet was modified, as reflected below, and unanimously approved.

The Committee discussed concerns regarding if the recommended motion was not approved it further delaying the CEO selection process. As a result, a motion was passed that in the event that either the Board or the Consortium rejects the Committee's recommendation, the Committee agreed to recommend the second ranked proposer of the procurement for executive services and terminate Newland's contract. The Committee emphasized it is not meant as an option but only a contingency plan so as not to further delay the CEO search process.

### **Recommendation:**

To approve the project plan and recommend a CEO selection process to the board and if approved by the Board, to the Consortium:

- 1) To continue with the Newland contract and implement the CareerSource amended written plan as presented to the CEO Selection Committee on July 10th, 2024, and
- 2) Appoint Anna Munro as CEO selection committee point of contact.



## Action Item

### Approval of One Stop Operators:

#### Background:

##### *Governance*

| RESPONSIBILITY | Consortium   | Board of Directors  |
|----------------|--|---|
|                | The Local Board, <b>with the agreement of Chief Elected Official</b> , must designate and certify One-Stop operators in each local area. The One-Stop operator is designated or certified through a competitive process. [CFR 662.410] | <b>Select one-stop operators</b> in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement [By-Laws, section 4.3(K)] |

##### *Competitive Procurement*

WIOA requires Local Workforce Development Boards (LWDBs) to use a competitive procurement process to select its one-stop operator, and to conduct a re-competition of one-stop operators every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for LWDBs to periodically evaluate performance and costs against original expectations.

| Area                                  | 4-Year Period (Ends) | Contracted Provider                                  |
|---------------------------------------|----------------------|--|
| Tampa – LWDB 15 (Hillsborough County) | June 30, 2025        | Educational Data Systems, Inc. (EDSI)                |
| Pinellas – LWDB 14 (Pinellas County)  | June 30, 2026        | Kaiser Group (dba Dynamic Workforce Solutions – DWS) |

- Tampa and Pinellas, as separate workforce boards:
  - Engaged separate entities as their One-Stop Operator.
  - Designated their One-Stop Operator through a competitive procurement process in accordance with the “sunshine provision”. [20 CFR 661.307]
- There may be more than one one-stop operator in a local area. [20 CFR 678.600(b)]
- Through the merger of WorkNet Pinellas Inc. (CareerSource Pinellas) into Tampa Bay Workforce Alliance, Inc (CareerSource Tampa Bay), the WorkNet Pinellas Inc. One Stop Operator Agreement is automatically assigned to Tampa Bay Workforce Alliance, Inc.



## Information/Discussion

For the period July 1, 2024, through June 30, 2025 (PY 2024/2025):

- Execute two separate agreements with existing One Stop Operators (OSO), EDSI and DWS:
  - Add the following **contract language** to each agreement:
    - The consolidation of LWDB 14 and LWDB 15 as a single local workforce development area and the new LWDB (CareerSource Hillsborough Pinellas - CSHP),
    - One Stop Operator service area is limited, as follows:
      - EDSI: American Job Centers (AJCs) located in Hillsborough County
      - DWS: AJCs located in Pinellas County
  - CSHP Board approval and the agreement of the Consortium for both agreements.
- Competitive Procurement: During PY 2024/2025, competitively procure and select CSHP One-Stop Operator with the approval of the CSHP Board of Directors and agreement of Consortium for a contract effective date of 7/1/2025.

## Recommendation:

For the period July 1, 2024 through June 30, 2025,

- Execute two (2) One-Stop Operator agreements:
  - (1) between Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas and Educational Data Systems, Inc., adding the above **contract language**, with CSHP Board approval and the agreement of the Consortium; and,
  - (2) between Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas and Kaiser Group (dba Dynamic Workforce Solutions), adding the above **contract language**, with CSHP Board approval and the agreement of the Consortium; and,
- Competitively procure and select an OSO with the approval of the CSHP Board of Directors and agreement of the Consortium for a contract effective date of 7/1/2025



## **Action Item**

### **Approval of Board Committees Structure and Assignments**

#### **Background:**

Per the Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas (By-Laws):

#### **Section 7.1 – Standing Committees**

*The Board shall create an Audit Committee and have the ability to create, expand, or combine additional Standing Committees to carry out the functions of the Corporation as determined necessary for the efficient operation of Corporation.*

*The Consortium shall have the right to approve/appoint one (1) to two (2) non-Board members to the Audit Committee. All created, expanded, or combined Standing Committees shall have identified names, membership, duties and responsibilities.*

*The Board Chair shall name a Committee Chair for each Committee from among the members of the Committee who are also members of the Board of Directors.*

*Each Committee may meet at the call of its Chair or at the direction of the Board of Directors but shall meet at least quarterly.*

*Standing Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board.*

*All standing committees shall have a charter approved by the Board. The Consortium may create, expand, or combine Standing Committees as determined necessary for the efficient operation of Corporation.*

#### **Section 7.3 – General Guidelines of Committee Membership**

*A. All Committees shall be chaired by a Board member appointed by the Board Chair and Board members shall comprise a majority of each Committee;*

*B. All Board members are required to serve on at least one (1) Standing Committee as determined and appointed by the Board Chair; and*

*C. A Committee member, with the exception of a Board member, may designate an alternate in writing who shall have the powers, excluding voting, of the committee member when that alternate attend committee meetings in lieu of the committee member. No committee member or delegate may vote through proxy.*

### Workforce Innovation and Opportunity Act (WIOA)

Standing committees are optional under WIOA but may be used to assist the Local Workforce Development Board in carrying out its responsibilities described in Section, 107, WIOA.

Standing committees may include each of the following:

- (1) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners.
- (2) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which must include community-based organizations with a demonstrated record of success in serving eligible youth.
- (3) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

The Bylaws must include a list of standing committees including descriptions and composition for each. Standing committees must meet the standards outlined in WIOA Section 107(b)(4).

## Information/Discussion

- Standing Committees:
  - Executive Committee
    - Executive Committee shall have the authority to exercise those powers of the Board, which may be lawfully delegated, to manage the business and affairs of CSHP between meetings of the Board.

- Finance/Audit Committee  
*The Board shall create an Audit Committee and have the ability to create, expand, or combine additional Standing Committees to carry out the functions of the Corporation as determined necessary for the efficient operation of Corporation [By-Laws].*
  - This Committee is a combination of the Finance and Audit Committees and will provide oversight of the fiscal affairs of CSHP, including but not limited to, approval of annual planning budget and subsequent modifications, recommendation for acceptance of annual financial audit and IRS form 990, and reviewing internal and external monitoring reports.
- Workforce Solutions Committee
  - This committee will assess and evaluate the effectiveness and efficiencies of the Board's programs and providers in meeting the needs of customers and identify broad-based strategies for workforce system efforts and factors that have an influencing effect on the economy, i.e., job creation, occupational outlooks, the labor market, business engagement, etc. Topical areas may include quality assurance and performance review, strategic and programmatic policies, eligible training provider reviews, and local and regional plans.
- One Stop Operations Committee
  - This committee will discuss issues and identify interventions that focus on special or targeted populations such as low-income, Veterans, those with disabilities, homeless, ex-offenders etc. Topical areas may include: one stop center operations, operational policies, partnership efforts with other agencies, and community organizations and special initiatives or events.
- Youth Development Committee
  - Youth Development Committee will recommend and support the initiation of youth programs that benefit the youth and the larger community. Members shall review and recommend for board approval items such as, services to address the needs to prepare youth for career learning opportunities beyond high school, partnerships with other youth serving organizations and youth service providers.

### **Committee Charter**

All standing committees shall have a charter approved by the Board. The Chair of each Committee will be responsible for authoring the charter, in coordination with Board staff, to be approved by the Board and signed and dated by the Board Chair.

### **Appointment of Committee Chair and Members**

- Committee Chair: Appointed by Board Chair
- Committee Members:(By-Laws do not address method of appointment).  
Potential options:
  - Appointment by the Chair:  
The Chair of the board selects committee members directly based on relevant experience and competencies. This approach is straightforward and efficient.
  - Nomination by the Chair and Election by Voice Vote:  
The chair nominates potential committee members, and the full board approves the nominations through a voice vote. This process ensures broader input.
  - Appointment by Motion:  
A board member proposes appointing specific individuals to a committee, and the board votes on the motion. This method allows for discussion and debate.
  - Floor Nominations and Election by Voice Vote: During a board meeting, any member can nominate someone for a committee, followed by a voice vote. This approach encourages participation.

### **Recommendation:**

To approve the creation of Executive, Finance and Audit, Workforce Solutions, One Stop Operations and Youth Development Committees as Standing Committees, the development of a charter for each Standing Committee (for Board approval), and subject to the successful approval of the Committee charters, recommend for Consortium consideration and approval, the By-Laws be amended to list the Standing Committees and incorporate the approved charters.



## Action Item

### PY 24-25 Board of Directors Schedule

During the Special Board of Directors meeting on June 17, 2024, it was approved that our meetings will be held bi-monthly, alternating between Hillsborough and Pinellas locations.

To ensure convenience for all, we are proposing meeting on the third Thursday of the meeting month at 10:00 a.m.

The Consortium will be meeting Quarterly alternating meeting between Hillsborough and Pinellas locations.

#### CareerSource Hillsborough Pinellas

#### PY 2024 -2025 Consortium and Board Meetings

|   | July<br>2024                       | Aug.<br>2024                      | Sept.<br>2024                     | Oct.<br>2024                                   | Nov.<br>2024           | Dec.<br>2024 | Jan.<br>2025           | Feb.<br>2025 | Mar.<br>2025       | Apr.<br>2025 | May<br>2025            | June<br>2025 |
|---|------------------------------------|-----------------------------------|-----------------------------------|--|------------------------|--------------|------------------------|--------------|--------------------|--------------|------------------------|--------------|
| <b>Consortium Meetings</b><br>10:30 a.m. – 12:00 p.m.<br>Hybrid Meeting                   |                                    |                                   | <b>9</b><br>Pending<br>Approval   |  |                        | <b>TBD</b>   |                        |              | <b>TBD</b>         |              |                        | <b>TBD</b>   |
| <b>Board of Directors</b><br>10:00 a.m. – 11:30 a.m.<br>Hybrid Meeting                    | <b>18</b><br>Tampa                 |                                   | <b>19</b><br>Tampa                |  | <b>21</b><br>EpiCenter |              | <b>16</b><br>EpiCenter |              | <b>20</b><br>Tampa |              | <b>15</b><br>EpiCenter |              |
| <b>CEO Selection Committee</b><br>10:00 a.m. – 11:30 a.m.<br>Meridian One /Hybrid Meeting | <b>10</b><br><b>24</b><br>Meridian | <b>7</b><br><b>21</b><br>Meridian | <b>4</b><br><b>18</b><br>Meridian | <b>2</b><br><b>16</b><br><b>30</b><br>Meridian |                        |              |                        |              |                    |              |                        |              |
|   |                                    |                                   |                                   |  |                        |              |                        |              |                    |              |                        |              |
|   |                                    |                                   |                                   |  |                        |              |                        |              |                    |              |                        |              |

All Consortium and Board meetings are conducted in accordance with the *Florida Sunshine Law*.

**Meridian One**  
4350 W Cypress Street, Ste. 875  
Tampa, FL 33607

**EpiCenter**  
13805 58<sup>th</sup> Street N.  
Clearwater, FL 33760

**Tampa Center**  
9215 North Florida Ave.  
Tampa, FL 33612

If you are a person with a disability who requires assistance in attending any of the meetings, please contact Tammy Stahlgren at 813-397-2070 or Leah Geis at 727-608-2551.

Public Comments: Refer to [Public Comments](#) for instructions regarding public comments to the Consortium meeting.

*If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Revised 6.27.2024*

Collaborate – Innovate – Lead

### Recommendation:

To approve the 2024-2025 Board of Directors schedule to meet bi-monthly on the third Thursday of each meeting month at 10:00 a.m. Meetings will be held at Hillsborough and Pinellas locations, subject to room availability at the EpiCenter.



## **Action Item**

# **Approval of Request to Serve as a Direct Provider of Workforce Services**

### **Background:**

A Local Workforce Development Board (LWDB) that wishes to be designated as a direct provider of workforce services (other than training services) must formally request to do so pursuant to Administrative Policy 083 Direct Provider of Workforce Services. The LWDB initiates the process by submitting a Request to Serve as a Direct Provider of Workforce Services (Attachment A) via email to the Florida Department of Commerce at [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov). The Request must include the following items (1) – (12):

- (1) A description of the revised business model the LWDB has elected to follow; a description of the workforce services the LWDB plans to provide; and how the services will be delivered. This will include a reference to those items in the local WIOA plan that would change if the request is approved (at a minimum, the process for selecting service providers and the description of the local one-stop system), as well as a revised organization chart reflecting the proposed new structure and service delivery model.
- (2) The effective date for when the LWDB will begin to provide workforce services.
- (3) The transitional period needed to ensure continuity in service delivery to the LWDB's customers, if applicable.
- (4) The period of time, not to exceed three years, during which the LWDB will directly provide workforce services.
- (5) A statement of the reason(s) why the LWDB has decided to directly provide the workforce services.
- (6) A description of how the LWDB will establish a firewall that clearly separates and defines its existing role as the oversight body for the LWDB's workforce delivery system from its new role as the direct provider of workforce services.
- (7) Identification of the grant program(s) that currently fund the workforce service delivery model and that will fund the LWDB's direct service activities.
- (8) The estimated cost of the services and results of a cost analysis that documents expected reduction in costs if the LWDB provides the workforce services rather than contracting those services to another provider.
- (9) A description of any other anticipated improvement to service delivery and performance outcomes.
- (10) Documentation that the public was provided at least 30 days' notice to review and Direct change in service delivery. Any submitted comments must be included.

(11) Documentation that the CLEO has agreed to the planned change in service delivery.

(12) The completed Request to Serve as a Direct Provider of Workforce Services.

CareerSource Florida (CSF) and the Florida Department of Commerce will review the LWDB's request for permission to be a direct provider of workforce services (DSP). LWDBs designated as direct provider of workforce services must submit a performance report at the end of each program year for which direct workforce services were provided. The annual performance report will be due no later than October 15th each year (or when requested).

### **Information/Discussion:**

Effective July 1, 2024, CareerSource Hillsborough Pinellas (CSHP) is a new local workforce development area (LWDA) resulting from the consolidation of CareerSource Tampa Bay (CSTB) and CareerSource Pinellas (CSPIN). Although CSTB and CSPIN received approval as Direct Service Providers, the designations were specific to the separate LWDAs. As a result, CSHP must formally make a request to be designated as a DPS.

CSHP must submit its request that includes Attachment A and B (items 1- 12) no later than August 15, 2024.

The Request to Serve as a Direct Provider of Workforce Services, Attachment A and B, will be available for public comment 7/15/2024 through 8/14/2024 on CSHP's website.

### **Recommendation:**

To approve the Request to Serve as Direct Provider of Workforce Services, Attachment A and B, and if approved by the Board, to the Consortium for their approval in order to submit to FloridaCommerce no later than August 15, 2024.





## Request to Serve as a Direct Provider of Workforce Services

As indicated in the attached “Statement of Intent”, Tampa Bay Workforce Alliance Inc. D/B/A CareerSource Hillsborough Pinellas submits this Request to Serve as a Direct Provider of Workforce Services via email to Florida Department of Commerce at [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov)

- 1. A description of the revised business model the LWDB has elected to follow, a description of the workforce services the LWDB plans to provide, and how the services will be delivered. This will include a reference to those items in the local WIOA plan that would change if the request is approved (at a minimum, the process for selecting service providers and the description of the local one-stop system), as well as a revised organization chart reflecting the proposed new structure and service delivery model.**

Effective July 1, 2024, CareerSource Tampa Bay (Hillsborough County) (formerly Local Workforce Development Board 15) and CareerSource Pinellas (Pinellas County) (formerly Local Workforce Development Board 14) consolidated as a single local workforce development area.

Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas (CSHP), the workforce development board of Hillsborough and Pinellas Counties (now Local Workforce Development Board 28) is requesting workforce development services be provided directly by CSHP to reduce overhead costs created through the procurement of service providers.

All the required WIOA partners are included in the CSHP one-stop delivery system. CSHP system of one-stop centers provides a full array of employment services and connects customers to work-related training and education. CSHP 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.

CSHP 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

CSHP is requesting to provide direct services to the following areas:

- Wagner Peyser Job Placement Services
  - Resume and cover letter development
  - Job searching 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 of employment vacancies



- Veteran Services
  - Employment services for veterans and spouses of veterans
  - Transitional assistance for military personal
  - 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 under through a contract provider of CSHP or partner under MOU 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 Human Services
- Division of Blind Services
- YouthBuild
- Multiple Housing Agency Authorities across Hillsborough and Pinellas Counties
- Tampa Housing Authority & St. Petersburg Housing Authority
- Pinellas Opportunity Council

Co-located partner services:

- Abilities/Service Source
- Dress for Success
- Early Learning Coalition
- 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 Bay Academy of Hope](#)
- [Tampa Lighthouse for the Blind](#)
- [Bullard Family Foundation](#)
- [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 Emergency Project](#)
- [St. Pete Free Clinic](#)

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

CSHP is responsible for constant improvement of the organizational structure to efficiently and effectively manage the day-to-day operations to ensure CSHP'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, CSHP is better able to align with the structure of services provided by CareerSource Hillsborough Pinellas. By eliminating the Contracted Provider and making all staff (excluding FloridaCommerce staff) CSHP board employees, there will be significant cost savings that will allow CSHP to provide additional services to the residents and businesses in the two-county area. In addition, the management structure will become streamlined without redundant overhead and will provide direct supervision without an additional layer of provider management.

Through a procurement process, the Board of Directors of CareerSource Tampa Bay and CareerSource Pinellas have approved and selected providers for specific areas of service delivery. These providers will continue to provide services through June 30, 2025 (Hillsborough County) and June 30, 2025 (Pinellas County), until new providers for CSHP are selected through a procurement process.

- [One-Stop Operator \(Hillsborough County\) – Educational Data Systems, Inc. \(EDSI\)](#)
- [One-Stop Operator \(Pinellas County\) – Dynamic Workforce Solutions \(DWS\)](#)



- 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.

The contracted One-Stop Operators serve as conveners and provide 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, CSHP programs and service delivery partners with associated resources that support seamless delivery. The 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 Establish and/or maintain linkages between all One-Stop partners designated by CSHP to improve communication, referral, service delivery, and tracking performance of the partners.(3) Creating strong feedback loops within the partners and CSHP so successes or issues are brought to light immediately for resolution or celebration, Coordinate and hold meetings with all One-Stop partners designated by CSHP and publish minutes for each partner meeting. (4) Managing CSHP's partnership efforts with the State of Florida required partners such as Division of Blind Services (DBS) and Division of Vocational Rehabilitation (VR) Services. Maintain list of Partner, referral process and increase number of partners. (5) Managing, tracking, evaluating and overseeing CSHP's Employer and Customer Satisfaction initiatives for job seekers and employers using an accepted CSHP methodology and (6) Recommending methods of continuous improvement to CSHP's executive leadership.

**2. The effective date for when the LWDB will begin to provide workforce services.**

The effective date will be July 1st, 2024.

**3. The period of time, not to exceed three years, the LWDB will directly provide workforce services. The request should include a description of any transitional period needed to ensure continuity in service delivery to the LWDB's customers.**

The request is for the period July 1, 2024 through June 30, 2026

**4. A statement of the reason(s) why the LWDB has decided to directly provide the workforce services.**

This new structure 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. It will also allow CSHP to be more proactive to dynamic changes in the labor market, economy, business environment, funding fluctuations and regional changes because of the merger with CareerSource Pinellas by being a more lean and nimble organization.



As the implementation of REACH Act has resulted in the merger of the two workforce boards, the request for direct service provider allows for the ability to ensure that there is no disruption of services. Additionally, providing more consistent messaging to frontline staff is aimed at eliminating perceived communication issues within the organization. Since administrative and Career Center staff closely plan and implement any changes to the organization, the consistency of messaging provides a clear and concise vision to all staff.

All CSHP staff will receive the same message, so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization. The structure of Adult and Dislocated Worker staff becoming CSHP Board staff will create cost savings in payroll and financial processing services.

With the need to create the most efficient and streamlined processes for delivery services, it is in the best interest of Hillsborough and Pinellas customers and partners that the LWDB be the direct service provider.

**5. A description of how the LWDB will establish a firewall that clearly separates and defines its existing role as the oversight body for the LWDB's workforce delivery system from its new role as the direct provider of workforce services.**

The Workforce Innovation and Opportunity Act (WIOA) requires that workforce boards that provide direct services are required to provide adequate internal firewalls to ensure the integrity of public funding. The CSHP Board has developed appropriate firewalls 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.

As described in the CareerSource Policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest 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 member who benefit financially or who have a relationship with the contracting vendor must abstain from the vote and the contract must be approved by two-thirds vote of the board when a quorum has been established.

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.

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:

- At least once per year monitoring of programs and financials by an external consulting firm.
- 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.
- Established a CSTB Policy and Procedure Development that outlines the minimum requirements for policy development, approval process, implementation, training and post- implementation analysis.

**6. Identification of the grant program(s) that currently fund the workforce service delivery model and that will fund the LWDB's direct service activities.**

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:
  - Florida Medical Clinic Foundation of Caring (through 12/2024)
  - Hillsborough County (multiple projects funded through 2025)
  - United Way Suncoast (through 6/30/2025)

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

**7. The estimated cost of the services and results of a cost analysis that documents expected reduction in costs if the LWDB provides the workforce services rather than contracting those services to another provider.**

The projected cost savings for the period 7/1/2024 to 6/30/2026 are estimated to total \$429,000. Cost savings are calculated by taking the average indirect cost rate and profit of 15% of certain providers of direct services and multiplying the rate by total costs of CSHP services retained. In addition, as the direct provider of workforce services, CSHP will have the flexibility to revise the organization's staff structure as the need for workforce services changes.



**8. A description of any other anticipated improvement to service delivery and performance outcomes.**

CSHP 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, CSHP 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.
- Training platform that strengthens the competences needed in career planning and professional development content.
- Comprehensive workshop module content that incorporates gamification principles and incentives to increase learner engagement and motivation.
- Mechanism where proficiency can be measured through competency-based quizzes.
- Resume development module that allows for flexibility to customize and publish to various employer matching systems.
- Mock interview module that allows for recording responses to common interview questions and critiquing by staff.
- Customized landing page to the LWDB region (complete with calendar of events, a course catalog, community space (forum), and LMS to house training courses and track data.
- 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, CSHP will explore additional access points in the community, such as expanded partnerships with community-based organizations and public libraries.

**9. Documentation that the public was provided at least 30 days' notice to review and comment on the proposed change in service delivery. Any submitted comments must be included.**

The Request to Serve as a Direct Provider of Workforce Services will be available for public comment 7/15/2024 through 8/14/2024 on CSHP's website. Any comments provided by the public will be included in the email submission to FloridaCommerce.

**10. Documentation that the Chief Elected Official has agreed to the planned change in service delivery.**

This document and the attached, "Statement of Need" will be submitted to the Board and if approved by the Board, provided to the Consortium for approval. Signatures of Board Chair and Chair of Consortium denote agreement by Board and Consortium, respectively.





**11. The completed Statement of Intent to Serve as a Direct Provider of Workforce Services**

The "Statement of Intent" is attached.

DRAFT

# Attachment B

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

| LOCAL WORKFORCE AREA INFORMATION   |   |
|--|---|
| Name of Local Area: CareerSource Hillsborough Pinellas   |   |
| LWDB Number: LWDB 28   |   |
| Date of Submission: August 15, 2024  |   |
| Contact Person Name:<br>Anna Munro   | Phone: (813) 397 - 2064<br>Email Address: munroa@careersourcetb.com |
| AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN   |   |
| <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, 2024</u> through <u>June 30, 2026</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> |   |

| LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN |                    |
|--|--------------------|
| Name: Sean Butler                          | Title: Board Chair |
| Signature:                                 | Date:              |

| LOCAL CHIEF ELECTED OFFICIAL  |  |
|---|--|
| Name and Title: Commissioner Gwendolyn Myers<br>Chair of the Consortium | County: Hillsborough and Pinellas Counties |
| Signature:  | Date:                                      |



## **Action Item**

### **Related Party Contract and Programs**

#### **Background:**

##### Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3<sup>rd</sup>) vote of the Board, when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Commerce and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

“When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes.” [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce and CareerSource Florida approvals.

##### Training Provider

The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides training services using Individual Training Accounts (ITAs). ITAs can be used to access training from eligible *Training Providers* who have been approved by the Board to provide training for occupations on the Board’s targeted occupations list that are in demand or emerging on the local economy, experienced growth, and provide opportunities for high-skill, high-wage jobs.

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Customers who are interested in training services are made aware of the full array of training services by CareerSource Hillsborough Pinellas (CSHP) and invited to review and research training providers and programs outlined on the CSHP's approved training provider list. Training provider and program selections must fall on CSHP's ETPL to be considered for enrollment through the WIOA program

### Information:

The related party training provider requests approval to continue as a Training Provider for PY 2024-2025.

| Name                     | Board Member  | Amount Not to Exceed |
|--------------------------|---------------|----------------------|
| Ultimate Medical Academy | April Neumann | \$100,000            |

The monetary "not-to-exceed" threshold has been estimated based on the following:

- Continuing Training Programs: Estimated based on performance activities during the last 2 fiscal years.

### Required Forms:

- Form Required under Section 112.3143, Florida Statutes
  - o Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
    - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
    - Form signed by board member with conflict after the vote occurs.
    - Section 112.3143, Florida Statutes does prohibit board members with conflict from participating in discussion. However, it is expressly prohibited per By-Laws, Section 10.3 – Conflict of Interest].
- Forms required by the Florida Department of Commerce:
  - o Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
    - Disclosed and certified by board member with conflict in a contract.
  - o Exhibit C: Contract Information Form
    - Provides information on the related party contract where the conflict exists.
    - Exhibit D, the form with all items bulleted on the bottom of the exhibit provided to Board Chair to certify as accurate and complete.

### Recommendation:

For PY 2024/2025, approval of Ultimate Medical Academy as a Training Provider for a total not to exceed of \$100,000, contingent upon FloridaCommerce and CareerSource Florida approval.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|  |        |   |
|--|--------|---|
| LAST NAME—FIRST NAME—MIDDLE NAME<br><b>Neumann April</b>               |        | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE<br><b>CareerSource Hillsborough Pinellas Workforce Board</b>  |
| MAILING ADDRESS<br><b>4350 W. Cypress Steet Suite 850 Hillsborough</b> |        | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:<br><input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| CITY<br><b>Tampa, Florida 33607</b>                                    | COUNTY | NAME OF POLITICAL SUBDIVISION:<br><b>Hillsborough and Pinellas County</b>   |
| DATE ON WHICH VOTE OCCURRED  |        | MY POSITION IS:<br><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, April Neumann, hereby disclose that on July 18, 20 24 :

(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 Ultimate Medical Academy, 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 Individual Training Accounts with Ultimate Medical Academy.

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.

\_\_\_\_\_  
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.

**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, APRIL NEUMANN, 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 Hillsborough Pinellas

Contractor Name & Address: Ultimate Medical Academy - 3101 W. Dr. Martin Luther King Jr. Blvd, Tampa, FL, 33607

Contractor Contact Phone Number: (888) 205-2510

Description or Nature of Contract: Training Provider of Training Programs

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: APRIL NEUMANN

April B Neumann  
April B Neumann (Jul 10, 2024 11:14 EDT)

Signature of Board Member/Employee

APRIL NEUMANN

Print Name

7/10/24

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.

**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, Sean Butler, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas 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: Ultimate Medical Academy and CareerSource Hillsborough Pinellas

Contractor Name & Address: Ultimate Medical Academy - 3101 W. Dr. Martin Luther King Jr. Blvd, Tampa, FL, 33607

Contractor Contact Phone Number: (888) 205-2510

Contract Number or Other Identifying Information, if any: N/A

Contract Term: 7/1/2024 - 6/30/2025

Value of the Contract with no extensions or renewals exercised: \$100,000

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be procured: Training Programs

Method of procurement for the goods and/or services to be procured: The institution is an approved training provider and applied via the Organization's website.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: APRIL NEUMANN

The nature of the conflicting interest in the contract: Employee of 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.

I further attest that the following is being provided with this form:

- 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.
- 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.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

\_\_\_\_\_  
Signature of Board Chair / Vice Chair\*

Sean Butler

\_\_\_\_\_  
Print Name

\* Must be certified and attested to by the board's Chair or Vice Chair.

\_\_\_\_\_  
Date





## Information Item

# Legislative Brief – WIOA Re-Authorization H.R. 6655 and Senate Discussion Draft

### Background

Efforts by Congress are currently underway to reauthorize the Workforce Innovation and Opportunity Act (WIOA) of 2014. The U.S. House of Representatives Education and Workforce (E&W) Committee introduced [H.R. 6655, A Stronger Workforce for America Act \(ASWA\)](#), which was passed by the House on April 9, 2024 and has been referred to the U.S. Senate Health, Education, Labor, and Pensions (HELP) Committee.

The HELP Committee held a WIOA reauthorization hearing on June 12, 2024, and released their own [discussion draft](#) with the purpose of collecting feedback prior to a formal bill introduction.

Both documents propose significant changes to WIOA, which is the largest single source of federal funding for workforce development activities. WIOA also establishes a one-stop center service delivery system, providing access to job search resources, workforce training and career services to the public. There are several items that pose challenges to the delivery of workforce development services to our constituents if this legislation is passed as written.

Furthermore, on July 10, 2024, the House Appropriations Committee approved FY25 Labor-HHS-Education spending bill, which reduces funding for WIOA Adult and Dislocated Worker (AD/DW) Employment and Training and eliminates funding for WIOA Youth Job Training. The full House of Representatives will consider the bill the week of July 29. Numerous amendments are expected to be filed.

Overall, CareerSource Hillsborough Pinellas, the National Association of Workforce Boards (NAWB), and workforce development organizations nationwide are concerned that provisions of the legislation under consideration would impact local decision making and solutions that will lead to significant reductions in critical services delivered to job seekers and employers.

### CareerSource Hillsborough Pinellas Action

**H.R. 6655:** In March 2024, CareerSource Hillsborough Pinellas (then CareerSource Tampa Bay) developed and distributed a Congressional Report to federal, state and local representatives and stakeholders highlighting key legislative priorities for the session. This brief included an analysis of H.R. 6655 with recommendations regarding key items that would greatly impact the delivery of local workforce services. **The legislative brief is attached.**

**Senate HELP Committee Discussion Draft:** In July 2024, CareerSource Hillsborough Pinellas provided feedback to the Senate HELP Committee regarding specific sections of the draft bill, mirroring the concerns identified by NAWB. **CSHP's feedback is attached.**

CSHP will continue to monitor the progress of both items as they move forward through Congress. Additionally, a brief comparison between the Senate discussion draft and H.R. 6655 is provided below.

### **Initial Comparison**

A few differences between the two documents include:

1. **H.R. 6655 calls for a 50% training mandate for all Title I AD/DW funds, while the Senate discussion draft does not.**

This is a significant concern with the House bill and the Senate discussion draft does not mention this mandate.

2. **Both documents propose to increase the ability of governors to redesignate local areas.**

However, the Senate discussion draft gives more flexibility to the governor to consolidate or restructure Local Workforce Development Areas (LWDA) and is therefore an area of continued concern.

3. **Both documents increase the WIOA state set-aside by 10%, reducing existing local allocations.**

The Senate discussion draft provides additional requirements that funds must be used for Industry/Sector Partnership efforts or employer-based training activities.

4. **Both documents emphasize the need to provide additional support to justice-involved individuals.**

H.R. 6655 Identifies dedicated funding for re-entry population and changes the term “offender” to “justice-involved individual.” This provision will provide more opportunities for justice-involved individuals to receive training, obtain employment, and reduce recidivism. Likewise, the Senate draft revises the term “offender” to “justice-involved individual” to mean any individual who has been adjudicated delinquent or convicted of a crime and imprisoned under Federal or State law.

5. **The Senate discussion draft does not specify funding delineated for certain programs.**

The Senate draft bill does not propose specific authorized funding levels for any programs authorized under the legislation, instead using “such sums as may be necessary” language throughout the bill.

6. **The Senate discussion draft proposes a new system of utilizing H-1B visa fees to fund Individual Training Accounts (ITAs).**

The Senate discussion draft envisions providing a new formula funding stream to states and local communities using H-1B visa fees for the exclusive use of funding Individual Training Accounts.

7. **The Senate draft proposes state single area designations for states under certain population thresholds.**

While this does not apply to Florida, the Senate bill allows 25 states with populations of 5 million or less to adopt a state single area designation.

8. **The Senate draft proposes six new mandatory standing committees**

The Senate draft proposes the following required standing committees: one-stop/operations; youth; individuals with disabilities; local labor organizations and joint

labor-management organizations engagement; education entities; and justice-involved individuals.



# Senate HELP Committee WIOA Reauthorization Bill Feedback

Submitted: July 5, 2024

**Name:** Sheila Doyle and Steven Meier, Co-Interims CEOs

**Group:** CareerSource Hillsborough Pinellas

**Primary Contact Email:** [doyles@careersourcehp.com](mailto:doyles@careersourcehp.com) and [smeier@careersourcehp.com](mailto:smeier@careersourcehp.com)

## Introduction

CareerSource Hillsborough Pinellas is a 501(c)3 nonprofit organization which serves as the local workforce development board for Hillsborough and Pinellas Counties, including the cities of Tampa, St. Petersburg, Clearwater, and surrounding communities. Nearly 2.5 million residents call our area home, with unprecedented migration in the past few years increasing our regional population each day. With that growth, local leaders must have the flexibility to develop solutions that meet the workforce needs of residents and local businesses.

While we welcome new legislation to fortify the workforce system, we are concerned that this discussion draft includes terms that undermine the ability of local businesses, economic developers, elected officials, and other stakeholders to develop positive economic solutions for their communities. If passed as written, provisions of this legislation will impact local decision-making and lead to significant reductions in crucial services delivered to job seekers and employers.

As you know, the workforce development system serves a critical role in opening doors to training and employment opportunities for workers. However, funding for core Title I WIOA programs has eroded steadily over the past several decades, and widespread inflation adds to the challenge of providing quality services to the public with reduced funding. For example, our region's WIOA funding has decreased 33 percent in the past four years. The discussion draft of this bill mandates significant funding changes to the delivery of WIOA funding that would reduce local boards' ability to provide targeted services to employers, as well as reduce local allocations by 10% through an increase in state set-aside funding. Fewer local resources will decrease the number of jobseekers and businesses that are served by local workforce boards.

As workforce and economic development professionals, we call on you to consider key policy revisions that would enhance, rather than impede, workforce development services. We understand there are many competing priorities for the country, but workforce development is an investment with proven, long-term returns for both individuals and our nation's economy.

## Local Workforce Development Board Feedback

### [p. 23-30, Section 115] Redesignation of Workforce Development Areas

- **Feedback #1:** CSHP recommends that this process be removed as written and that a redesignation only take place with the consent of local workforce leaders, and the redesignation process is designed to lead to improved outcomes and service delivery for participants.
- **Brief context** (optional): Reconsideration of workforce development areas designation process.

### [p. 33-35, Section 115] State Single Area Designations

- **Feedback #2:** CSHP recommends that state legislatures have a broader role in the proposed allowance of 25 states to adopt a single area statewide designation determination; changing the state population threshold from 5 million to 1 million to be considered for a single-state designation; reducing the number of existing local areas (from five to three) to be eligible for a single state designation; and a shorter reconstitution timeline should a state's efforts not prove effective.
- **Brief context** (optional): Reconsideration of State Single Area Designations process.

### [p. 36-37, Section 116] Requirement of Six New Standing Committees

- **Feedback #3:** CSHP recommends standing committees remain optional.
- **Brief context** (optional): Additional committees would place a burden on boards operating with reduced capacity due to decreased funding and impede their ability to make decisions that best reflect the needs of their communities.

### [p. 42, Section 116, Line 14] Local Workforce Boards Must Retain Optimum Policymaking Authority

- **Feedback #4:** CSHP recommends retaining the existing requirement as specified in the current law, in which members of a local board must have "optimum policymaking authority" within the organization or entity they represent.
- **Brief context** (optional): The discussion draft proposes to eliminate this requirement. CSHP recommends retaining this provision of current law.

### [p. 87, Section 121] Establish One-Stop Delivery Systems Where Appropriate

- **Feedback #5:** CSHP recommends empowering local workforce boards to serve as one-stop operators if they meet certain conditions.
- **Brief context** (optional): CSHP recommends providing local workforce boards with the flexibility to establish one-stop operators according to local needs.

**[p. 139, Section 132, Line 9] 25 Percent State Funding Set-Aside**

- **Feedback #6:** The proposed 10 percent increase (up to 25 percent total with this provision) will result in a reduction of local allocations. CSHP recommends alternative funding mechanisms for these activities that do not impact local allocations. Local needs differ between communities and a reduction in local funding would impede the local workforce board's ability to respond.
- **Brief context** (optional): The additional 10 percent in state set-aside funding would divert resources from local communities.

**[p. 155, Section 133, Lines 4-8) Clarify the Allowable Use of Funds for Youth Workforce Experience Activities**

- **Feedback #7:** CSHP recommends reducing the overly prescriptive requirements related to mandated work experiences as written within the youth formula funding stream to maximize flexibility and to ensure that small and medium sized employers can engage with the public workforce system.
- **Brief context** (optional): As written, this would create significant new disincentives for employers to participate in the public workforce system and provide valuable opportunities to youth in our community.

**[p. 234-235, Section 149] Workforce System Funding**

- **Feedback #8:** CSHP recommends the bill include a significantly increased authorization of funds for the next five years to provide a clear signal to appropriators that a greater investment is needed to deliver the changes envisioned within this discussion draft.
- **Brief context** (optional): Funding for core Title I WIOA programs has eroded steadily over the past several decades and without a specific authorized funding amount, as written, CSHP is concerned that the wider Congressional appropriations process will continue to underfund the public workforce system, and thereby reduce its ability to meet current and emerging needs in state and local economies.



## Information Item

### 2025-2028 Regional and Local WIOA Workforce Services Plan

#### Information

The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan, to be submitted in partnership with the chief elected official(s). LWDBs that are part of a planning region will submit their regional plan as part of the local plan. The local and regional plan provides the framework for local areas to define how their workforce development systems will achieve the purposes of WIOA. Local and regional plans must be modified at the end of the first two-year period to reflect changes in the labor market, economic conditions and other factors affecting the implementation of the local plan.

The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Therefore, the plan is developed through an inclusive approach to gather system stakeholder feedback including partners, providers, participants, and local businesses. Local elected officials, local workforce development board members, core program partners, and mandatory one-stop partners are an integral part of the process. Furthermore, the plan will be available electronically and in open meetings to ensure transparency to the public.

The plan will be effective January 1, 2025, and includes:

- Organizational Structure
- Analysis of Need and Available Resources
- Local Workforce Development Area Vision and Strategic Goals
- Description of Program Services
- Description of the Local One-Stop System
- Coordination of Services
- Performance and Effectiveness
- Regional Plan Requirements

The following steps are required prior to submission to CareerSource Florida:

- A no more than 30-day public comment process, which includes making the proposed local plan available to the public through electronic and other means, such as public hearings and local news media.
- Presentation to the CareerSource Hillsborough Pinellas (CSHP) Board of Directors.
- Upon approval by the CSHP Board of Directors, the plan will be forwarded to the Hillsborough/Pinellas Workforce Development Consortium for approval.

### **Plan Timeline**

1. Anticipated release date for public comment mid-August 2024.
2. Presentation to the CareerSource Hillsborough Pinellas (CSHP) Board of Directors at the next proposed CSHP WDB meeting on September 19, 2024.
3. Approval by the Hillsborough/Pinellas Workforce Development Consortium. This will require a special meeting to be called in early October 2024.
4. Regional and Local Plans Due to FloridaCommerce by October 15, 2024
5. Regional and Local Plans Approved by State Board in December 2024
6. Regional and Local Plans Effective January 1, 2025 – December 31, 2028



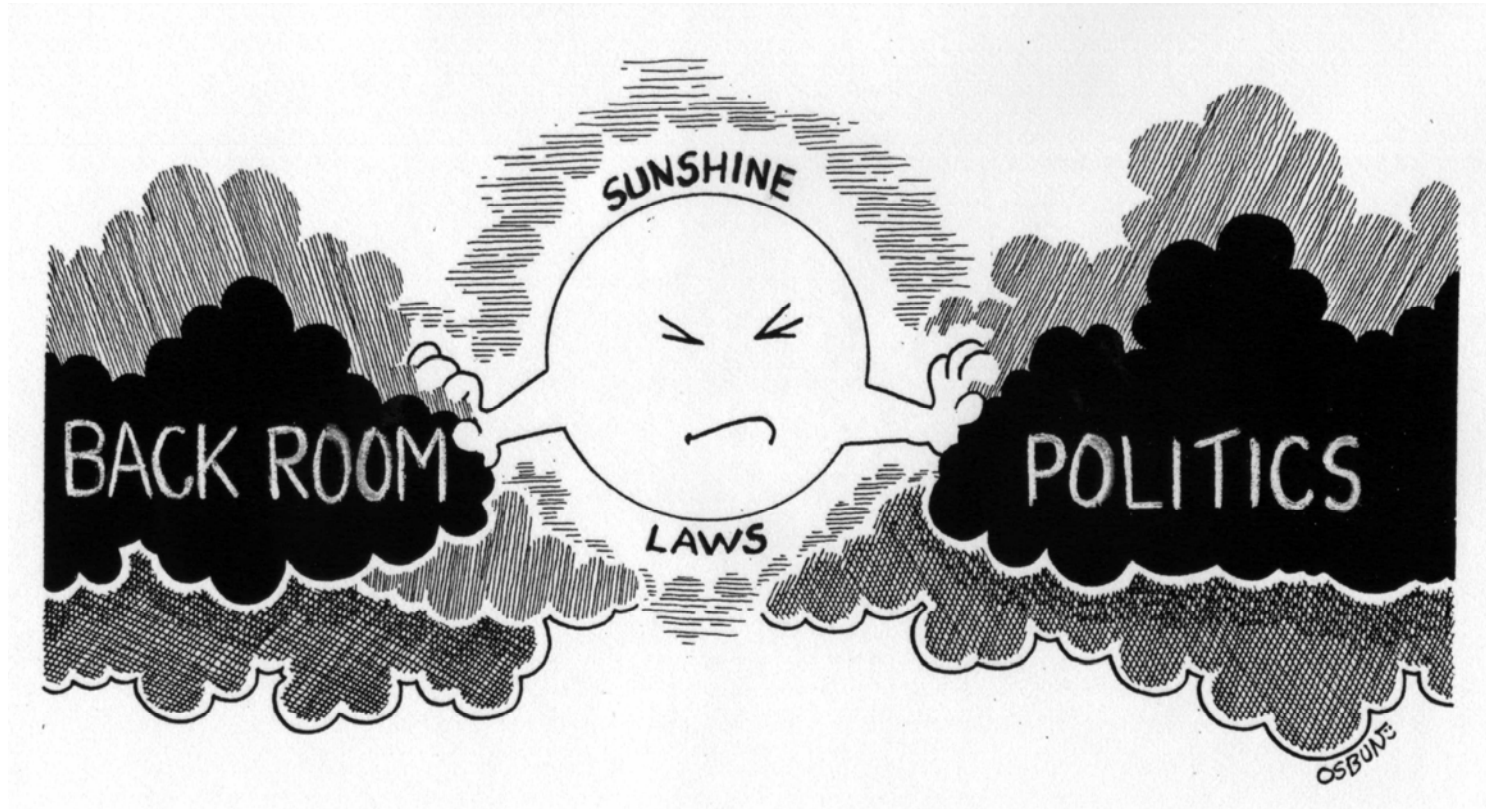
CareerSource Hillsborough Pinellas  
Board of Directors Meeting  
May 30, 2024

**Stephanie Marchman**

Shareholder

GrayRobinson, P.A.

stephanie.marchman@gray-robinson.com



## Basic Sunshine Law Requirements

- Meetings must be **open** and **accessible** to the public.
  - Only exceptions – pending litigation and collective bargaining meetings can be closed but are subject to specific requirements.
- Meetings must be reasonably **noticed**.
- Written **minutes** must be taken.

- Fla. Stat. §286.011

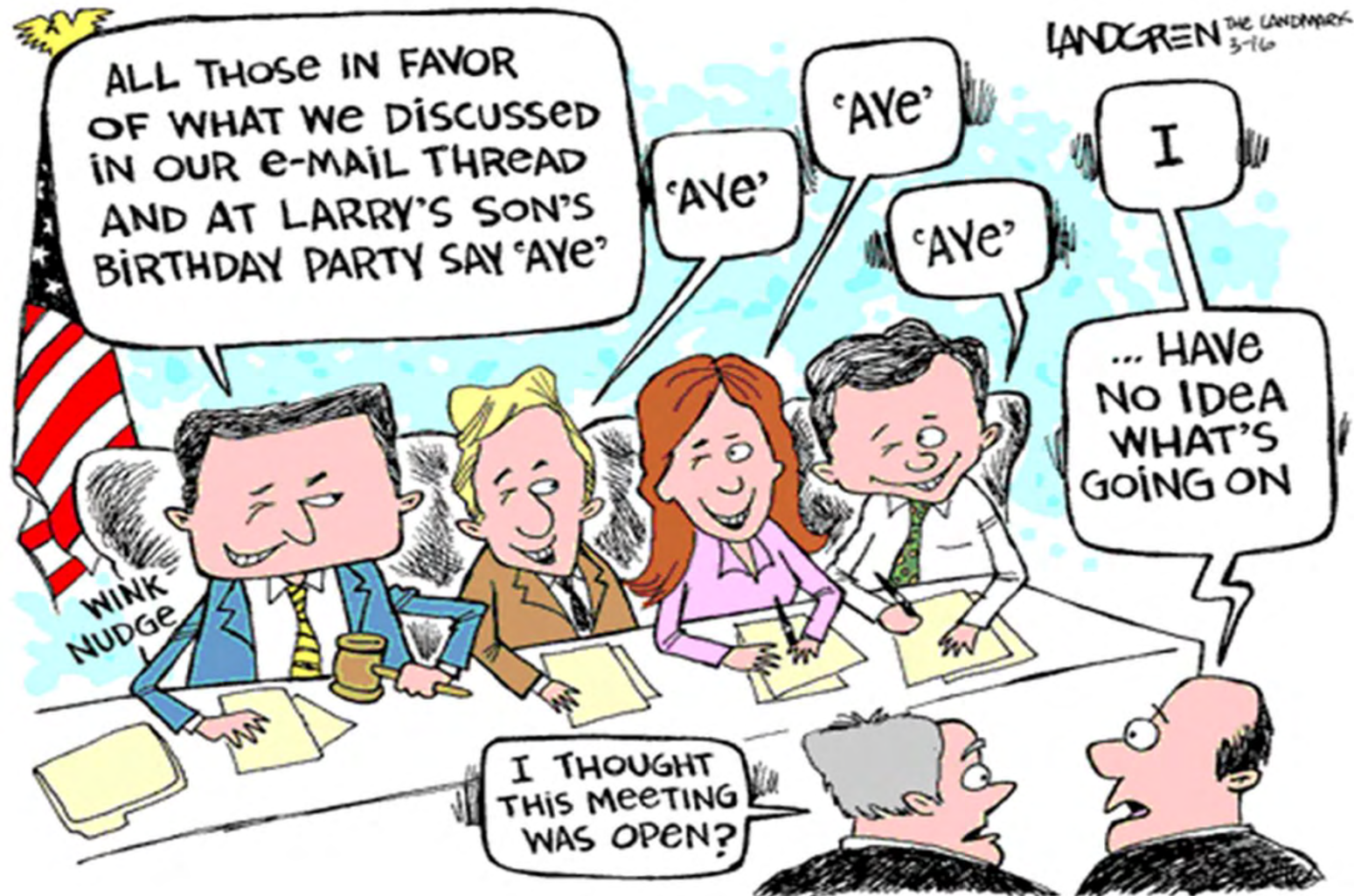


## Scope

Applicable to any **two or more members** of the same board or committee gathering to discuss some matter which will foreseeably come before that same board or committee for action. In our case, includes members of the:

- Board of Directors; and
- Advisory boards and committees when they have been delegated “decision-making authority” as opposed to mere “information gathering or fact-finding authority.”





## Things to Remember

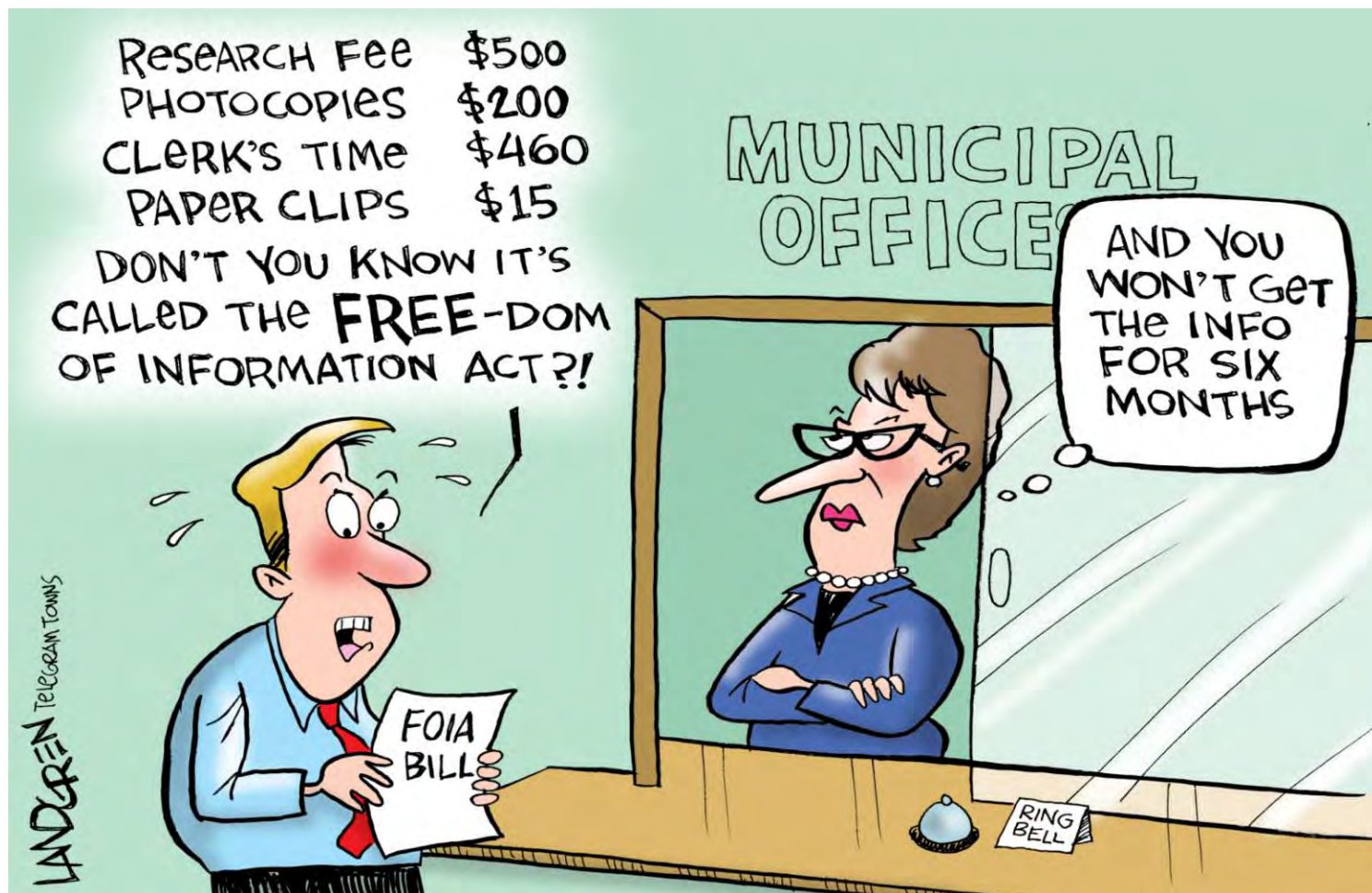
- If 2 or more board members need to discuss board-related business, a meeting must be officially noticed.
- Do not call, text, message or e-mail each other on board-related business - all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between.”
- Whispering and passing notes at a noticed meeting could be considered an unnoticed private meeting if discussing board business.
- Once a meeting is adjourned, don’t talk to other board members about board business on your way out of the room or in the parking lot.
- Members of the public must be provided an opportunity to address a board during the decision-making process and before a decision is made.

## Remedies and Penalties

- Knowing violation = second degree misdemeanor (up to 60 days and/or \$500 fine; removal from office).
- Noncriminal infraction = up to \$500 fine.
- Attorney's fees = may be individually responsible except in cases where board sought and took the advice of its attorney.
- Civil injunctive relief.
- Actions of the board taken in violation of the sunshine law are void.



# PUBLIC RECORDS





# PUBLIC RECORDS

- Every record made or received by CareerSource Hillsborough Pinellas in connection with CareerSource Hillsborough Pinellas business.
- All CareerSource Hillsborough Pinellas employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes texts and emails made or received in connection with official business.
- Includes YouTube videos, Facebook posts, tweets, voicemails, and photographs.

# PUBLIC RECORDS

## Important things to know:

- Public records can only be destroyed in accordance with a specific process under state law.
- The law applies to communications with citizens, customers, CareerSource Hillsborough Pinellas board members, employees, consultants, legal counsel, and others involving CareerSource Hillsborough Pinellas business, **even if it is on your personal computer, laptop or phone.** It is the nature of the record – not the location.
- Purely personal e-mails or texts are not public records, but there is no “expectation of privacy” for communications on a CareerSource Hillsborough Pinellas owned computer.

# PUBLIC RECORDS

## Important things to know:

- There is no “unfinished business” exemption – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person, at any time, for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- If you receive a public records request, let your CEO know immediately.

# PUBLIC RECORDS

## Statutory exemptions:

The entire record is a public record unless there is an express statutory exemption.

- Exemptions must be **explicitly** provided by statute.
- Exemptions must be **narrowly applied**.
- All exemptions must be **stated in writing** to a requestor.

Some records are exempt *and* confidential.

Common examples: employee medical records, social security numbers, credit card numbers, bank account numbers

# PUBLIC RECORDS



## Remedies and Penalties

- Knowing violation = first degree misdemeanor (up to 1 year in prison and/or \$1,000 fine)
- Noncriminal infraction = up to \$500 fine
- Attorney's fees and costs
- Civil relief (mandamus and injunctive)



## Resources



### ATTORNEY GENERAL OPINIONS

#### Florida Attorney General Advisory Legal Opinions

- [Requesting an Attorney General Opinion](#)
- [Searchable Database of Attorney General Opinions](#)
- [Historical Collection of Attorney General Opinions](#)
- [Attorney General Opinion Indexes - 1895 to 1981](#)
- [How to Obtain Previous Opinions](#)
- [Dual Officeholding Pamphlet](#)
- [Sunshine Manual](#)

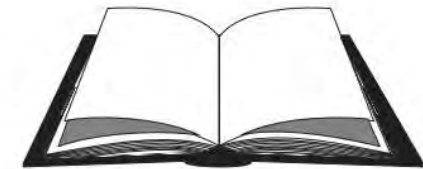


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## GOVERNMENT-IN-THE-SUNSHINE MANUAL



### 2024 Edition

*A Reference For Compliance  
with Florida's Public Records  
and Open Meetings Laws*



*Florida Office of the Attorney General*

**Volume 46**

# ETHICS

It is hereby declared to be the policy of the state that **no officer or employee** of a state agency or of a county, city, or other political subdivision of the state, and no member of the Legislature or legislative employee, **shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.**

...

Such officers and employees are bound to observe, in their official acts, the **highest standards of ethics** consistent with this code and the advisory opinions rendered with respect hereto **regardless of personal considerations**, recognizing that **promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.**

- Fla. Stat. §112.311 (5) and (6)



# ETHICS

\*\*\*The following is a brief summary of the Ethics Code. If you are in a situation where something may apply to you, please ask!\*\*\*



# ETHICS

What to remember:

Do not use your position at CareerSource Hillsborough Pinellas to secure anything special for yourself, your family, friends, or anyone else.



# ETHICS

## Caution areas:

- Taking gifts – taking anything of value for you or your family over \$100 can be an ethics violation. Fla. Stat. § 112.3148.
- Asking for gifts – don't ask people working with or associated with CareerSource Hillsborough Pinellas for anything – lobbyist, vendor, customer, or anyone doing business with CareerSource Hillsborough Pinellas. Fla. Stat. § 112.313(2).
- Misuse of position – don't try to get any special advantages for you or your family or anyone else as a result of your position. Fla. Stat. § 112.313(6).

# ETHICS

## Caution areas:

- Doing business with CareerSource Hillsborough Pinellas – you or your family should not do business with CareerSource Hillsborough Pinellas. First check whether it is a prohibited conflict. Fla. Stat. § 112.313(3).
- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. Fla. Stat. § 112.3149.
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with CareerSource Hillsborough Pinellas. Fla. Stat. § 112.3135.

# ETHICS

| FORM 8B MEMORANDUM OF VOTING CONFLICT FOR<br>COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS |   |
|---|---|
| LAST NAME—FIRST NAME—MIDDLE NAME  | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE   |
| MAILING ADDRESS   | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:                     |
| CITY COUNTY   | <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| DATE ON WHICH VOTE OCCURRED   | NAME OF POLITICAL SUBDIVISION:  |
|   | MY POSITION IS: <input type="checkbox"/> ELECTIVE <input 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:

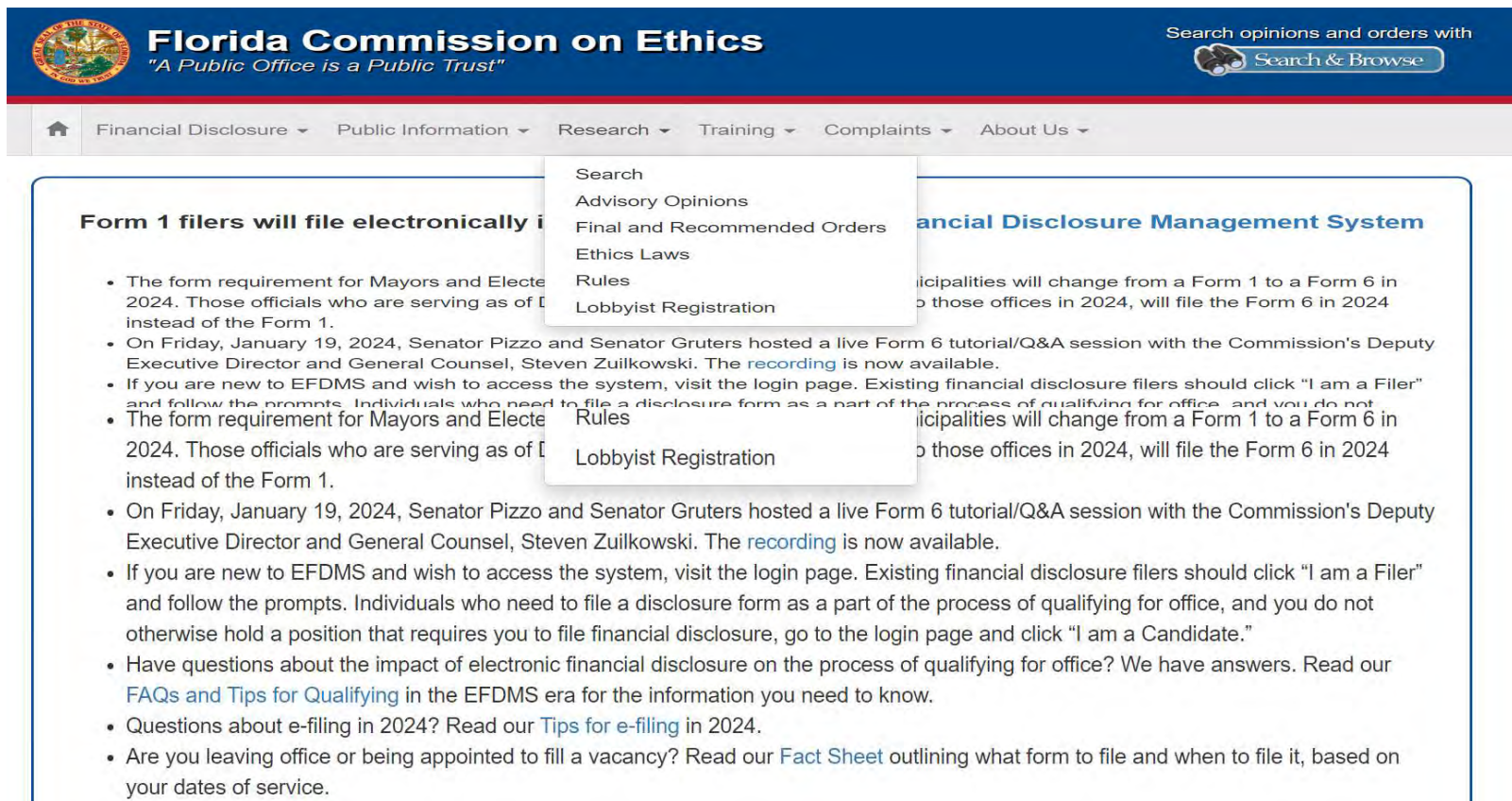


# ETHICS

## Penalties for public officers:

- Impeachment.
- Removal from office.
- Suspension from office.
- Public censure and reprimand.
- A civil penalty not to exceed \$10,000.
- Restitution.

# ETHICS RESOURCES



**Florida Commission on Ethics**  
"A Public Office is a Public Trust"

Search opinions and orders with [Search & Browse](#)

Home Financial Disclosure Public Information Research Training Complaints About Us

**Form 1 filers will file electronically in 2024**

- The form requirement for Mayors and Electors will change from a Form 1 to a Form 6 in 2024. Those officials who are serving as of January 19, 2024, will file the Form 6 in 2024 instead of the Form 1.
- On Friday, January 19, 2024, Senator Pizzo and Senator Gruters hosted a live Form 6 tutorial/Q&A session with the Commission's Deputy Executive Director and General Counsel, Steven Zuilkowski. The [recording](#) is now available.
- If you are new to EFDMS and wish to access the system, visit the login page. Existing financial disclosure filers should click "I am a Filer" and follow the prompts. Individuals who need to file a disclosure form as a part of the process of qualifying for office, and you do not otherwise hold a position that requires you to file financial disclosure, go to the login page and click "I am a Candidate."
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- Have questions about the impact of electronic financial disclosure on the process of qualifying for office? We have answers. Read our [FAQs and Tips for Qualifying](#) in the EFDMS era for the information you need to know.
- Questions about e-filing in 2024? Read our [Tips for e-filing](#) in 2024.
- Are you leaving office or being appointed to fill a vacancy? Read our [Fact Sheet](#) outlining what form to file and when to file it, based on your dates of service.

**Financial Disclosure Management System**

# Questions?

**Stephanie Marchman**

Shareholder

GrayRobinson, P.A.

Direct dial: 352-283-1522

[stephanie.marchman@gray-robinson.com](mailto:stephanie.marchman@gray-robinson.com)



## Information Item

### Letter Grades and Performance Indicators

#### CareerSource Pinellas and Career Source Tampa Bay Historical Primary Indicator Performance and REACH Performance Review

**Background:** CareerSource Hillsborough Pinellas compiled data related to Primary Indicators of Performance historical performance and REACH performance for PY2324 Q3.

#### Historical Primary Indicator of Performance

| Measures                           | CareerSource Pinellas               |                                     |                                     |                                     |                                     |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                                    | PY2019-2020 4th Quarter Performance | PY2020-2021 4th Quarter Performance | PY2021-2022 4th Quarter Performance | PY2022-2023 4th Quarter Performance | PY2023-2024 3rd Quarter Performance |
| <b>Adults:</b>                     |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit        | 91.90                               | 94.50                               | 82.60                               | 82.90                               | 84.50                               |
| Median Wage 2nd Quarter After Exit | \$11,146                            | \$11,970                            | \$11,068                            | \$9,755                             | \$9,360                             |
| Employed 4th Qtr After Exit        | 91.70                               | 87.50                               | 92.90                               | 83.60                               | 89.20                               |
| Credential Attainment Rate         | 96.20                               | 95.50                               | 86.90                               | 63.90                               | 72.70                               |
| Measurable Skill Gains             |                                     | 76.60                               | 66.20                               | 65.10                               | 70.10                               |
| <b>Dislocated Workers:</b>         |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit        | 83.20                               | 90.10                               | 80.30                               | 80.50                               | 88.10                               |
| Median Wage 2nd Quarter After Exit | \$8,422                             | \$10,846                            | \$12,112                            | \$12,574                            | \$13,000                            |
| Employed 4th Qtr After Exit        | 85.60                               | 72.90                               | 87.50                               | 76.80                               | 83.70                               |
| Credential Attainment Rate         | 89.50                               | 87.60                               | 93.30                               | 82.50                               | 64.00                               |
| Measurable Skill Gains             |                                     | 88.70                               | 57.50                               | 55.60                               | 71.40                               |
| <b>Youth:</b>                      |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit        | 91.10                               | 89.80                               | 83.50                               | 88.60                               | 82.80                               |
| Median Wage 2nd Quarter After Exit |                                     | \$4,739                             | \$4,726                             | \$6,019                             | \$5,531                             |
| Employed 4th Qtr After Exit        | 86.00                               | 86.00                               | 86.00                               | 82.60                               | 90.30                               |
| Credential Attainment Rate         | 88.50                               | 76.00                               | 82.90                               | 80.70                               | 81.10                               |
| Measurable Skill Gains             |                                     | 80.30                               | 69.20                               | 74.80                               | 63.10                               |
| <b>Wagner Peyser:</b>              |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit        | 65.90                               | 59.50                               | 59.60                               | 65.6                                | 68.10                               |

|                                    |         |         |         |         |         |
|------------------------------------|---------|---------|---------|---------|---------|
| Median Wage 2nd Quarter After Exit | \$5,841 | \$5,651 | \$6,686 | \$7,552 | \$8,663 |
| Employed 4th Qtr After Exit        | 61.30   | 61.20   | 60.40   | 67.2    | 68.50   |

|                                       | CareerSource Tampa Bay              |                                     |                                     |                                     |                                     |
|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Measures                              | PY2019-2020 4th Quarter Performance | PY2020-2021 4th Quarter Performance | PY2021-2022 4th Quarter Performance | PY2022-2023 4th Quarter Performance | PY2023-2024 3rd Quarter Performance |
| <b>Adults:</b>                        |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit           | 78.70                               | 77.40                               | 77.40                               | 77.50                               | 84.60                               |
| Median Wage 2nd Quarter After Exit    | \$9,100                             | \$10,138                            | \$10,297                            | \$7,028                             | \$8,204                             |
| Employed 4th Qtr After Exit           | 83.40                               | 75.80                               | 77.00                               | 76.80                               | 79.70                               |
| Credential Attainment Rate            | 89.30                               | 74.90                               | 72.60                               | 50.4                                | 63.80                               |
| Measurable Skill Gains                |                                     | 73.60                               | 72.20                               | 85.20                               | 83.60                               |
| <b>Dislocated Workers:</b>            |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit           | 72.70                               | 83.00                               | 79.10                               | 75.90                               | 87.90                               |
| Median Wage 2nd Quarter After Exit    | \$9,004                             | \$13,599                            | \$10,431                            | \$9,641                             | \$9,230                             |
| Employed 4th Qtr After Exit           | 84.80                               | 68.90                               | 83.10                               | 76.40                               | 78.50                               |
| Credential Attainment Rate            | 90.10                               | 85.70                               | 80.40                               | 53.60                               | 58.40                               |
| Measurable Skill Gains                |                                     | 68.90                               | 70.00                               | 92.60                               | 79.40                               |
| <b>Youth:</b>                         |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit           | 77.30                               | 71.40                               | 73.10                               | 80.80                               | 81.70                               |
| Median Wage 2nd Quarter After Exit    |                                     | \$5,898                             | \$5,379                             | \$4,384                             | \$4,435                             |
| Employed 4th Qtr After Exit           | 81.10                               | 71.20                               | 69.10                               | 78.00                               | 80.60                               |
| Credential Attainment Rate            | 81.70                               | 45.10                               | 43.10                               | 55.10                               | 71.80                               |
| Measurable Skill Gains                |                                     | 14.40                               | 49.90                               | 61.50                               | 58.20                               |
| <b>Wagner Peyser:</b>                 |                                     |                                     |                                     |                                     |                                     |
| Employed 2nd Qtr After Exit           | 67.90                               | 65.80                               | 64.50                               | 68.10                               | 68.00                               |
| Median Wage 2nd Quarter After Exit    | \$5,849                             | \$6,112                             | \$7,186                             | \$7,120                             | \$7,460                             |
| Employed 4th Qtr After Exit           | 63.00                               | 65.40                               | 66.80                               | 68.60                               | 68.50                               |
| Not Met (less than 90% of negotiated) |                                     |                                     |                                     |                                     |                                     |
| Met (90-100% of negotiated)           |                                     |                                     |                                     |                                     |                                     |

Exceeded (greater than 100% of negotiated)

## REACH Performance Metrics Q3 PY2324

### Overall Scores and Ranking by Region

| Region                                  | Final Score | Letter Grade | Rank |
|---|-------------|--------------|------|
| 01 - CareerSource Escarosa              | 85.54       | B            | 18   |
| 02 - CareerSource Okaloosa Walton       | 90.41       | A-           | 9    |
| 03 - CareerSource Chipola               | 89.47       | B+           | 10   |
| 04 - CareerSource Gulf Coast            | 85.4        | B            | 20   |
| 05 - CareerSource Capital Region        | 86.6        | B            | 15   |
| 06 - CareerSource North Florida         | 85.5        | B            | 19   |
| 07 - CareerSource Florida Crown         | 79.61       | C+           | 23   |
| 08 - CareerSource Northeast Florida     | 96.64       | A            | 4    |
| 09 - CareerSource North Central Florida | 79.09       | C+           | 24   |
| 10 - CareerSource Citrus Levy Marion    | 88.84       | B+           | 13   |
| 11 - CareerSource Flagler Volusia       | 92.82       | A-           | 6    |
| 12 - CareerSource Central Florida       | 97.29       | A+           | 3    |
| 13 - CareerSource Brevard               | 85.86       | B            | 17   |
| <b>14 - CareerSource Pinellas</b>       | 89.07       | B+           | 12   |
| <b>15 - CareerSource Tampa Bay</b>      | 92.23       | A-           | 7    |
| 16 - CareerSource Pasco Hernando        | 85.34       | B            | 21   |
| 17 - CareerSource Polk                  | 81.16       | B-           | 22   |
| 18 - CareerSource Suncoast              | 89.35       | B+           | 11   |
| 19 - CareerSource Heartland             | 91.82       | A-           | 8    |
| 20 - CareerSource Research Coast        | 86.56       | B            | 16   |
| 21 - CareerSource Palm Beach            | 87.12       | B+           | 14   |
| 22 - CareerSource Broward               | 98.7        | A+           | 2    |
| 23 - CareerSource South Florida         | 101.12      | A+           | 1    |
| 24 - CareerSource Southwest Florida     | 96.47       | A            | 5    |

### CareerSource Pinellas Individual REACH Metric Data

| Metric                               | Metric Category                                    | Weight | Numerator | Denominator | Rate (%) | YOY Rate Difference | Target (%) | Target Met 1 (%) | Weighted Performance (%) |
|--------------------------------------|--|--------|-----------|-------------|----------|---------------------|------------|------------------|--------------------------|
| Participants with Increased Earnings | Employment and Training Services, Self-Sufficiency | 0.25   | 1,190     | 3,178       | 37.44    | -                   | 50         | 74.88            | 18.72                    |
| Reduction in Public Assistance       | Employment and Training Services, Self-Sufficiency | 0.25   | 1,435     | 2,781       | 51.6     | -                   | 50         | 100              | 25                       |

|  |  |                   |             |               |       |      |     |              |              |
|--|--|-------------------|-------------|---------------|-------|------|-----|--------------|--------------|
| Employment and Training Outcomes                       | Employment and Training Services                   | 0.2               | 15          | 18            | 83.33 | -    | 100 | 83.33        | <b>16.67</b> |
| Participants in Work-Related Training                  | Training Services                                  | 0.1               | 886         | 4,803         | 18.45 | -    | 25  | 73.8         | <b>7.38</b>  |
| Continued Repeat Business                              | Business Services                                  | 0.05              | 966         | 2,872         | 33.64 | -    | 35  | 96.11        | <b>4.81</b>  |
| Year-Over-Year Business Penetration                    | Business Services                                  | 0.05              | -           | -             | -     | 2.21 | 100 | 90           | <b>4.5</b>   |
| PY 2022-2023 Business Penetration                      |  | -                 | 1,164       | 25,397        | 4.58  | -    | -   | -            | -            |
| PY 2023-2024 Business Penetration                      |  | -                 | 1,763       | 25,976        | 6.79  | -    | -   | -            | -            |
| Completion-to-Funding Ratio                            | Employment and Training Services                   | 0.1               | 4.31        | 3.83          | 100   | -    | 100 | 100          | <b>10</b>    |
| Exiters: Local Board (N) / Statewide (D)               |  | -                 | 3,255       | 75,569        | 4.31  | -    | -   | -            | -            |
| Budget: Local Board (N) / Statewide (D)                |  | -                 | \$5,809,364 | \$151,488,595 | 3.83  | -    | -   | -            | -            |
| Extra Credit: Serving Individuals on Public Assistance | Employment and Training Services, Self-Sufficiency | Up to 0.05 points | 2,485       | 5,268         | 47.17 | -    | -   | -            | <b>2</b>     |
|  |  |                   |             |               |       |      |     | <b>TOTAL</b> | <b>89.07</b> |

### CareerSource Hillsborough Individual REACH Metric Data

| Metric                               | Metric Category                                    | Weight | Numerator | Denominator | Rate (%) | YOY Rate Difference | Target (%) | Target Met % | Weighted Performance (%) |
|--------------------------------------|--|--------|-----------|-------------|----------|---------------------|------------|--------------|--------------------------|
| Participants with Increased Earnings | Employment and Training Services, Self-Sufficiency | 0.25   | 3,719     | 9,120       | 40.78    | -                   | 50         | 81.56        | <b>20.39</b>             |
| Reduction in Public Assistance       | Employment and Training Services, Self-Sufficiency | 0.25   | 3,131     | 6,546       | 47.83    | -                   | 50         | 95.66        | <b>23.92</b>             |

|  |  |                   |              |               |       |      |     |              |              |
|--|--|-------------------|--------------|---------------|-------|------|-----|--------------|--------------|
| Employment and Training Outcomes                       | Employment and Training Services                   | 0.2               | 16           | 18            | 88.89 | -    | 100 | 88.89        | <b>17.78</b> |
| Participants in Work-Related Training                  | Training Services                                  | 0.1               | 2,231        | 13,644        | 16.35 | -    | 25  | 65.4         | <b>6.54</b>  |
| Continued Repeat Business                              | Business Services                                  | 0.05              | 1,706        | 5,289         | 32.26 | -    | 35  | 92.17        | <b>4.61</b>  |
| Year-Over-Year Business Penetration                    | Business Services                                  | 0.05              | -            | -             | -     | 5.25 | 100 | 100          | <b>5</b>     |
| PY 2022-2023 Business Penetration                      |  | -                 | 2,385        | 29,835        | 7.99  | -    | -   | -            | -            |
| PY 2023-2024 Business Penetration                      |  | -                 | 4,027        | 30,421        | 13.24 | -    | -   | -            | -            |
| Completion-to-Funding Ratio                            | Employment and Training Services                   | 0.1               | 10.64        | 7.34          | 100   | -    | 100 | 100          | <b>10</b>    |
| Exiters: Local Board (N) / Statewide (D)               |  | -                 | 8,043        | 75,569        | 10.64 | -    | -   | -            | -            |
| Budget: Local Board (N) / Statewide (D)                |  | -                 | \$11,115,890 | \$151,488,595 | 7.34  | -    | -   | -            | -            |
| Extra Credit: Serving Individuals on Public Assistance | Employment and Training Services, Self-Sufficiency | Up to 0.05 points | 7,466        | 14,075        | 53.04 | -    | -   | -            | <b>4</b>     |
|  |  |                   |              |               |       |      |     | <b>TOTAL</b> | <b>92.23</b> |



## **Information Item**

### **2024 Opportunity Youth Research and Summit**

#### **Background**

In the United States, more than 4.5 million young people (aged 16-24) are categorized as "disconnected," indicating that they are not in school or employed. These youth facing disconnection are indicative of larger societal and economic issues, often linked to well-known inequalities. For the betterment of society, these groups should be seen as both an economic and social opportunity.

Through the development of the CareerSource Tampa Bay Board of Directors 2021-2024 Strategic Plan, opportunities for youth in Tampa Bay, particularly opportunity youth, were identified as a key pillar of focus for the organization, Future Workforce. This included a goal and strategy to increase access to employment opportunities for Hillsborough County youth, which included expanding the Tampa Bay Summer Hires program, research regarding opportunity youth, and the development of an annual Youth Opportunity Summit.

#### **Research**

In 2023, CareerSource Tampa Bay contracted Trailhead Strategies to conduct research regarding the prevalence and characteristics of opportunity youth in Hillsborough County, as well as strategies to provide opportunities to education and employment and guide these young people to successful entry into the workforce.

Following our merger with CareerSource Pinellas, now known as CareerSource Hillsborough Pinellas, Trailhead Strategies will expand their research to include opportunity youth in Pinellas County.

A final report encompassing the two-county region will be complete in September 2024, with the findings presented at our 2024 Youth Opportunity Summit.

#### **Action**

In 2023, CareerSource Tampa Bay was planning its inaugural Youth Opportunity Summit, featuring youth and leaders in Hillsborough County. Due to the pending merger, the staff leadership team made the decision to postpone the summit to the Fall of 2024. This year we celebrate our merger as CareerSource Hillsborough Pinellas, and the expanded reach to include the youth and businesses of Pinellas County.

**Please join us for our Opportunity Youth Workforce Summit on October 1, 2024.**

Join CareerSource Hillsborough Pinellas on Tuesday, October 1st, 2024, as we invite Youth, Community Leaders, Business Leaders, Educators, and the Workforce Industry for a one-day event.

Participants will have the opportunity to learn about the workforce trends in the Tampa Bay Region that specifically target the young adult demographic. This regional Think Tank event will facilitate diverse discussions on greater Tampa Bay Region's workforce trends. Specialists will present findings on the region's population growth, and businesses will be able to engage in conversations about the target populations crucial to meeting their requirements.

Sponsorship opportunities are available.

Please visit <https://www.careersourcetb.com/2024-youth-opportunity-summit/> to learn more.



JOIN US FOR THE

# 2024 OPPORTUNITY YOUTH WORKFORCE SUMMIT

RECONNECTING YOUTH TO EMPLOYMENT & EDUCATION

📍 TAMPA MARRIOTT WATER STREET

## THERE ARE APPROXIMATELY 17,830 OPPORTUNITY YOUTH IN HILLSBOROUGH COUNTY

These 16-24-year-olds are neither in school nor employed. Attendees will gain insight into Tampa Bay workforce trends centered around the young adult demographic. This event will be a regional Think Tank, allowing a variety of discussions focusing on workforce trends in Tampa Bay. Experts will share research on population growth in the Tampa Bay region, and businesses will get the opportunity to discuss populations we need to target to meet their needs.



**October 1st, 2024**

Start From 8:00AM – 3:30PM

## OUR SPEAKERS



**Gary Hartfield**  
Entrepreneur



**Nate Howard**  
CEO Of MovementBE



**Curtis Campogni**  
CEO Of Speak4MC

## DISCUSSION AND INSIGHT

- The Education Pipeline & Youth Disconnection in Hillsborough County
- Helping System-Involved Youth Reconnect to Work and School
- Youth Behavioral Health
- Bridging the HS to Higher Ed Transition
- Connecting Young People to Infrastructure Jobs



Scan the QR Code for More Info

[CareerSourceTB.com/2024-youth-opportunity-summit/](https://CareerSourceTB.com/2024-youth-opportunity-summit/)



***Hillsborough County Youth needs your help.***

There are **17,830 disconnected youth**, help us get them re-connected through these sponsorship opportunities.

# 2024 OPPORTUNITY YOUTH WORKFORCE SUMMIT

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RECONNECTING YOUTH TO EMPLOYMENT & EDUCATION

**TAMPA MARRIOTT WATER STREET  
TUESDAY, OCTOBER 1ST, 2024**

SPONSORSHIP INFORMATION

## About Us

CareerSource Hillsborough Pinellas is a 501 (c)(3) non-profit organization and the designated local workforce development board for Hillsborough and Pinellas Counties, Florida. Through effective community partnerships, CareerSource Hillsborough Pinellas provides workforce and economic development resources to local businesses and serves as the base of employment and training services to a community of more than 1.5 million residents.

## Vision

Empowering workers to achieve success and driving sustainable, positive change in our community.

## Mission

We expand career opportunities for individuals and enable the success of all workers through comprehensive workforce solutions that meet the needs of the community success and driving sustainable, positive change in our community.

## About the 2024 Opportunity Youth Workforce Summit

Join CareerSource Hillsborough Pinellas on Tuesday, October 1st, 2024, as we invite Youth, Community Leaders, Business Leaders, Educators, and the Workforce Industry for a one-day event.

Attendees will gain insight into Tampa Bay workforce trends centered around the young adult demographic. This event will be a regional Think Tank, allowing a variety of discussions focusing on workforce trends in Tampa Bay. Experts will share research on population growth in the Tampa Bay region, and businesses will get the opportunity to discuss populations we need to target to meet their needs.

There are approximately 17,830 Opportunity Youth in Hillsborough County. These 16-24-year-olds are neither in school nor employed. This research brief helps community leaders gain a better understanding of who these young people are, their stories, and ideas and solutions to support young adults in the greater Tampa Bay area's transition to the workforce.

Data is telling us employers are not hiring youth as much as they can, or utilizing their potential.

Employers will learn about Accessing Training and Employing Disconnected Youth (Opportunity Youth), Training and Education, and gain insight on how to get beyond their barriers.

## 5 Youth Success Factors





# The Opportunity

## 17,830

OPPORTUNITY YOUTH IN  
HILLSBOROUGH COUNTY

## 10.8%

OF ALL 16-24 YEAR OLDS ARE NOT  
WORKING AND NOT IN SCHOOL.

**There are approximately  
17,830 Opportunity Youth  
in Hillsborough County.**

These 16-24-year-olds are neither in school nor employed. This summit will help community leaders gain a better understanding of who these young adults are and find the solutions to support them in their transition to the workforce. We are asking for community leaders in Hillsborough County to help us support this effort through the sponsorship opportunities below.

## Sponsorship Summary

| SPONSORSHIP LEVELS & BENEFITS:                      | PRESENTING SPONSOR | LUNCH SPONSOR | EVENT SPONSOR | WORKSHOP SPONSOR | GOLD SPONSOR | SILVER SPONSOR | BRONZE SPONSOR |
|---|--------------------|---------------|---------------|------------------|--------------|----------------|----------------|
| Sponsorship Cost                                    | \$25,000           | \$10,000      | \$7,500       | \$5,000          | \$2,500      | \$1,500        | \$500          |
| Sponsorships Available                              | ONE                | TWO           | ONE           | FIVE             | UNLIMITED    | UNLIMITED      | UNLIMITED      |
| Recognized as presenting sponsor on materials       | ✓                  |               |               |                  |              |                |                |
| Highlights of your business during lunch            | 5 min.             | 2 min.        |               |                  |              |                |                |
| Recognition on all event promotional materials      | ✓                  | ✓             | ✓             | ✓                |              |                |                |
| Vendor booth in front of conference hall            | ✓                  | ✓             | ✓             | ✓                |              |                |                |
| Recognition on event program                        | ✓                  | ✓             | ✓             | ✓                | ✓            |                |                |
| Recognition on screen loop/multimedia               | ✓                  | ✓             | ✓             | ✓                | ✓            | ✓              |                |
| Recognition on event webpage                        | ✓                  | ✓             | ✓             | ✓                | ✓            | ✓              | ✓              |
| Signage as sponsor for designated area              |                    |               | ✓             | ✓                |              |                |                |
| Admission & reserved/preferred seating at the event | 12 Seats           | 8 Seats       | 6 Seats       | 4 Seats          | 4 Seats      | 2 Seats        | 1 Seat         |

**PAYMENT:** Payment can be submitted electronically at [https://whova.com/portal/registration/caree\\_202401/sponsor](https://whova.com/portal/registration/caree_202401/sponsor) (scan the QR code).

**OR** via check to **CareerSource Hillsborough Pinellas** at  
4350 West Cypress Street, Suite 875, Tampa, FL 33607.  
Attention: 2024 Opportunity Youth Summit Sponsorship.

*Payment and logo must be received by September 16th, to receive sponsorship benefits.*



## Other Sponsorship Benefits

Sponsoring the 2024 Opportunity Youth Workforce Summit can offer your organization a multitude of benefits, impacting your brand image. Here are some key advantages to consider:

### Brand Image:

- **Community Engagement:** Demonstrates your commitment to supporting and empowering young people, fostering a positive and socially responsible brand image.
- **Thought Leadership:** Positions you as a leader in addressing the issue of Opportunity Youth employment, showcasing your expertise and dedication to the cause.

### Talent Acquisition & Development:

- **Networking Opportunities:** Network with other key stakeholders invested in youth workforce development, potentially leading to valuable partnerships and collaborations.

### Additional Benefits:

- **Employee Engagement:** Allows your employees to attend the summit, fostering a sense of purpose and community within your organization.
- **Positive Impact:** Contribute to a critical social issue and make a real difference in the lives of young people, aligning with your organization's values and mission.
- **Potential Tax Benefits:** Depending on your location, sponsoring the summit may qualify for tax deductions, offering additional financial advantages.

By sponsoring the Opportunity Youth Workforce Summit, you gain valuable opportunities to enhance your brand image, connect with future talent, and contribute to a cause that aligns with your social responsibility objectives. Remember, the specific benefits will vary depending on your unique goals and the nature of your sponsorship.

## Previous Event Sponsors

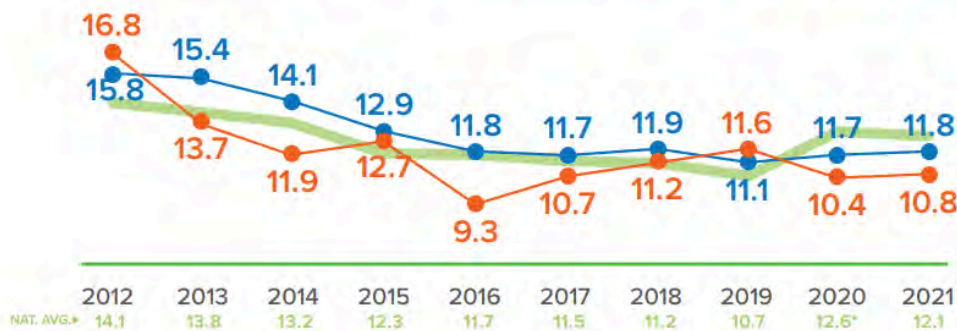
Hillsborough County Public Schools  
Hillsborough County Government  
City of Tampa  
Career Edge  
Council for Adult and Experiential Learning (CAEL)  
EMSI Burning Glass  
PowerOn Marketing  
Citi Bank  
Hillsborough Community College  
Florida Technical College  
JobWorks  
EDSI  
Casper's Company  
Metrix Learning  
NECA Florida West Coast Chapter  
Tampa Bay Economic Development Council  
International Brotherhood of Electrical Workers  
Bank of America  
First Citrus Bank  
Port Tampa Bay  
Net Synergy Virtual Solutions  
SMT Corp.  
Clark University  
Tech Quest Apprenticeship  
DG Technology  
Learning Alliance  
Concorde Career Institute Tampa



## Opportunity Youth Research

### HILLSBOROUGH COUNTY YOUTH DISCONNECTION RATE BY YEAR

(2012–2021 BY PERCENT) — National Average ● Florida ● Hillsborough County



After falling from its 2012 peak in the aftermath of the Great Recession, Hillsborough County's youth disconnection rate has held steady around 11% for the last 5 years.

Source: ACS 2022

\*Due to lack of ACS data for 2020 at left, percent opportunity youth for that year was taken from Measure of America statistics.

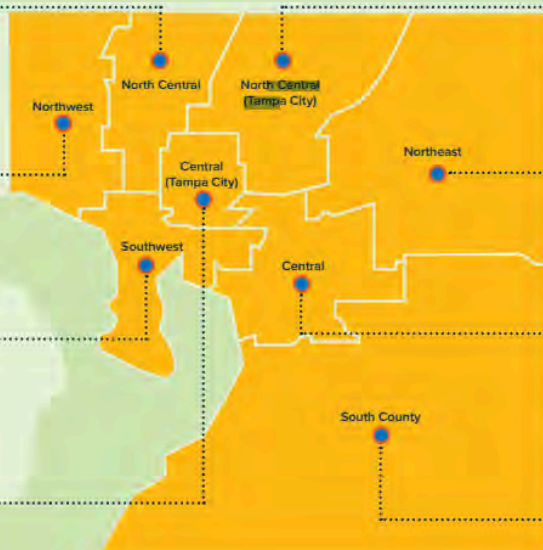
### Hillsborough County Opportunity Youth

**1,305** opportunity youth  
**7.01%** disconnection rate

**1,602** opportunity youth  
**9.03%** disconnection rate

**1,524** opportunity youth  
**7.8%** disconnection rate

**2,411** opportunity youth  
**13.59%** disconnection rate



**3,079** opportunity youth  
**9.61%** disconnection rate

**1,840** opportunity youth  
**11.15%** disconnection rate

**3,685** opportunity youth  
**18.18%** disconnection rate

**2,384** opportunity youth  
**10.39%** disconnection rate

## What Can Be Done About It?

### ► Increase Awareness:

Launch a regional opportunity youth summit to gather key education, business, government, philanthropy, and youth leaders to share report findings and discuss solutions.

### ► Amplify Youth Voice:

Center the event and any action plans on the voice and experience of the experts: Hillsborough County's youth and young adults.

### ► Expand OY Service Delivery System:

Raise and identify \$5M over the next five years to serve 1,000 additional youth through the CareerSource Hillsborough Pinellas system, turning the Tampa Bay Hires program into a year-long program.

### ► Prioritize Place:

Focus funding and services in areas with the highest youth disconnection (Central Tampa, Northeast, and Southeast Hillsborough County).

### ► Focus on 5 Success Factors:

Require and/or incentivize publicly funded youth education and workforce programs to focus on the five youth success factors identified in the United Way Suncoast: Youth Success 221 Project.



# 2024 Opportunity Youth Workforce Summit

Tampa Marriott Water Street  
Tuesday, October 1st, 2024  
8:00 AM – 3:30 PM

**8:00 AM** **Check-In, Continental Breakfast**

**9:00 AM** **Welcome by Gary Hartfield & Spoken Word Performance by Nate Howard**

**9:15 AM** **17,830 Reasons:** There are 17,830 16-24-year-olds not working or in school in Hillsborough County. This session will unpack the latest research on who these young adults are and how we can support them transition to the workforce.

**9:25 AM** **The Education Pipeline & Youth Disconnection in Hillsborough County:** Hillsborough County Public Schools Leader will present on what can be done to help more young adults in the region complete high school and transition to higher education and the workplace.

**9:45 AM** **Employers & Out-of-School Youth in Hillsborough County:** The State of Florida is experiencing historically low unemployment. Local employers continue to report trouble filling jobs. This session will discuss how The City of Tampa is building new talent pipelines for Tampa Bay's young adults.

**10:05 AM** **Break**

**10:15 AM** **Morning Breakout Sessions:**  
*Investing in what works for Opportunity Youth*  
*Incorporating Youth Voice into Programs*  
*Bridging the HS to Higher Ed Transition*  
*Youth Success Research: United Way Suncoast*  
*Networking/Work Room*

**11:20 AM** **Break**

**11:30 AM** **Lunch Transition & Networking**

**11:40 AM** **Lunch**

**12:00 PM** **Movement BE Youth Performance**

**12:15 PM** **Helping System-Involved Youth Reconnect to Work and School:** In this session, one young adult will share their journey to and through the criminal justice system and discuss ideas and solutions to support youth with similar backgrounds with a county probation department executive.

**12:40 PM** **Job Quality and Youth Labor Force Participation:** This session will explore what job features - including wages, benefits, schedules, and advancements matter most to young adults and the relationship between job quality and youth disconnection nationally.

**1:00 PM** **Break**

**1:10 PM** **Afternoon Breakout Sessions:**  
*Youth Success Research: United Way Suncoast or Learn about CareerSource Hillsborough Pinellas Programs*  
*Youth Advocacy 101 (Homeless/Keeping youth in school)*  
*Connecting Young People to Infrastructure Jobs*  
*Entrepreneurism & Social Media*  
*Networking/Work Room*

**2:15 PM** **Break**

**2:25 PM** **Youth and Behavioral Health:** Mental health and substance use disorders are hitting America's youth harder than ever. This session will discuss opportunities to better integrate youth behavioral health and workforce development services in Hillsborough County.

**2:50 PM** **Speak4MC:** Curtis Campogni from Speak4MC will speak about Opportunity Youth in Hillsborough and the Business Community.

**3:05 PM** **Wrap-Up and What's Next**

**3:25 PM** **Closing:** CareerSource Hillsborough Pinellas cannot do this alone, asking community leaders to come together, to reconnect these 17, 830 young adults who are disconnected.



## NOTES:



## NOTES:




## NOTES:



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Tampa, FL 33612  
[CareerSourceHillsboroughPinellas.com](http://CareerSourceHillsboroughPinellas.com)

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