



Hillsborough Pinellas Workforce Development Consortium Meeting

Date: June 15, 2026 at 1:00 p.m.

Location: EpiCenter /Hybrid
13805 58th Street North Clearwater Florida, 33760

Zoom Information [Zoom Link](#)

Meeting ID: 821 7832 5844

Passcode: 115671

Dial-in-Number:1.305.224.1968

Agenda

I. Call to Order, Welcome, Roll Call, and Remarks	
II. Pledge of Allegiance.....	2
III. Public Comments	
IV. CEO Report.....	3
V. Action Items	
A. Approval of Minutes - April 9, 2026, Hillsborough Pinellas Workforce Development Consortium Meeting.....	5
B. Approval of the Fiscal Year 2026-2027 Planning Budget.....	8
C. Fiscal Year 2026-2027 Board and Consortium Calendar.....	31
D. Approval of the Updated Services Agreement Between the Consortium & CSTB.....	32
E. Appointment of LWDB Members	
1. Hillsborough & Pinellas County – Current LWDB Members (New 2-Year Term).....	60
2. Hillsborough County – New Applicants.....	65
VI. Information / Discussion Items	
A. CEO Performance Evaluation: January 2025-January 2026.....	105
VII. Adjournment	

Pledge of Allegiance



Top of Mind

Celebrating National Apprenticeship Week

April 26 – May 2, 2026

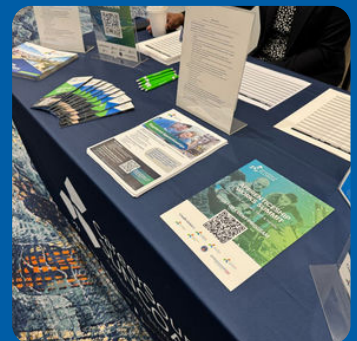
Apprenticeship Works Event

A joint event between CareerSource Tampa Bay, CareerSource Pasco Hernando, CareerSource Polk, and CareerSource Suncoast, regional leaders connected during National Apprenticeship Week for a collaborative summit designed to bridge the gap between education and the workforce. Held in Palmetto on April 30, Apprenticeship Works brought together employers, educators, and community partners to explore how registered apprenticeships can build a stronger, more resilient talent pipeline for our local industries.

The event’s goal is to identify actionable strategies and align regional education systems with the evolving needs of our local workforce through the power of registered apprenticeships.

The summit was held during National Apprenticeship Week and celebrates Registered Apprenticeship as a vital, industry-driven workforce strategy. The 12th annual observance is themed around building the future and strengthening the American workforce, with events nationwide designed to connect employers, educators and career seekers while expanding awareness of apprenticeship opportunities.

Apprenticeship Works



Apprenticeships Across the Bay

CSTB accounts for **38%** of all active Registered Apprentices within the CareerSource Florida network, totaling **217 apprentices** who earn an average wage of **\$22.29 per hour**.

CSTB provides valuable assistance to apprentices through Registered Apprenticeships, offering supportive services that include necessary books, tools, uniforms, and transportation.

Additionally, CSTB promotes pre-apprenticeship programs like the **Apprenticeship-to-Career Empowerment (ACE) Pre-Apprenticeship Program** in Hillsborough County. This initiative targets **young adults aged 18-29**, with **55 participants enrolled** in the current program year. Pre-apprenticeship offerings encompass Intro to Green Construction, Cybersecurity, Front-End Web Development, Phlebotomy, Computer Support Technician, and Digital Marketing.

R28 Active Registered Apprentices by Occupation

158	Electrician
36	EMT
19	Medical Assistant
4	Broadband Fiber Digital Installer

Data provided 7/1/25-5/3/26.

Spotlight on: St. Pete Works EDGE Grant Partnership with SPC

St. Pete Works EDGE represents a collaborative effort among community organizations, employers, and local agencies aimed at providing quality services that enhance workforce opportunities in St. Petersburg. This grant was awarded to St. Petersburg College (SPC) by the City of St. Petersburg. CSTB has never been an officially funded partner in the St. Pete Works grant, making this a significant milestone for us in Pinellas County.



We recognize the EDGE program's commitment to providing high-demand, industry-recognized training and wraparound services to residents of South St. Petersburg. Our partnership will continue to facilitate job placement, career readiness workshops, and employer engagement events, ensuring participants have the resources and connections needed to secure meaningful employment.



FinTech Industry Roundtable

On May 12, St. Petersburg College, in partnership with Pinellas County Economic Development (PCED) and CareerSource Tampa Bay, hosted a FinTech Industry Roundtable designed to bring industry leaders together for a meaningful discussion on the future of financial services.



This exclusive roundtable explored how AI, data, and mobile technologies are transforming the FinTech landscape. Attendees also had the opportunity to provide input on workforce needs and learn more about innovative training initiatives—including opportunities to support customized employee upskilling through local education partnerships.

Upcoming

Summer PAYS

We have received a total of 1,500 applications for the Summer PAYS program, with **315 youth currently enrolled** as of May 1. Applications are still being processed, and a waiting list is in place for any available spots. Our Youth Summits are set to take place on **June 1, 2, and 5** at various locations throughout Tampa Bay. Additionally, we are collaborating with **St. Petersburg College, Hillsborough College, and the University of South Florida** to offer immersive learning experiences over the summer.

We are excited for a summer filled with learning opportunities for all of our Summer PAYS youth!

Questions

I would love to hear from you. As always, please feel free to contact me with any questions or feedback, or to set up a meeting to talk about how we can better serve the residents and businesses of our region.

Thank you for your commitment to CareerSource Tampa Bay's mission of connecting talent to opportunity.

Sincerely,

Keidrian Kunkel

Keidrian Kunkel
President & CEO



Action Item

Approval of Minutes – April 9, 2026 Hillsborough Pinellas Workforce Development Consortium Meeting



Hillsborough Pinellas Workforce Development Consortium Meeting Minutes

CareerSource Tampa Bay
4/9/2026 10:00 AM EDT

@ Hybrid: Zoom & Meridian One, CSHP 4350 W Cypress Street, Suite 875, Tampa FL 33607

Consortium Members

Commissioner Flowers, Commissioner Latavla (remote), Commissioner Myers, Commissioner Wostal

CareerSource Tampa Bay Staff

Sheila Doyle, Tammy Stahlgren, Doug Tobin (remote), Keidrian Kunkel, Barry Martin (remote), Anna Munro

Hillsborough County Government

Katherine Benson, Jonathan Wolf

Pinellas County Government

Dr. Cynthia Johnson (remote), Amelia Campbell

I. Call to Order, Welcome, Roll Call, and Remarks (Presenters: Commissioner Wostal)

Commissioner Wostal, Chair called the meeting to order at 10:00 a.m. There was a quorum present.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Public Comments

There were none.

IV. CEO Report (Presenters: Keidrian Kunkel)

The CEO presented the 2024–2025 CareerSource Tampa Bay Annual Report, noting the first year as a unified Region 28 serving Hillsborough and Pinellas Counties. CSTB

maintained an “A” rating and reported strong outcomes in individuals served, employment placements, and business engagement. The report was included in the meeting packet and is available online.

The CEO provided a program and performance update, highlighting the launch of the Summer Youth Program, current participant waitlists, and ongoing efforts to expand service capacity. The CEO also reported that all performance measures are being met or exceeded, with no areas of concern and expressed pride in the team’s success. The regional Apprenticeship Works event in Sarasota on April 30, 2026, was shared, highlighting workforce partners’ efforts to promote registered apprenticeships and strengthen regional talent pipelines.

V. Action Items

A. Approval of Minutes:

1. December 3, 2025, Hillsborough Pinellas Workforce Development Consortium Meeting (Presenters: Commissioner Wostal)

Motion:

To approve the minutes of the December 3, 2025, Hillsborough Pinellas Workforce Development Consortium Meeting

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

B. Appointment of LWDB Member (Presenters: Amelia Campbell)

1. Dr. Dywayne B. Hinds, Sr. - Pinellas County Education Sector

Motion:

To approve a waiver for Dr. Dywayne B. Hinds, Sr. and appoint him to the LWDB for the remainder of the term ending June 30, 2026.

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

C. Approval of Extension to Serve as Direct Services Provider (Presenters: Anna Munro)

Motion:

To certify and approve the designation of CareerSource Tampa Bay as a Direct Service Provider.

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

- D. Approval of Subsequent Local Workforce Development Area Designation (Presenters: Anna Munro)

Motion:

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

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

VI. Information / Discussion Items

There was none.

VII. Future Action / Discussion Items

- A. Approval of the FY'2027 Planning Budget
- B. Approval of LWDB Members
- C. Board and Consortium PY 26/27 Meeting Calendar
- D. Approval of the Updated Services Agreement Between the Consortium & CSTB

VIII. Adjournment

The meeting adjourned at 10:15 a.m.

Minutes Submitted by Tammy Stahlgren, Executive Administrative Assistant & Board Liaison



Action Item

Fiscal Year 2026-2027 Planning Budget

Background Information

The CareerSource Tampa Bay (CSTB) 2026-2027 Planning Budget has been prepared based on preliminary information received from FloridaCommerce for our primary formula-based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). We are anticipating increases in these allocations of approximately \$1.7M overall for the combined entity compared to the prior year. Estimates for other recurring funding sources have been based on prior year allocations received for each County.

The most significant reduction in revenues compared to the prior year relates to several special grants that ended on 6/30/2026 as well as reductions in amounts being carried forward for grants that span multiple fiscal years. For purposes of this budget, carryforward amounts are estimated based on actual expenditures through March 31, 2026 and projected expenditures through the end of the current fiscal year, June 30, 2026. A budget modification will be presented in the first quarter of FY2027 once all final allocations and carryforward amounts are known.

The Board's general responsibility includes, but is not limited to, developing a budget for the activities of the board, with approval of the Consortium, per the By-Laws (Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. DBA CareerSource Tampa Bay). Once approved by the CSTB Finance Committee and Board of Directors, the budget will go before the Consortium in June 2026, for final approval and then to FloridaCommerce by October 1st in accordance with the FloridaCommerce Grantee Subgrantee agreement.

Action Item Recommendation

The Board of Directors recommends approval of Fiscal Year 2026-2027 Planning Budget to allow for required submission to FloridaCommerce for review. Final approval will allow us to have the budget in plan for the beginning of the new fiscal year starting July 1, 2026



***2026-2027 Budgeted Revenues
Funding by Combined and County***

2026-2027 Planning Budget
Combined Budgeted Revenue Variances

Funding/Program	Approved Budget Mod #2 FY2025/2026	Proposed Budget FY2026/2027	\$ Change
Workforce Innovation & Opportunity Act			
Adult	4,635,857	4,814,891	179,034
Dislocated Worker	3,840,508	4,194,937	354,429
Total Adult/Dislocated Worker	8,476,365	9,009,828	533,463
Youth	2,783,128	3,481,460	698,332
Rapid Response	350,000	350,000	-
Hope Navigator	10,260	-	(10,260)
Board Consolidation & Realignment	332,158	-	(332,158)
Sectors - Get There Faster - Veterans	105,000	-	(105,000)
Sectors - Hope Navigator	64,531	-	(64,531)
Sectors - Sectors of Strategic Focus	200,000	-	(200,000)
Youth Career Exploration	180,000	-	(180,000)
DWG Hurricane Helene/Milton	1,763,184	600,000	(1,163,184)
Opioid Recovery	262,154	115,000	(147,154)
Subtotal Workforce Innovation & Opportunity Act	14,526,780	13,556,288	(970,492)
	-	-	
Employment Services			
Wagner Peyser	2,528,371	2,501,758	(26,613)
Apprenticeship Navigator	80,000	80,000	-
Hope Navigator	86,778	85,000	(1,778)
Veterans Programs (DVOP/LVER)	450,000	450,000	-
Supplemental Nutrition Assistance Program (SNAP)	995,173	874,728	(120,445)
Trade Adjustment Assistance Program (TAA)	65,000	65,000	-
Reemployment Services & Eligibility Assessment (RESEA)	1,635,304	1,658,760	23,456
Military Family/Spouse	230,000	230,000	-
Subtotal Employment Services	6,070,626	5,945,246	(125,380)
	-	-	
Welfare Transition Program			
Welfare Transition Program (WTP)	5,876,309	6,306,308	429,999
Subtotal Welfare Transition Program	5,876,309	6,306,308	429,999
	-	-	
Direct Grants & Special Projects			
Hillsborough County Re-entry Program	176,711	187,188	10,477
Hillsborough County ACE Program	1,101,621	1,101,250	(371)
Hillsborough County Sector Strategies Initiative	691,685	705,000	13,315
Good Jobs Initiative	25,250	25,250	-
St. Pete Works - EDGE	-	173,250	173,250
Wells Fargo Community Grant	-	150,000	150,000
Subtotal Direct Grants & Special Projects	1,995,267	2,341,938	346,671
	-	-	
Total Revenues	28,468,982	28,149,780	(319,202)

2026-2027 Planning Budget
Budgeted Revenue Variances
Pinellas County

Funding/Program	Approved Budget Mod #2 FY2025/2026	Proposed Budget FY2026/2027	\$ Change	Additional Information
Workforce Innovation & Opportunity Act				
Adult	1,233,657	1,674,965	441,308	Projected increase in new year allocation
Dislocated Worker	1,709,915	1,555,975	(153,940)	Projected decrease in new year allocation
Total Adult/Dislocated Worker	2,943,572	3,230,940	287,368	
Youth	649,596	1,069,115	419,519	Projected increase in new year allocation
Rapid Response	75,000	75,000	-	
Sectors - Get There Faster - Veterans	31,500	-	(31,500)	Non-recurring. Grant ended 6/30/2026
Sectors - Hope Navigator	34,531	-	(34,531)	Non-recurring. Grant ended 6/30/2026
Sectors - Sectors of Strategic Focus	100,000	-	(100,000)	Non-recurring. Grant ended 6/30/2026
Youth Career Exploration	126,000	-	(126,000)	Non-recurring. Grant ended 6/30/2026
DWG Hurricane Helene/Milton	881,592	600,000	(281,592)	Final year of grant award
Opioid Recovery	81,812	30,000	(51,812)	Final year of grant award. Ends 12/31/2026
Subtotal Workforce Innovation & Opportunity Act	4,923,603	5,005,055	81,452	
Employment Services				
Wagner Peyser	923,524	876,115	(47,409)	Projected reduction in Carryforward amount
Apprenticeship Navigator	24,000	24,000	-	
Hope Navigator	29,765	30,000	235	
Veterans Programs (DVOP/LVER)	200,000	200,000	-	
Supplemental Nutrition Assistance Program (SNAP)	286,796	253,120	(33,676)	Anticipated reduction in funding
Trade Adjustment Assistance Program (TAA)	25,000	25,000	-	
Reemployment Services & Eligibility Assessment (RESEA)	609,738	517,500	(92,238)	Anticipated reduction in funding
Subtotal Employment Services	2,098,823	1,925,735	(173,088)	
Welfare Transition Program				
Welfare Transition Program (WTP)	1,563,762	1,485,766	(77,996)	Projected reduction in Carryforward amount
Subtotal Welfare Transition Program	1,563,762	1,485,766	(77,996)	
Direct Grants & Special Projects				
St. Pete Works - EDGE	-	173,250.00	173,250	New award
Wells Fargo Community Grant	-	75,000.00	75,000	New award
Subtotal Direct Grants & Special Projects	-	248,250.00	248,250	
Total Revenues	8,586,188	8,664,806	78,618	

2026-2027 Planning Budget
Budgeted Revenue Variances
Hillsborough County

Funding/Program	Approved Budget Mod #2 FY2025/2026	Proposed Budget FY2026/2027	\$ Change	Additional Information
Workforce Innovation & Opportunity Act				
Adult	3,402,200	3,139,926	(262,274)	Projected reduction in Carryforward amount
Dislocated Worker	2,130,593	2,638,962	508,369	Projected increase in Carryforward amount
Total Adult/Dislocated Worker	5,532,793	5,778,888	246,095	
Youth	2,133,532	2,412,345	278,813	Projected increase in new year allocation
Rapid Response	275,000	275,000	-	
Hope Navigator	10,260	-	(10,260)	Non-recurring. Grant ended 6/30/2026
Board Consolidation & Realignment	332,158	-	(332,158)	Non-recurring. Grant ended 6/30/2026
Sectors - Get There Faster - Veterans	73,500	-	(73,500)	Non-recurring. Grant ended 6/30/2026
Sectors - Hope Navigator	30,000	-	(30,000)	Non-recurring. Grant ended 6/30/2026
Sectors - Sectors of Strategic Focus	100,000	-	(100,000)	Non-recurring. Grant ended 6/30/2026
Youth Career Exploration	54,000	-	(54,000)	Non-recurring. Grant ended 6/30/2026
DWG Hurricane Helene/Milton	881,592	-	(881,592)	Expect to fully expend by 6/30/2026
Opioid Recovery	180,342	85,000	(95,342)	Final year of grant award. Ends 12/31/2026
Subtotal Workforce Innovation & Opportunity Act	9,603,177	8,551,233	(1,051,944)	
Employment Services				
Wagner Peyser	1,604,847	1,625,643	20,796	Projected increase in Carryforward amount
Apprenticeship Navigator	56,000	56,000	-	
Hope Navigator	57,013	55,000	(2,013)	
Veterans Programs (DVOP/LVER)	250,000	250,000	-	
Supplemental Nutrition Assistance Program (SNAP)	708,377	621,608	(86,769)	Anticipated reduction in funding
Trade Adjustment Assistance Program (TAA)	40,000	40,000	-	
Reemployment Services & Eligibility Assessment (RESEA)	1,025,566	1,141,260	115,694	Projected increase in Carryforward amount
Military Family/Spouse	230,000	230,000	-	
Subtotal Employment Services	3,971,803	4,019,511	47,708	
Welfare Transition Program				
Welfare Transition Program (WTP)	4,312,547	4,820,542	507,995	Projected increase in Carryforward amount
Subtotal Welfare Transition Program	4,312,547	4,820,542	507,995	
Direct Grants & Special Projects				
Hillsborough County Re-entry Program	176,711	187,188	10,477	
Hillsborough County ACE Program	1,101,621	1,101,250	(371)	
Hillsborough County Sector Strategies Initiative	691,685	705,000	13,315	
Good Jobs Initiative	25,250	25,250	-	
Wells Fargo Community Grant	-	75,000	75,000	New award
Subtotal Direct Grants & Special Projects	1,995,267	2,093,688	98,421	
Total Revenues	19,882,794	19,484,974	(397,820)	



2026-2027 Planning Budget by Combined and County

CareerSource Tampa Bay 2026-2027 Planning Budget **Combined**

Budget Category	Actual Yr Ended 6/30/2025	Approved Budget Mod #2 2025-2026	Proposed Budget 2026- 2027	\$ Change
Grant Revenue - Federal	23,974,519	26,473,715	26,056,092	(417,623)
Grant Revenue - Local	1,354,951	1,995,267	2,093,688	98,421
Total Grant Revenue	25,329,470	28,468,982	28,149,780	(319,202)
Other Income	288,059	260,000	260,000	-
Total Revenues	25,617,529	28,728,982	28,409,780	(319,202)
Salaries	11,487,305	10,189,908	10,739,368	549,460
Payroll Tax & Fringe	2,367,755	2,486,417	2,616,587	130,170
Retirement	740,236	795,833	768,945	(26,888)
Staff Training & Education	22,616	175,000	149,500	(25,500)
Accounting & Professional fees	1,003,566	850,447	589,850	(260,597)
Occupancy	1,803,705	2,191,629	2,006,671	(184,958)
Contract Labor	870,850	738,878	688,700	(50,178)
Office Expense	836,481	920,383	1,012,222	91,839
Insurance	162,815	157,593	127,966	(29,627)
Communications	208,793	203,920	196,690	(7,230)
Community Outreach	271,436	648,081	390,820	(257,261)
Travel	163,037	202,150	221,950	19,800
Meetings & Conferences	142,139	92,200	106,000	13,800
License, Dues & Other Fees	47,810	80,860	80,633	(227)
Other expense	1,176	14,000	17,000	3,000
Customer Training & Related Costs	5,061,356	8,373,043	8,184,480	(188,563)
Service Provider Contracts	393,887	315,000	230,000	(85,000)
Depreciation expense	63,192	-	-	
Total Expenses	25,648,155	28,435,343	28,127,381	(307,961)
Net Income/(Loss)	(30,626)	25,220	25,000	(220)
Unobligated Balance	-	268,419	257,399	(11,021)

Pinellas County
2026-2027 Planning Budget

Budget Category	Actual Yr Ended 6/30/2025	Approved Budget Mod #2 2025-2026	Proposed Budget 2026- 2027	\$ Change
Grant Revenue - Federal	7,053,967	8,586,188	8,664,806	78,618
Grant Revenue - Local	-	-	-	-
Total Grant Revenue	7,053,967	8,586,188	8,664,806	78,618
Other Income	113,850	95,000	95,000	-
Total Revenues	7,167,817	8,681,188	8,759,806	78,618
Expenses				
Salaries	3,395,906	3,128,557	3,344,429	215,872
Payroll Tax & Fringe	506,746	633,305	695,232	61,927
Retirement	242,279	237,805	244,132	6,327
Staff Training & Education	4,205	58,650	51,500	(7,150)
Accounting & Professional fees	235,442	210,100	147,500	(62,600)
Occupancy	359,181	543,741	464,469	(79,272)
Contract Labor	268,399	214,740	204,900	(9,840)
Office Expense	186,481	260,077	323,436	63,359
Insurance	48,950	52,131	40,956	(11,176)
Communications	95,245	90,080	84,680	(5,400)
Community Outreach	8,495	147,284	144,760	(2,524)
Travel	46,456	54,250	71,250	17,000
Meetings & Conferences	16,035	19,200	33,000	13,800
License, Dues & Other Fees	12,981	26,100	22,100	(4,000)
Other expense	-	5,000	8,000	3,000
Customer Training & Related Costs	1,463,908	2,690,218	2,660,680	(29,538)
Service Provider Contract	272,949	180,000	95,000	(85,000)
Total Expenses	7,163,658	8,551,238	8,636,024	84,786
Net Income/(Loss)	4,159	12,000	12,000	-
Unobligated Balance	-	117,950	111,782	(6,168)

Hillsborough County 2026-2027 Planning Budget

Budget Category	Actual Yr Ended 6/30/2025	Approved Budget Mod #2 2025-2026	Proposed Budget 2026- 2027	\$ Change
Grant Revenue - Federal	16,920,552	17,887,527	17,391,286	(496,241)
Grant Revenue - Local	1,354,951	1,995,267	2,093,688	98,421
Total Grant Revenue	18,275,503	19,882,794	19,484,974	(397,820)
Other Income	174,209	165,000	165,000	-
Total Revenues	18,449,712	20,047,794	19,649,974	(397,820)
Expenses				
Salaries	8,091,399	7,061,351	7,394,939	333,588
Payroll Tax & Fringe	1,861,009	1,853,112	1,921,355	68,243
Retirement	497,957	558,028	524,813	(33,215)
Staff Training & Education	18,411	116,350	98,000	(18,350)
Accounting & Professional fees	768,124	640,347	442,350	(197,997)
Occupancy	1,444,524	1,647,888	1,542,202	(105,686)
Contract Labor	602,451	524,138	483,800	(40,338)
Office Expense	650,000	660,306	688,786	28,480
Insurance	113,865	105,462	87,011	(18,451)
Communications	113,548	113,840	112,010	(1,830)
Community Outreach	262,941	500,797	246,060	(254,737)
Travel	116,581	147,900	150,700	2,800
Meetings & Conferences	126,104	73,000	73,000	-
License, Dues & Other Fees	34,829	54,760	58,533	3,773
Other expense	1,176	9,000	9,000	-
Customer Training & Related Costs	3,597,448	5,682,825	5,523,800	(159,025)
Service Provider Contracts	120,938	135,000	135,000	-
Depreciation expense	63,192	-	-	-
Total Expenses	18,484,497	19,884,104	19,491,357	(392,747)
Net Income/(Loss)	(34,785)	13,220	13,000	(220)
Unobligated Balance	-	150,470	145,617	(4,853)



CareerSource Tampa Bay 2026-2027 Planned Expenditure Details

The total projected expenditures for 2026-2027 are \$28,127,381 for the counties combined. Additional cost savings are anticipated to be realized throughout the year as the counties continue to evaluate operations, including products and services utilized. These cost savings should be realized in future budget modifications. Of the current expenditures the most significant relate to:

- Salaries and Benefits – Approximately \$14.1 million or 50% of total budgeted expenditures. See further information below as to specific benefits.
- Customer Training and Related Costs – Approximately \$8.1 million or 29% of total budgeted expenditures.

Below is a brief summary of typical items included in each of the various expense categories:

- **Salaries** – Includes direct salaries of CSTB staff. The current budget includes both CSTB filled and open positions and also includes an estimate for cost-of-living increases. In addition, CSTB provides functional supervision of FloridaCommerce State staff that work in the various career centers. The State pays the salaries and related benefits to these staff directly and therefore are not included in this budget.
- **Payroll Tax & Fringe** – Includes salaries and related benefits. Benefits include: payroll taxes, workers comp insurance, and portion of health and wellness benefits paid for by CSTB.
- **Retirement** – Includes a discretionary 5% non-elective employer contribution and discretionary employer matching contribution of up to a 3% dollar-for-dollar match to eligible staff.
- **Staff Training & Education** – Training for staff to include on-site training, as well as various training opportunities offered by outside sources.
- **Accounting and Professional** – Includes payroll processing fees, background & drug screenings, bank fees, legal services, fees for independent audit of financial statements and 401k plan, and the IRS Form 990 preparation. Also included are fees for various professional services required throughout the year such as, programmatic monitoring, and employment verification services provided by outside third parties.
- **Occupancy** – Costs are derived from facility rent, utilities, security, janitorial services, etc., as well as other expenses such as repairs and maintenance. Hillsborough County has one comprehensive Career Center located in Tampa and three affiliate Career Centers located throughout the County (Brandon, Ruskin, and Plant City). Pinellas County has two comprehensive Career Centers located in Clearwater and St. Petersburg and one affiliate Career Centers located in Tarpon Springs. The organization maintains one administrative office.

- **Contract Labor** – Includes amount for contracted IT service provider for help desk support, as well as special projects and other support needs of the internal IT team. Also includes costs of contracted temporary staffing for the summer program and other employment needs.
- **Office Expense** – A significant piece of these costs are related to IT specific needs such as Microsoft 365, anti-virus, cloud storage, digital signature, etc. Also included are general office supplies for staff and centers, equipment rental fees for copiers and postage machines, and other expenses such as document shredding and postage costs. May also include budgeted amounts for replacement of furniture and equipment as the need presents.
- **Insurance** – This includes General liability, Property, Auto, Abuse/Molestation, Inland Marine, Professional liability, Umbrella/excess, Management Liability, Crime, and Cyber Security. Workers Compensation is included with Payroll Tax & Fringe.
- **Communications** – Includes internet, phones (both land lines and staff cell phones), fax lines, etc.
- **Community Outreach** – Includes various forms of outreach to engage customers and educate them about our services offered. This can include social media campaigns, TV and radio ads, classified ads, printed materials, as well as community event sponsorships, etc. Also includes contracts with any third-party firm providing services related to outreach and/or public relations.
- **Travel** – Staff mileage reimbursements, as well as various travel related expenditures such as, air fare, hotels, per diem, and incidentals when attending meetings and conferences.
- **Meetings & Conferences** – Meetings and conference fees associated with professional development and training for staff and Board members. These may be both local and out of state.
- **License, Dues & Other Fees** – Includes various membership fees for organizations such as the National Association of Workforce Boards (NAWB) and Florida Workforce Development Association (FWDA), as well as various Chambers of Commerce within the local area. Also included are various other dues, subscriptions and other incidental expenses.
- **Other Expense** – Includes miscellaneous expenses not easily categorized in other significant areas, such as, items related to staff appreciation.
- **Customer Training & Related Costs** - these are direct training costs related to participants and/or employers. This includes, but is not limited to, Individual Training Accounts (ITA's), Supportive Services, On the Job Training (OJT), Paid Work Experience (PWE) and Incumbent Worker Training (IWT).

Florida Statue requires that at least 50% of WIOA Adult & Dislocated Worker funds be expended on ITA's, unless the Local Workforce Development Board (LWDB) obtains a waiver from CareerSource Florida (CSF) or is granted a waiver through CSF's sliding scale policy. Currently both counties are operating under a 35% ITA sliding scale rate.

The U.S. Department of Labor sets certain parameters around WIOA Youth funding, however, States can request waivers for these requirements. Florida requested and was granted a waiver for WIOA Youth funding through the period of June 30,2026. An extension of this waiver is

currently being sought by CSF. The current waiver includes the ability to spend 50% of Youth funds for Out-of-School Youth versus the typical 75% requirement. In addition, LWDB's are required to spend 20% of Youth funding for Paid Work Experience (PWE) or On-the-Job training opportunities for Youth.

- **Service Provider Contracts** - this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms.



2026-2027 Planning Budget by Funding Type

Planning Budget by Funding Type
Combined CareerSource Tampa Bay
Fiscal Year 2027 (July 2026-June 2027)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2026-2027	Unrestricted	Total Organization Budget FY 2026-2027	Approved Budget FY 2025-2026 Mod #2	\$ Change
Revenue:									
Fiscal Year 2027 New Allocations	8,356,287	4,960,246	5,306,308	1,406,688	20,029,529	-	20,029,529	18,997,832	1,031,697
Carryforward from Prior Year Allocations	5,200,000	985,000	1,000,000	935,250	8,120,250	-	8,120,250	9,471,150	(1,350,900)
Projected Unrestricted Revenue	-	-	-	-	-	260,000	260,000	260,000	-
Total Revenue	13,556,287	5,945,246	6,306,308	2,341,938	28,149,779	260,000	28,409,779	28,728,982	(319,203)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,386,913	161,151	381,936	-	1,930,000	-	1,930,000	2,010,000	(80,000)
Case Management	2,939,513	1,702,590	1,337,897	-	5,980,000	-	5,980,000	5,680,000	300,000
Program Services	1,487,172	387,999	799,829	-	2,675,000	-	2,675,000	2,600,000	75,000
One Stop Operating/Facilities Costs	583,411	1,525,956	153,200	187,433	2,450,000	-	2,450,000	2,550,000	(100,000)
Technology	196,300	766,753	133,644	78,303	1,175,000	-	1,175,000	1,175,000	-
Community Outreach	233,732	503,557	100,233	77,478	915,000	-	915,000	915,000	-
Program Staff Training & Professional Development	17,971	48,352	8,353	2,824	77,500	-	77,500	77,500	-
Subtotal - Program Services Allocated	6,845,012	5,096,358	2,915,092	346,038	15,202,500	-	15,202,500	15,007,500	195,000
Program Services - Direct Costs:									
Participant & Work Based Learning	4,982,500	57,000	2,625,000	827,500	8,492,000	-	8,492,000	8,760,562	(268,562)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	752,381	752,381	-	752,381	499,500	252,881
Direct Costs - Other	40,000	15,000	-	130,000	185,000	235,000	420,000	752,280	(332,280)
Subrecipient Contracts	123,947	34,239	71,814	-	230,000	-	230,000	315,000	(85,000)
FLCommerce Staff Travel	-	50,500	-	-	50,500	-	50,500	50,500	-
Subtotal - Program Services Direct	5,146,447	156,739	2,696,814	1,709,881	9,709,881	235,000	9,944,881	10,377,842	(432,961)
Total Program Service Costs:	11,991,459	5,253,097	5,611,906	2,055,919	24,912,381	235,000	25,147,381	25,385,342	(237,961)
Indirect Costs									
Indirect Costs	1,432,562	629,154	669,293	248,991	2,980,000	-	2,980,000	3,050,000	(70,000)
Total Indirect Costs	1,432,562	629,154	669,293	248,991	2,980,000	-	2,980,000	3,050,000	(70,000)
Total Expenditures	13,424,021	5,882,251	6,281,199	2,304,910	27,892,381	235,000	28,127,381	28,435,342	(307,961)
Projected Net Income/(Loss)	-					25,000	25,000	25,220	(220)
Unobligated Balance	132,266	62,995	25,109	37,028	257,398	-	257,398	268,420	(11,022)

Planning Budget by Funding Type
Pinellas County
Fiscal Year 2027 (July 2026-June 2027)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2026- 2027	Unrestricted	Total Organization Budget FY 2026-2027	Approved Budget FY 2025-2026 Mod #2	\$ Change
Revenue:									
Fiscal Year 2027 New Allocations	2,615,054	1,530,735	1,485,766	248,250	5,879,805	-	5,879,805	5,795,430	84,375
Carryforward from Prior Year Allocations	2,390,000	395,000	-	-	2,785,000	-	2,785,000	2,790,758	(5,758)
Projected Unrestricted Revenue	-	-	-	-	-	95,000	95,000	95,000	-
Total Revenue	5,005,054	1,925,735	1,485,766	248,250	8,664,805	95,000	8,759,805	8,681,188	78,617
Expenditures:									
Program Services - Allocated Costs:									
Business Services	451,172	69,551	184,277	-	705,000	-	705,000	860,000	(155,000)
Case Management	839,826	452,554	372,620	-	1,665,000	-	1,665,000	1,520,000	145,000
Program Services	450,000	192,000	248,000	-	890,000	-	890,000	840,000	50,000
One Stop Operating/Facilities Costs	217,844	432,156	-	-	650,000	-	650,000	650,000	-
Technology	118,873	256,127	-	-	375,000	-	375,000	375,000	-
Community Outreach	100,543	199,457	-	15,000	315,000	-	315,000	315,000	-
Program Staff Training & Professional Development	6,873	20,627	-	-	27,500	-	27,500	27,500	-
Subtotal - Program Services Allocated	2,185,131	1,622,472	804,897	15,000	4,627,500	-	4,627,500	4,587,500	40,000
Program Services - Direct Costs:									
Participant & Work Based Learning	2,190,000	22,000	490,000	61,200	2,763,200	-	2,763,200	2,792,738	(29,538)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	136,824	136,824	-	136,824	-	136,824
Direct Costs - Other	-	15,000	-	-	15,000	83,000	98,000	110,500	(12,500)
Subrecipient Contracts	45,505	19,416	30,079	-	95,000	-	95,000	180,000	(85,000)
FLCommerce Staff Travel	-	15,500	-	-	15,500	-	15,500	15,500	-
Subtotal - Program Services Direct	2,235,505	71,916	520,079	198,024	3,025,524	83,000	3,108,524	3,098,738	9,786
Total Program Service Costs:	4,420,636	1,694,388	1,324,976	213,024	7,653,024	83,000	7,736,024	7,686,238	49,786
Indirect Costs									
Indirect Costs	520,785	199,263	154,599	25,353	900,000	-	900,000	865,000	35,000
Total Indirect Costs	520,785	199,263	154,599	25,353	900,000	-	900,000	865,000	35,000
Total Expenditures	4,941,421	1,893,651	1,479,575	238,377	8,553,024	83,000	8,636,024	8,551,238	84,786
Projected Net Income/(Loss)	-	-	-	-	-	12,000	12,000	12,000	-
Unobligated Balance	63,633	32,084	6,191	9,873	111,781	-	111,781	117,950	(6,169)

Planning Budget by Funding Type
Hillsborough County
Fiscal Year 2027 (July 2026-June 2027)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2026- 2027	Unrestricted	Total Organization Budget FY 2026-2027	Approved Budget FY 2025-2026 Mod #2	\$ Change
Revenue:									
Fiscal Year 2027 New Allocations	5,741,233	3,429,511	3,820,542	1,158,438	14,149,724	-	14,149,724	13,202,402	947,322
Carryforward from Prior Year Allocations	2,810,000	590,000	1,000,000	935,250	5,335,250	-	5,335,250	6,680,392	(1,345,142)
Projected Unrestricted Revenue	-	-	-	-	-	165,000	165,000	165,000	-
Total Revenue	8,551,233	4,019,511	4,820,542	2,093,688	19,484,974	165,000	19,649,974	20,047,794	(397,820)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	935,741	91,600	197,659	-	1,225,000	-	1,225,000	1,150,000	75,000
Case Management	2,099,687	1,250,036	965,277	-	4,315,000	-	4,315,000	4,160,000	155,000
Program Services	1,037,172	195,999	551,829	-	1,785,000	-	1,785,000	1,760,000	25,000
One Stop Operating/Facilities Costs	365,567	1,093,800	153,200	187,433	1,800,000	-	1,800,000	1,900,000	(100,000)
Technology	77,427	510,626	133,644	78,303	800,000	-	800,000	800,000	-
Community Outreach	133,189	304,100	100,233	62,478	600,000	-	600,000	600,000	-
Program Staff Training & Professional Development	11,098	27,725	8,353	2,824	50,000	-	50,000	50,000	-
Subtotal - Program Services Allocated	4,659,881	3,473,886	2,110,195	331,038	10,575,000	-	10,575,000	10,420,000	155,000
Program Services - Direct Costs:									
Participant & Work Based Learning	2,792,500	35,000	2,135,000	766,300	5,728,800	-	5,728,800	5,967,824	(239,024)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	615,557	615,557	-	615,557	499,500	116,057
Direct Costs - Other	40,000	-	-	130,000	170,000	152,000	322,000	641,780	(319,780)
Subrecipient Contracts	78,442	14,823	41,735	-	135,000	-	135,000	135,000	-
FLCommerce Staff Travel	-	35,000	-	-	35,000	-	35,000	35,000	-
Subtotal - Program Services Direct	2,910,942	84,823	2,176,735	1,511,857	6,684,357	152,000	6,836,357	7,279,104	(442,747)
Total Program Service Costs:	7,570,823	3,558,709	4,286,930	1,842,895	17,259,357	152,000	17,411,357	17,699,104	(287,747)
Indirect Costs									
Indirect Costs	911,777	429,891	514,694	223,638	2,080,000	-	2,080,000	2,185,000	(105,000)
Total Indirect Costs	911,777	429,891	514,694	223,638	2,080,000	-	2,080,000	2,185,000	(105,000)
Total Expenditures	8,482,600	3,988,600	4,801,624	2,066,533	19,339,357	152,000	19,491,357	19,884,104	(392,747)
Projected Net Income/(Loss)	-	-	-	-	-	13,000	13,000	13,220	(220)
Unobligated Balance	68,633	30,911	18,918	27,155	145,617	-	145,617	150,470	(4,853)



CareerSource Tampa Bay

Planning Budget by Funding Type Categories/Definitions

The Planning Budget expenditures by funding type are broken down into three main categories: Program Services – Allocated, Program Services – Direct and Indirect Costs.

- **Program Services – Allocated** are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, caseloads, etc.). The cost pools and their related expenditures consist of the following:
 - **Business Services Cost Pool** - expenditures in this cost pool are associated with the personnel and non-personnel costs related to Business Services staff. Business Services staff are responsible for developing business partnerships, promoting business training programs, and providing value-added workforce solutions. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
 - **Case Management Cost Pool** – expenditures in this cost pool are associated with the personnel and non-personnel costs related to staff providing direct customer services. Program Services staff are responsible for case management, and job seeker training programs. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
 - **Program Services Cost Pool** - expenditures in this cost pool are associated with personnel and non-personnel costs related to staff assisting customers in the various Career Center resource rooms, staff providing MIS/Data services and quality control functions. Expenditures include salaries, fringe benefits, travel, supplies, communications and other operating costs.
 - **One Stop Operating/Facilities Costs** - expenditures in this cost pool are associated with the career centers. These costs include, rent, utilities, communications, supplies, etc. *Note: We currently have seven One Stop centers located in Tampa, Brandon, Ruskin, Plant City, St. Petersburg, Clearwater, and Tarpon Springs.*
 - **Technology** - expenditures in this cost pool are associated with the purchase of equipment, professional services, software and non-consumable supplies for the provision of the one stop services. These expenditures include computers, office equipment, network equipment, software licenses, equipment maintenance, IT Service provider, etc.
 - **Community Outreach** - expenditures in this cost pool are associated with personnel and non-personnel costs related to staff that perform outreach activities of one-stop services to the general public and employers. These expenditures include salaries, fringe benefits, travel, supplies, other operating costs, classified ads, printed materials, job fairs, employer seminars, and focus

groups, as well as community event sponsorships, etc. Outreach activities that are specific to a program are directly charged to that program.

- **Program Staff Training & Professional Development** - expenditures in this cost pool are associated with various training and professional development activities for One Stop center staff. These expenditures include professional services, memberships, supplies, etc.
- **Program Services – Direct** are those costs identifiable to a specific cost center or funding stream. Direct Program cost categories are as follows:
 - **Participant & Work Based Learning** – these are expenditures directly related to participants and/or employers. This includes, but is not limited to, Individual Training Accounts (ITA's), Supportive Services, On the Job Training (OJT), Paid Work Experience (PWE) and Incumbent Worker Training (IWT).
 - **Direct Grants & Special Projects – Salaries & Benefits** – these are expenditures related to staff working on grants or special projects outside of our general one-stop offerings. For the FY2027 budget this includes the Hillsborough County Apprenticeship-to-Career Empowerment or ACE program, the Hillsborough County Targeted Industry Sector Workforce Training and Placement program, the Hillsborough County Ex-Offender/Returning Citizen program, and the St. Pete Works EDGE program.
 - **Direct Costs – Other** – these are expenditures related to specific direct costs for certain grants
 - **Subrecipient Contracts** – this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms.
 - **Florida Commerce Staff Travel** – these are expenditures related to travel for staff that are jointly managed with Florida Commerce and work out of our One Stop centers. Florida Commerce pays for their salaries and provides additional funding to cover these ancillary expenses.
- **Indirect Costs** - are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, total expenditures, etc.). The pool and its related expenditures consist of the following:
 - Indirect expenditures are those associated with the personnel and non- personnel costs related to Board staff. Board staff are responsible for the planning, development, oversight and administrative functions of all programs funded through the Local Workforce Development Board. The board staff provides support services for the One-Stop System. Expenditures include personnel costs, travel, supplies, equipment, communications, facilities, and other related operating costs.



Definition of Awards/Programs

Workforce Innovation and Opportunity Act (WIOA)

The Act is designed to help job seekers, including youth and those with significant barriers, access employment, education, training, and support services, making them more marketable for high-wage jobs, and meeting the skills needs of employers to compete in the global economy.

- **WIOA Adult**

WIOA Adult program services include career services, training services, and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills deficient. Adults are defined as individuals over 18 years of age.

- **WIOA Dislocated Worker**

WIOA Dislocated Worker program services target individuals who lost jobs due to plant closures, company downsizing or other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation. Dislocated workers are defined as individuals who become unemployed through no fault of their own, including displaced homemakers.

- **WIOA Youth**

WIOA Youth program services both out-of-school youth, age 16 – 24, and in-school youth, age 14 – 21, with one or more barriers to employment. To assist with preparation for post-secondary education and employment opportunities, or to attain educational and/or skills training credentials.

- **WIOA – Rapid Response ****

State level WIOA funds provided to Boards to implement a comprehensive, proactive Rapid Response system with an emphasis on layoff aversion activities that dedicate resources and efforts to:

- Strategic planning, business intelligence data gathering, and analysis designed to predict, prepare for and mitigate layoff events
- Strategies designed to maintain effective business engagement
- Outreach and education regarding the provision of comprehensive, employer-based layoff aversion services
- Establishing early warning systems to identify businesses that may be at risk of closing

- **WIOA – National Dislocated Worker Grant – Hurricane Helene & Milton, Disaster Recovery****

National emergency grant funding to provide temporary jobs to assist with humanitarian aid, cleanup and restoration activities in areas affected by Hurricanes Helene and Milton. Grant funds may also be used to provide career services and training to eligible participants.

- **WIOA – National Dislocated Worker Grant – Fostering Opioid Recovery****

National emergency grant funding to provide temporary disaster-relief employment, training, and career services to eligible participants. For this project there are two classes of eligible individuals who may be served: 1) Those affected by the opioid disaster or substance use disorder who may be trained in any occupation, and 2) Individuals who are not directly affected by the opioid disaster that

seek training for and employment in, demand occupations that impact the opioid disaster or its underlying causes in affected communities, including addiction treatment, mental health care, and pain therapy/management services, as well as other occupations, such as law enforcement, medical, pharmaceutical, and emergency personnel, and occupations that provide support for individuals in treatment and recovery.

Employment Services

- **Wagner-Peyser**

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the *Employment Service* part of the One-Stop services delivery system. The One Stop delivery system provides universal access to an integrated array of labor exchange services so that workers, job seekers, and businesses can find the services they need in one stop and under one roof in easy-to-find locations.

The Employment Service focuses on providing a variety of employment-related labor exchange services including, but not limited to, job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings.

Services are delivered in one of three modes including self-service, facilitated self-help services, and staff assisted service delivery approaches.

- **Disabled Veterans' Outreach Program (DVOP)**

Disabled Veterans' Outreach Program (DVOP) provides job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. DVOP specialists provide direct services to Veterans enabling them to be competitive in the labor market. They provide outreach and offer assistance to disabled and other Veterans by promoting community and employer support for employment and training opportunities, including apprenticeship and on-the-job training.

- **Local Veterans' Employment Representatives (LVER)**

The *Local Veterans Employment Representatives* program conducts outreach to employers to increase the employment opportunities available to veterans and encourage the hiring of Veterans.

The program services include job development, job placement, and supportive employment services to qualified veterans.

- **Wagner Peyser – Apprenticeship Navigator ****

The purpose of this award is to pay for dedicated staff engaged as Apprenticeship Navigators who will lead and support local and regional efforts to develop, expand, and support registered apprenticeship programs (RAPs) and registered pre-apprenticeship programs (pre RAPs).

The Apprenticeship Navigators Role includes:

- Convening and/or participating in sector strategies to support the development and expansion of industry-based apprenticeship opportunities.
- Developing and executing an outreach plan to educate employers, jobseekers, and other stakeholders in the community about the merits of RAPs.
- Bringing together LWDB and career center staff in a coordinated effort to connect individual job seekers to apprenticeship opportunities and support employers engaged in RAPs, including, through the use of WIOA funding for Customized Training, Incumbent

Worker Training, On-the-job Training, Occupational Skills Training, and Supportive Services.

- Developing capacity building activities at the local level.

- ***Wagner Peyser – Hope Navigator *****

Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency and hope by focusing on community collaboration amount the private sector, faith-based community organizations, non-profits and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities.

Wagner Peyser funds are provided to Boards to support the hiring of Hope Navigators to direct and oversee activities such as:

- The development and refinement of a referral and joint case management process involving local DCF offices.
- The development and implementation of specialized services and programming to help Hope Florida program participants find jobs, enroll in training and launch new career pathways.
- Job development with companies committed to providing employment opportunities for Hope Florida participants.
- Referrals to LWDBs of potential clients in need of immediate support to address barriers and challenges not related to employment to DCF to access resources.

- ***Re-Employment Services and Eligibility Assessment (RESEA)***

RESEA is an initiative that provides funds to better link the unemployed with the overall workforce system by bringing individuals receiving Unemployment Insurance (UI) benefits into centers. The goal of this program is to provide UI claimants early access to services that can help them get back into the workforce faster.

- ***Supplemental Nutrition Assistance Program Employment & Training (SNAP)***

This program funds the employment & training program for food stamp recipients. All recipients are to complete employment & training requirements in order to receive assistance that may include transportation, dependent care, books or training manuals, uniforms and/or other special tools.

- ***Trade Adjustment Act (TAA)***

Trade Adjustment Assistance Program (TAA) is a federally funded program designed to allow eligible trade-affected workers to receive retraining and reemployment opportunities. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed.

- ***Military Family/Spouse***

The Military Family Employment Advocacy Program (MFEAP) was established by Section 445.055, F.S., as an advocacy and assistance program targeting military spouses and dependents. This program delivers employment assistance services through military family employment advocates to military spouses and dependents of active-duty military personnel, Florida National Guard members and military reservists.

** Funding received for targeted training or special initiatives

Welfare Transition Program (WTP)/Temporary Assistance for Needy Families (TANF)

- ***Welfare Transition***

The Welfare Transition program serves low-income families with children, including two-parent families with an emphasis on “Work First” philosophy that combines added assistance in obtaining training, support services to start work and receiving childcare, transportation and transitional supports to retain employment, advance and become self-sufficient.

Direct Grants and Special Projects *(These grants may be specific to a particular County)*

- ***Ex-Offender/Returning Citizen Workforce Training Program – (Hillsborough County residents only)***

To provide operational and support services for the delivery of workforce training and placement services to Hillsborough County ex-offenders/returning citizens to develop a pipeline of talent with foundational employability skills and aptitude to obtain employment. These citizens may not have sufficient levels of workforce skills or experience to competitively re-enter the workforce in today’s economy. The program will introduce participants to the skills and traits necessary to improve their employability and raise their interest in and awareness of career opportunities within Hillsborough County, as well as engage employers in providing employment opportunities for ex-offenders/returning citizens.

- ***Apprenticeship-to-Career (ACE) Program - (Hillsborough County residents only)***

To provide operational and career services to identify and engage WIOA eligible young adults between the ages of 18 to 24 from low-income households, with special consideration to those exiting the foster care system or escaping human trafficking, and to connect them to short-term occupational skills training that will result in industry recognized certifications, a meaningful work experience with a local employer and a career pathway for a brighter future.

- ***Targeted Industry Sector Workforce Training & Placement Program – (Hillsborough County residents only)***

To provide operational and support services for the delivery of workforce training and placement services to residents of Hillsborough County to develop a pipeline of talent with the foundational skills, aptitude and/or work experience to obtain employment or advance along career pathways of high-demand middle to high skill jobs, with special emphasis on unemployed and under-employed residents. This program will serve as a resource to help ensure residents are moving forward towards high-demand jobs with sustainable career pathways with local employers within targeted industry sectors.

- ***St. Pete Works: Employment & Development for a Growing Economy (EDGE) - (Pinellas County residents only)***

In partnership with St. Petersburg College, CareerSource Tampa Bay (CSTB) will provide career readiness and workforce development services to up to 270 residents annually within the South St. Petersburg Community Redevelopment Area (CRA). The initiative is designed to strengthen job readiness, career pathway access, and long-term economic mobility for participating residents through individualized career blueprinting, ongoing career coaching, supportive services, and workforce navigation. Programming will focus on preparing residents for employment and advancement opportunities within high-demand, high-wage industries including the Blue Economy, Advanced Manufacturing, Construction Trades, and Healthcare.

- ***Wells Fargo Community Grant – Healthcare Upskilling Initiative***

In partnership with CareerSource Central Florida, CSTB is launching a targeted workforce development initiative to upskill individuals in healthcare. This program will expand career pathways, increase earning potential, and strengthen the regional healthcare talent pipeline. The initiative will provide training scholarships and career consultation services to low-wage healthcare workers seeking advancement in critical occupations. Participants will be identified through regional partnerships and will include individuals currently employed in entry-level roles such as Certified Nursing Assistants, Patient Care Technicians, Home Health Aides, and Medical Assistants.



Action Item

Fiscal Year 2026-2027 Board and Consortium Calendar

Enclosed is the proposed meeting schedule for the 2026–2027 fiscal year, covering all Board and Committee meetings.

Board Meetings will be held quarterly, alternating between Hillsborough and Pinellas locations. Committee meetings will be held quarterly.

	July 2026	Aug. 2026	Sept. 2026	Oct. 2026	Nov. 2026	Dec. 2026	Jan. 2027	Feb. 2027	Mar. 2027	Apr. 2027	May 2027	June 2027
Workforce Development Consortium Hybrid Meeting			10			TBD			TBD			TBD
Board of Directors 10:00 a.m. – 12:00 p.m. Hybrid Meeting		27		15 Retreat	19			25			27	
Finance/Audit Committee 10:00 a.m. – 11:00 a.m. TBD		20			12			18			20	
Workforce Solutions Committee 10:00 a.m. – 11:00 a.m. TBD	9			8			7			8		
Youth Development Committee 10:00 a.m. – 11:00 a.m. TBD		6			5			4			6	
Executive Committee 10:00 a.m. – 11:00 a.m. TBD	23			22			21			15		
Education & Industry Consortium 10:00 a.m. – 11:30 a.m. Hybrid Meeting			9			9			10			9
HR/Compensation Committee TBD				TBD								
Nominating Committee TBD										TBD		

All Consortium and Board meetings are conducted in accordance with the *Florida Sunshine Law*.

Recommendation:

The Board of Directors recommends approval of Fiscal Year 2026-2027 Board and Consortium Calendar



Action Item

Amended & Restated Services Agreement between the Consortium and CareerSource Tampa Bay

Background:

The Hillsborough Pinellas Workforce Development Consortium (Consortium) designated Tampa Bay Workforce Alliance, Inc., DBA CareerSource Hillsborough Pinellas NKA CareerSource Tampa Bay (CSTB) to serve as the Administrative Entity and Fiscal Agent for the local workforce development area 28 and entered in a Services Agreement effective July 1, 2024. The Services Agreement automatically renews for successive two-year periods, from July 1 through June 30, unless otherwise terminated as provided in the Agreement.

The Services Agreement defines the specific functions, duties and responsibilities of CSTB as the Administrative Entity (AE) and Fiscal Agent (FA).

- AE: Programmatic management and oversight of workforce services—ensuring policies are implemented, providers are monitored, performance outcomes are achieved, and programs comply with federal, state, and local requirements.
- FA: Financial management of funds, including accounting, internal controls, budgeting, allowable expenditures, cash management, and financial reporting in accordance with Uniform Guidance.

Information:

Edits to the Services Agreement are minor, non-substantive updates, and do not alter the Agreement terms or conditions.

The nature of these revisions includes updates to the LWDB's name change, contact names of the parties, and modifications to certain Articles to remove obsolete language, clarify a requirement, or fix a cross-reference.

Recommendation: The Board of Directors recommends to approve the draft Amended and Restated Services Agreement for final approval by the Hillsborough Pinellas Workforce Development Consortium.

**AMENDED AND RESTATED AGREEMENT
BY AND BETWEEN
HILLSBOROUGH PINELLAS WORKFORCE DEVELOPMENT CONSORTIUM
AND
TAMPA BAY WORKFORCE ALLIANCE, INC.,
d/b/a CAREERSOURCE TAMPA BAY,
A Florida Non-Profit Corporation**

THIS AGREEMENT (“Agreement”) is entered into by and between **HILLSBOROUGH PINELLAS WORKFORCE DEVELOPMENT CONSORTIUM**, located at 601 E. Kennedy Boulevard, 20th Floor, Tampa, Florida 33602 and 13805 58th Street North, Suite 1-200, Clearwater, FL 33760 (“Consortium”) and **TAMPA BAY WORKFORCE ALLIANCE, INC., d/b/a CareerSource Tampa Bay**, a Florida non-profit corporation, headquartered at 4350 West Cypress Street, Suite 875, Tampa, Florida 33607 (“Corporation”).

WITNESSETH:

WHEREAS, the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (“WIOA”) authorizes expenditures of federal funds for workforce development programs in areas of the state designated by the Governor as a Local Workforce Development Area (“Local Area”); and

WHEREAS, the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, (“Florida WIA”), further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas; and

WHEREAS, the WIOA and Florida WIA (“Acts”) require the Chief Elected Officials (“CEO”) of each designated Local Area to establish a Local Workforce Development Board (“LWDB”) and to appoint its members; and

WHEREAS, the Corporation shall be certified as the LWDB for the Local Area, based on the local workforce development board membership requirements described in WIOA sec. 107(b) and 20 CFR 679.320 and for a subsequent certification, the certification shall also be based on the extent to which the Local Area ensures workforce investment activities carried out in the Local Area enabled the Local Area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2); and

WHEREAS, Hillsborough County and CareerSource Tampa Bay previously entered into an Agreement dated June 17, 2020 (20-0565), defining their respective duties and responsibilities for the administration and operation of workforce development programs within the Local Area; and

WHEREAS, Pinellas County and CareerSource Pinellas entered into an Agreement dated June 18, 2004, defining their respective duties and responsibilities, which agreement was subsequently amended; and

WHEREAS, all incorporated and unincorporated areas within Hillsborough County and Pinellas County have been consolidated and designated by the Governor of the State of Florida as the Local Area, as provided by CareerSource Florida, effective July 1, 2024; and

WHEREAS, Corporation will perform multiple functions within the Local Area, this Agreement clarifies how Corporation will carry out these functions in accordance with the Acts, demonstrate internal controls and prevent conflicts of interest; and

WHEREAS, the Consortium and Corporation desire to establish an Agreement which defines the scope of this relationship and their respective duties and responsibilities, as provided herein.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE I **DEFINITIONS**

- 1.1 For purposes of this Agreement the following terms shall have the meanings ascribed to them below:
- (a) “Acts” shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 and Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes, collectively;
 - (b) “Administrative Entity” shall mean and refer to the entity designated to serve as support staff to the Consortium and the LWDB and to perform duties such as, but not limited to, administration of the Local Area Workforce Plan, responsible for the allocation of funds, the delivery of performance measured against program objectives, making programmatic decisions, assuring program compliance, ensuring funds are spent in accordance with applicable laws, and operation/management of LWDB contracts, sub-recipient agreements and the one-stop career center(s);
 - (c) “Board of Directors” or “Board” shall mean and refer to the group of appointees to the LWDB who jointly serve as the governing body of Corporation;
 - (d) Chief Elected Officials (“CEO”) shall mean and refer to the “chief elected officials” of the unit of government for the Local Workforce Development Area;
 - (e) “Consortium” shall mean and refer to the group of elected officials appointed by the respective Hillsborough and Pinellas CEOs to act as the chief local elected officials for the designated Region;
 - (f) “Consortium Agreement” shall mean that certain Interlocal Agreement establishing the Consortium between Hillsborough County Board of County Commissioners

(Hillsborough BOCC) and Pinellas County Board of County Commissioners (Pinellas BOCC) as approved by the Pinellas BOCC on November 14, 2023, and the Hillsborough BOCC on November 15, 2023, as it may be amended from time to time;

- (g) “Corporation” or “the Corporation” shall mean and refer to the Tampa Bay Workforce Alliance, Inc. d/b/a/ CareerSource Tampa Bay;
- (h) “FloridaCommerce” shall mean and refer to the Florida Department of Commerce;
- (i) “Fiscal Agent” shall mean and refer to the entity designated to receive and disburse workforce development funds under a sub-agreement directly with FloridaCommerce. It is responsible and accountable for management of all workforce development funds made available to the Local Area. It may also procure, negotiate, and manage contracts;
- (j) “Florida WIOA” shall mean and refer to the Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes;
- (k) “Hillsborough CEO” shall mean and refer to the “chief elected officials” of the Hillsborough County unit of government for the Local Workforce Development Area, which is the Hillsborough Board of County Commissioners;
- (l) “Hillsborough County” shall mean and refer to the Hillsborough County Government Administration and Staff;
- (m) Local Workforce Development Area (“Local Area”) shall mean and refer to a jurisdiction for the administration of workforce development activities and execution of adult, dislocated worker, and youth funds allocated by the State. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive adult, dislocated worker, and youth funding under Title I, subtitle B of WIOA;
- (n) Local Workforce Development Board (“LWDB”) members shall mean and refer to the appointees by the Consortium who, in partnership with the Consortium, set workforce development policy for the portion of the statewide workforce development system in the Local Workforce Development Area;
- (o) “Pinellas CEO” shall mean and refer to the “chief elected officials” of the Pinellas County unit of government for the Local Workforce Development Area, which is the Pinellas Board of County Commissioners;
- (p) “Pinellas County” shall mean and refer to the Pinellas County Government Administration and Staff;
- (q) “Region” shall mean and refer to the two counties, Hillsborough and Pinellas, served by Corporation;

- (r) “WIOA” shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; and
- (s) 4-year Local Area Workforce Plan (“Local Plan”) shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State’s vision and strategic and operational goals.

ARTICLE II
TERM OF THIS AGREEMENT

- 2.1 This Agreement shall be effective from July 1, 2024, through June 30, 2026 (“Term”), unless otherwise terminated as provided for herein. This Agreement will automatically be renewed for successive two-year periods, from July 1 through June 30, unless otherwise terminated as provided for herein.

ARTICLE III
DESIGNATION OF CORPORATION AS THE
ADMINISTRATIVE ENTITY AND FISCAL AGENT;
REAFFIRMATION OF THE CONSORTIUM AS THE LOCAL GRANT RECIPIENT

- 3.1 In accordance with the provisions of the Acts, the parties agree that, subject to the provisions of this Agreement, Corporation shall serve as the Administrative Entity and Fiscal Agent for the Local Area, and shall serve as staff to the LWDB.
- 3.2 The parties further agree and acknowledge that the Consortium is and shall remain the Local Grant Recipient of the WIOA funds allocated to the Local Area.
- 3.3 The parties agree and acknowledge that in the event Consortium determines in its sole discretion that it is necessary to protect the interests of workforce development programs in the Local Area, the Consortium may provide written notice to the LWDB and Corporation informing them of the Consortium’s decision to withdraw its designation of Corporation as the Administrative Entity and Fiscal Agent for workforce development programs in the Local Area. The written notice shall specify the date which the withdrawal of designation becomes effective. The Consortium and Corporation shall cooperate to identify and secure alternative parties to perform these functions in accordance with applicable Acts and corresponding regulations. Withdrawal of a designation pursuant to this provision shall not constitute an Event of Default as defined in Article XV of this Agreement.

ARTICLE IV
AUTHORITIES AND RESPONSIBILITIES
OF THE CEO AND THE CONSORTIUM

- 4.1 The Consortium shall have all of the rights, duties and responsibilities of the CEO in accordance with the Acts and corresponding regulations.
- 4.2 The Consortium shall appoint members of the LWDB consistent with criteria established under WIOA sec. 107(b)(1) and criteria established by the Governor, the requirements of WIOA sec. 107(b)(2), Sec. 445.007, Fla. Stat., and in accordance with Hillsborough Board of County Commissioners and Pinellas Board of County Commissioners Policy, as amended. The LWDB is certified by the Governor every two (2) years. The County residency and voter registration requirements may be waived, for members of required categories only, at the recommendation of the respective County and agreed to by the Consortium. The authority to appoint, reappoint or revoke the appointment of members to the LWDB lies solely with the Consortium.
- 4.3 The purpose of the LWDB is to provide strategic and operational oversight to help develop a comprehensive and high-quality workforce delivery system in the Local Area, and to maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.
- 4.4 The Consortium shall establish, amend or replace the LWDB by-laws. The by-laws shall be consistent with State policy for LWDB membership. At the Consortium's sole discretion, LWDB members and/or Corporation staff may provide assistance and support in this process by reviewing the by-laws and providing feedback and recommendations prior to Consortium approval. The LWDB may initiate or support this process by providing recommendations for amendment or replacement for Consortium consideration and approval. At a minimum, these by-laws shall address:
 - (a) The nomination process used by the Consortium to select the LWDB Chair and members;
 - (b) The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
 - (c) The process to notify the Consortium of a LWDB member vacancy to ensure a prompt nominee to fill vacancies as quickly as possible;
 - (d) The proxy and alternative designee process that will be used when a LWDB member is unable to attend a meeting and assigns a designee as per the requirements at 20 CFR § 679.110(d)(4);
 - (e) The use of technology, such as phone and Web-based meetings, that will be used to promote LWDB member participation;
 - (f) The process to ensure LWDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and

- (g) A description of any other conditions governing appointment or membership on the LWDB as deemed appropriate by the Consortium.
- 4.5 The LWDB shall select and recommend legal counsel for the provision of advice, support, and guidance on legal services to the Corporation for Consortium approval. The Consortium must approve the process for the Board to select legal counsel.
- 4.6 The Consortium shall have the authority to arrange for and procure at its own cost and expense external audits or agreed upon procedures of any and all programs and finances administered by Corporation on a semi-annual basis or as deemed necessary. This will ensure that Corporation has and maintains adequate administration, controls, and management of programs and funds handled by Corporation including, but not limited to, such activities as receipts and disbursements of funds, monitoring, evaluation and contracting.
- 4.7 One (1) Commissioner from the Hillsborough CEO and one (1) Commissioner from the Pinellas CEO, that during their term of service on the Consortium, will serve as automatically appointed members of the LWDB. The LWDB officer position of 2nd Vice-Chair shall be chosen from the Consortium representatives from each County and shall alternate between the County of representation every one (1) year term. The 2nd Vice-Chair shall not be from the same County as the Consortium Chair during the same program year. The 2nd Vice-Chair shall serve as a member of the LWDB Audit Committee.
- 4.8 The County Administrator or designee from each County shall serve as a LWDB member, as a member-at-large of the LWDB Executive Committee, and as a member of the LWDB Audit Committee.
- 4.9 Each County may designate a County employee to serve as a liaison (“County Liaison”) between the Consortium, County, LWDB and Corporation. The County Liaisons will work with the LWDB and Corporation to ensure all workforce development programs and fiscal operations are consistent with the Consortium’s goals and objectives for workforce development in the Local Area. The County Liaisons shall receive notice of and attend all LWDB meetings and other meetings requiring notice under the Florida Sunshine Law. The salary and other compensation paid to the designated County Liaisons shall be paid from the County of representation’s funds.

ARTICLE V
AUTHORITY AND RESPONSIBILITIES OF CORPORATION

- 5.1 Corporation shall be designated as, and have all of the rights, duties and responsibilities of, the Administrative Entity and Fiscal Agent of the Local Area workforce development programs in accordance with the Acts and corresponding regulations, and State conflict of interest policy.

- 5.2 Corporation is prohibited from being a direct provider of career services, training services, or acting as a one-stop operator, unless approved by the Consortium and the Governor.
- 5.3 The LWDB shall select and recommend a Director, Interim Director or designated person(s) responsible for the operational and administrative functions of Corporation for Consortium approval. The Director shall be a contract employee of the Corporation and shall report to the LWDB.

The LWDB shall have the authority to suspend, with or without pay, or remove the Director, Interim Director, or the designated person(s) responsible for the operational and administrative functions of Corporation with or without cause. The Consortium shall have the authority to direct the Board to suspend, with or without pay, or remove the Director, Interim Director or the designated person(s) responsible for the operational and administrative functions of Corporation for cause. Upon receipt of the Consortium's direction, the LWDB shall provide written notice to the Director, Interim Director or designated person(s) of the termination of his or her employment, specifying the date on which the Director, Interim Director or designated person(s) responsible for the operational and administrative functions of Corporation employment shall terminate.

The Director shall have sufficient competence and experience to organize and train staff as necessary to carry out the functions and operations of the Administrative Entity and Fiscal Agent as provided herein. The LWDB must establish and apply a set of qualifications that ensure the Director selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in carrying out the functions of the LWDB.

- 5.4 The Director shall hire sufficient personnel to carry out effective and efficient operation of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantee's providing services under the guidance of Corporation and acting in partnership with the Consortium as provided herein.
- 5.5 The Director and staff shall be subject to the limitations on the payment of salary and bonuses as described in WIOA sec. 194(15) and 2 CFR § 200.430.
- 5.6 As Administrative Entity, Corporation shall perform the following functions, duties and responsibilities of the LWDB as outlined in the Acts and corresponding regulations and as indicated below coordinate with the Consortium as appropriate:
- (a) Provide or arrange for annual training to LWDB members to ensure they are aware of and fulfilling their roles, responsibilities and functions under WIOA 107(d) and 20 CFR § 679.370 to include an orientation and training for new LWDB members and periodic updates as needed as well as to the Consortium upon request;
 - (b) Develop a 4-year local area workforce plan ("Local Plan") in partnership with and approved by the Consortium and consistent with WIOA section 108. Convene local workforce development system stakeholders to assist in the development of the

Local Plan under 20 CFR § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities;

- (c) Conduct workforce research and Local Area labor market analysis to include:
 - (1) Regular updates of economic conditions, needed knowledge and skills;
 - (2) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act; and
 - (3) Other research, data collection, and analysis related to the workforce needs of the Local Area.

- (d) Lead efforts to engage with a diverse range of employers and other entities to:
 - (1) Promote business representation on the LWDB;
 - (2) Develop effective linkages with employers to support employer utilization of the local workforce development system;
 - (3) Ensure that workforce investment activities meet the needs of employers and support economic growth by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
 - (4) Develop and implement strategies for meeting the employment and skill needs of employers, workers and job seekers.

- (e) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job seekers, by:
 - (1) Facilitating connections among the intake and case management information systems of the one-stop partner programs;
 - (2) Facilitating access to services provided through the one-stop delivery system;
 - (3) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - (4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

- (f) In partnership with the Consortium:
 - (1) Conduct oversight of activities for youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and 134(d), and the entire one-stop delivery system in the Local Area;
 - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the Local Area; and
 - (3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
- (g) Negotiate and reach agreement on local performance indicators with the Governor and present for Consortium approval as appropriate.
- (h) Negotiate with the required partners on the methods for funding the infrastructure costs of the one-stop career center(s) in the Local Area in accordance with 20 CFR 678.715 and present for Consortium approval as appropriate.
- (i) Select the following providers and where appropriate terminate such providers in accordance with 2 CFR part 200:
 - (1) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the LWDB determines there is an insufficient number of eligible training providers in the Local Area, the LWDB may award contracts on a sole-source basis as per the provisions of WIOA section 123(b);
 - (2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
 - (3) Providers of career services through the award of contracts, if the One-Stop Operator does not provide such services; and
 - (4) One-Stop Operators in accordance with 20 CFR §§ 678.600 through 678.635. The designation of or change in the One-Stop Operator shall require the prior agreement of the Consortium.
 - (a) At a minimum, the One-Stop Operator must coordinate the service delivery of required one-stop partners and service providers. The LWDB may establish additional roles of the One-Stop Operator, including, but not limited to: coordinating service providers across

the one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The competition for a One-Stop Operator must clearly articulate the role of the One-Stop Operator;

- (b) Subject to paragraph 5.6(i)(4)(c) of this section, the One-Stop Operator may not perform the following functions: convene system stakeholders to assist in the development of the Local Plan; prepare and submit Local Plan (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for One-Stop Operators; select or terminate One-Stop Operators, career services, and youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the LWDB; and
- (c) An entity serving as the One-Stop Operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in 20 CFR § 679.430 for demonstrating internal controls and preventing conflict of interest.
- (j) In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the Local Area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- (k) Coordinate activities with education and training providers in the Local Area, including;
 - (1) Reviewing applications to provide adult education and literacy activities under WIOA title II to determine whether such applications are consistent with the Local Plan;
 - (2) Making recommendations to the eligible agency to promote alignment with such plan; and
 - (3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

- (l) Develop a budget for the activities of the LWDB with approval of the Consortium and consistent with the Local Plan and the duties of the LWDB.
 - (1) The budget shall be presented to the Consortium in May or June each year prior to the start of Corporation’s program year based upon the planning numbers provided by FloridaCommerce. The budget shall include all non-federal revenues and discretionary grants.
 - (2) No later than December, Corporation shall present to the Consortium a “Budget True Up” based upon actual grant allocations and awards, and actual grant carry forward amounts.
 - (m) Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the Local Area, in accordance with WIOA sec. 188 Nondiscrimination, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990.
 - (n) Certification of one-stop centers in consultation with the Consortium and State in accordance with 20 CFR 678.800.
 - (o) Ensure the LWDB meets its requirement to conduct business in an open manner under the “sunshine provision” of WIOA and Sec. 445.007, Fla. Stat. This includes but is not limited to posting of the LWDB By-Laws, publicly noticing LWDB Board and Committee Meetings, and posting of LWDB Board and Committee Minutes.
 - (p) Establish and maintain administrative support for all LWDB Board and Committee meetings as determined by the LWDB. Establish and maintain such committees and support as determined by the LWDB By-laws. This includes but is not limited to drafting of the LWDB Board and Committee agenda along with related back up documents and preparing the minutes for Board approval following these meetings.
 - (q) Corporation shall notify the County Liaisons upon the resignation of a LWDB member to allow Consortium to fill vacancies as quickly as possible.
- 5.7 As Fiscal Agent, Corporation shall perform the following functions, roles and responsibilities as outlined in the Acts and corresponding regulations:
- (a) Receive funds;
 - (b) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA, 2 CFR 200 and other Federal Regulations and State policies;

- (c) Respond and take appropriate corrective action to financial and program findings and observations cited in financial and program monitoring and audit reports;
- (d) Maintain proper accounting records and adequate documentation;
- (e) Prepare timely financial reports including required reports to FloridaCommerce;
- (f) Provide technical assistance to sub-recipients regarding fiscal issues;
- (g) At the direction of the LWDB, Corporation shall have the following additional functions:
 - (1) Procure contracts or obtain written agreements;
 - (2) Conduct financial and program monitoring of service providers; and
 - (3) Ensure independent fiscal and compliance audit in accordance with 2 CFR 200, Part F, of all applicable employment and training programs in accordance with the provisions of this part.
- (h) Conduct a financial audit on not less than a yearly basis.

5.8 Corporation shall have the following additional functions, roles and responsibilities:

- (a) Negotiate and reach agreement on the terms and conditions of the Grantee-Subgrantee Agreement between Corporation and FloridaCommerce with agreement of the Consortium;
- (b) Monitor progress toward the achievement of the performance measures set forth in the Local Plan. The Director shall present a report on such progress semi-annually to the Consortium. The frequency of this report may be changed at the Consortium's sole discretion. This report shall also include, but not be limited to, results of FloridaCommerce monitoring and compliance reports, budget updates, and any professionally secured surveys to determine the level of satisfaction the customers have in the delivery of workforce development programs and services in the Local Area;
- (c) Develop and manage outreach and recruitment efforts to employers and job seekers for the workforce development system in the Local Area;
- (d) Develop and manage a process to hear and resolve all grievances or complaints filed by staff, participants and other interested or affected parties as required by the Acts, Regulations or State Laws, and providing a report on such quarterly to the County Liaisons;

- (e) Corporation may seek and compete for and accept grants and donations from sources other than Federal and State funds made available under the Acts. All new applications and approvals for grants and donations shall be reported to the LWDB;
 - 1. All local government workforce development funds (Non-Federal) must be allocated on behalf of each County as said funds are allocated by the local government. These funds may not be reallocated to another County within the Local Area.
 - 2. All non-public revenues and grant funds (unrestricted) will be allocated on behalf of each County as said funds are obtained and allocated by the funding source. If allowed, these funds may be reallocated within the Local Area for a specific purpose only by unanimous vote of the Consortium members.
- (f) Monitor progress of all sub-recipients and vendors in the achievement and performance of their contracted services. Take action against any sub-recipient or vendor for abuse in the program it is operating in order to protect the funds and the integrity of the program;
- (g) Corporation shall timely comply with all the filing and other requirements mandated by the Florida Non-Profit Corporation Statute and all tax requirements;
- (h) Corporation shall secure and maintain in force a Directors and Officer's Insurance Policy for the protection of itself which shall include libel and slander, employment practices liability insurance including defense, if available, and errors and omission insurance.
- (i) In accordance with 20 CFR Section 661.307, 29 USC Section 3122(e), and Sec. 445.007 Fla. Stat., Corporation shall conduct business in an open manner as required by WIOA and the applicable Florida Statutes, by making available to the public, on a regular basis through open meetings, information about the activities of the LWDB and Corporation, including information about the Local Plan before submission of the plan, and about LWDB and Corporation membership, the development of significant policies, interpretations, guidelines, and definitions, the designation and certification of One-Stop Operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the LWDB and Corporation; and
- (j) Corporation shall immediately notify Consortium and the LWDB of any notices, claims, actions or other communications asserting any claim or demand for disallowed costs from any Federal, State or other agency or authority. Corporation agrees to the Consortium's participation in any proceeding, negotiation, or litigation to the extent the Consortium deems necessary to protect its interests. The Consortium's approval shall be required prior to any final settlement of a claim or demand for disallowed costs from any Federal, State or other agency or authority.

ARTICLE VI
AUTHORITIES AND RESPONSIBILITIES HELD
JOINTLY BY THE CONSORTIUM, COUNTIES AND CORPORATION

- 6.1 It is the joint responsibility of all parties to work to ensure the effective delivery of workforce development services, which provide the most benefit to job seekers, workers and employers in Hillsborough and Pinellas County. It is further the shared responsibility of both parties to stimulate the active, effective participation of all sectors of the community in the provision of workforce development services.
- 6.2 Both parties may choose to further effective communication by meeting jointly, on occasion, as either party requests or in accordance with a mutually agreed-upon meeting schedule in an open manner compliant with the “sunshine provision” of WIOA and State legislation.
- 6.3 In the event Corporation is found responsible for any disallowed costs under WIOA or Florida WIOA, through whatever means, Corporation and the Consortium will mutually work to resolve all such disallowed costs. In the event that repayment of funds is demanded by the funding source, Corporation will have first responsibility for repayment, through its insurance, bonds, and non-grant funds such as unrestricted funds to the extent that coverage exists and/or is permitted by Federal and State law. If Corporation’s insurance, bonds, or non-grant funds such as unrestricted funds are insufficient for the demanded repayment, the Consortium and the respective County CEOs may be liable only if, and to the extent, required by the Acts, for repayment or for the balance of repayment, after all Corporation resources have been exhausted, of the funds which are subject to such demand.

ARTICLE VII
INSURANCE REQUIREMENTS

- 7.1 Corporation shall procure and maintain throughout the Term of this Agreement, on behalf of itself, each County and Consortium, the insurance specified on, and as required by, Exhibit “A”, Insurance Requirements, attached hereto and incorporated by reference herein. All insurance shall be from responsible companies duly authorized to do business in the State of Florida.
- 7.2 Corporation shall ensure that each County and Consortium are named as additional insured as to the actions of the LWDB, Corporation, its employees, agents, assigns, and subcontractors, performing or providing materials and/or services to Corporation during the performance of this Agreement, on (i) all auto liability policies and general liability policies required to be obtained by Corporation pursuant to this Agreement, and (ii) all other insurance policies required by this Agreement where such an endorsement is available in the industry. All such insurance policies shall also contain a Severability of Interests provision. Every insurance policy must provide for 30 days prior written notice to each County and Consortium of any cancellation, intent not to renew, or reduction in the policy coverage.

- 7.3 This Agreement is contingent upon Corporation furnishing to each County and Consortium, a Certificate of Insurance and any other required documents within ten business days after Consortium approval of this Agreement and when otherwise requested.
- 7.4 Corporation agrees that each of its contracted service providers for the services covered by this Agreement shall be bound by any and all insurance requirements contained herein.

ARTICLE VIII
INDEMNIFICATION

- 8.1 To the extent not otherwise limited by applicable law, Corporation shall indemnify, hold harmless and defend the Consortium and Counties, and the respective agents and employees of the Counties (all of the foregoing, collectively, the “Indemnified Parties”) from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys’ fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by Corporation, its agents, subcontractors, assigns, heirs and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of Corporation, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for Corporation or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The provisions of this paragraph shall survive the termination of this Agreement.

ARTICLE IX
FILING OF AGREEMENT
MODIFICATION OR AMENDMENTS

- 9.1 This Agreement may be amended or modified in a writing agreed to and executed by both of the parties hereto.

ARTICLE X
OTHER TERMS AND CONDITIONS

- 10.1 Neither party shall assign or transfer its interest in this Agreement without the prior written consent of the other party.
- 10.2 If any provision of this Agreement is declared void by a court of law, all other provisions of the Agreement shall remain in full force and effect.

- 10.3 The failure of any party to exercise any right under this Agreement shall not be construed as a waiver of such right.
- 10.4 This Agreement is governed by the laws of the State of Florida, and venue shall be in Hillsborough County.

ARTICLE XI
MAINTENANCE AND REVIEW OF RECORDS

- 11.1 Corporation and its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts, including but not limited to property, personnel and financial records, and supporting documentation to assure a proper accounting of all funds received in connection with this Agreement for a period of five (5) years from the date of final payment of such funds to Corporation, or the termination of this Agreement, whichever occurs later, or such longer period as required by law. (Such five (5) or longer period is hereinafter referred to as the “Audit Period”).
- 11.2 The Consortium and each County and its authorized agents shall have the right, and Corporation, and its subcontractors, as applicable, will permit the Consortium and its authorized agents, including but not limited to, each County Internal Auditor, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this Agreement, including but not limited to personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to each County and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as each County or the Consortium may deem necessary during the Audit Period. The Consortium and each County’s right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. Corporation shall insure that any such subcontractor shall recognize the Consortium and each County’s right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by Corporation under this Agreement. If an audit is begun by the Consortium, each County, or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article XI shall survive the expiration or earlier termination of this Agreement.

ARTICLE XII
EQUAL OPPORTUNITY: NON-DISCRIMINATION CLAUSE

- 12.1 Corporation shall comply with the requirements of all applicable federal, state and local laws prohibiting discrimination and the rules, regulations, policies, and executive orders promulgated thereunder, all of which are incorporated herein by reference.

ARTICLE XIII
STATEMENT OF ASSURANCE

- 13.1 During the performance of this Agreement, Corporation herein assures the Consortium that Corporation is in compliance with all applicable laws including, but not limited to, Title VII of the 1964 Civil Rights Act, as amended, the Florida Civil Rights Acts of 1992, as amended, in that Corporation does not, on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against said Corporation employees or applicants for employment. Corporation understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, Corporation herein assures the Consortium that Corporation will comply with Title VI of the Civil Rights Act of 1964 and Drug-Free Workplace Act of 1988 when Federal grant(s) is/are involved. Other applicable Federal and State laws, Executive Orders, and regulations prohibiting discrimination as hereinabove referenced are included by this reference thereto. This statement of assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.
- 13.2 Corporation shall comply with 45 C.F.R. Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreement to State, Local and Tribal Governments; 2 C.F.R. Part 376, Non Procurement Debarment & Suspension; 2 C.F.R. Part 225, Cost Principles for State, Local and Tribal Governments; Florida Statutes Section 112.0455, Drug Free Workplace Act; and 45 C.F.R. Section 2543.87, Byrd Anti-Lobbying Amendment common rule; Single Audit Act of 1984, P.L. 98-502, as applicable to the Agreement and Corporation's designation as a governmental entity, and the Stevens Amendment.

ARTICLE XIV
COMPLIANCE WITH APPLICABLE LAWS

- 14.1 The Consortium and Corporation shall comply with the requirements of all applicable federal, state and local laws and the rules, regulations, policies and executive orders promulgated thereunder, all of which are incorporated herein by reference.

ARTICLE XV
TERMINATION CLAUSES

- 15.1 This Agreement is subject to funding availability. Corporation shall provide written notice to the Consortium within twenty-four (24) hours of receipt of notice that its WIOA or other funding has been reduced or become unavailable. In the event sufficient Consortium funds, if applicable, or WIOA or any other funds to fund this Agreement become reduced or unavailable, the Consortium may terminate this Agreement, without penalty or expense to the Consortium, upon no less than twenty-hours (24) hours written notice to Corporation. The Consortium shall be the final authority as to the availability of Consortium funds.
- 15.2 Each of the following shall constitute an Event of Default:

- (a) The failure or refusal by either party to substantially fulfill any of its obligations in accordance with this Agreement, provided, however, that no such default shall constitute an Event of Default unless and until the non-defaulting party has given prior written notice specifying that a default or defaults exist which will, unless corrected, constitute a material breach of this Agreement, and the defaulting party has either corrected such default or has not cured the defaults, as determined by the non-defaulting party to correct the same within thirty (30) days from the date of such notice;
 - (b) The written admission by Corporation that it is bankrupt, or the filing by a voluntary petition as such under the Federal Bankruptcy Act, or the consent by Corporation to the appointment by a court of a receiver or trustee or the making by Corporation of any arrangement with or for the benefit of its creditors involving an assignment to a trustee, receiver or similar fiduciary regardless of how designated, of all or a substantial portion of Corporation's property or business, or the dissolution or revocation of Corporation's corporate charter.
- 15.3 In the event of the occurrence of an event of default in accordance with 15.2 herein by Corporation of any of the terms, provisions or conditions of this Agreement, the Consortium shall have the right to terminate this Agreement, without penalty or expense to the Consortium, upon no less than twenty-four (24) hours written notice to Corporation.
- 15.4 The Consortium shall also have the right to terminate this Agreement without cause, without penalty or expense to the Consortium, upon no less than thirty (30) days written notice to Corporation.
- 15.5 Upon receipt by Corporation of a written termination notice from Consortium pursuant to this Article XV: (i) Corporation shall not expend any funds, nor incur any costs or expenses requiring payment, unless such payment or the incurrence of such costs is approved in advance by the County Administrators or designees; (ii) at the request of the Consortium, Corporation shall immediately return all unexpended funds to the Consortium; and (iii) the Consortium shall have the right to access and collect all unexpended funds in any and all Corporation bank accounts, and Corporation shall promptly execute all documents necessary to ensure that Consortium has such access to Corporation bank accounts.
- 15.6 The Consortium shall attempt to amicably resolve any dispute or disagreement with Corporation prior to Consortium's exercise of any of the termination rights provided in this Article.

ARTICLE XVI
E-VERIFY REQUIREMENT

- 16.1 To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the Corporation agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.gov>) to verify the employment eligibility status of all new employees hired by the Corporation during the

term of the Agreement. If the Corporation enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the Corporation with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the Corporation for the duration of the Agreement or longer as provided in Article XI.

ARTICLE XVII
RESTRICTION ON FUNDING FOR IDENTIFICATION

- 17.1 Corporation is prohibited from using any funds paid by the Consortium under this Agreement to provide funds to any person, entity, or organization to issue or secure identification documents to or for any individual who does not provide proof of lawful presence in the United States.

ARTICLE XVIII
PROHIBITION AGAINST ECONOMIC INCENTIVES FOR FOREIGN ENTITIES

- 18.1 Pursuant to Section 288.0071, F.S, as a condition of this Agreement, the Corporation is required to provide an executed affidavit (in the form attached hereto as Exhibit “B”) signed under penalty of perjury verifying that the Corporation is not a foreign entity or a foreign country of concern such as the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro or the Syrian Arab Republic with whom the Consortium is prohibited from contracting with under Florida law.

ARTICLE XIX
ACCESS TO RECORDS

- 19.1 The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services and Corporation is required by Sec. 445.007(1) to comply with Chapter 119 of the Florida Statutes. As stated below, Corporation may contact the Counties’ Custodian of Public Records with questions regarding the application of the Public Records Law.
- 19.2 **IF CORPORATION HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CORPORATION’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTIES’ CUSTODIAN OF PUBLIC RECORDS AT:**

(a) 813-273-3719

(b) PetrovicJ@hcfl.gov

(c) Jaksa Petrovic, Director, Economic Development, 601 E. Kennedy Blvd., 20th Floor, Tampa, Florida 33602

Or

(a) 727-464-7445

(b) cyjohnson@pinellascounty.org

(c) Dr. Cynthia Johnson, Director, Pinellas County Economic Development, 13805 58th Street North, Suite 1-200, Clearwater, FL 33760

19.3 Corporation will comply with public records law, and agrees to:

- (a) Keep and maintain the Consortium's and the Corporation's public records as required to perform the services.
- (b) Upon request from either County's custodian of public records, provide a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if Corporation does not transfer the records to the Consortium.
- (d) Upon completion of the Agreement, transfer at no cost to the Consortium, all public records in possession of Corporation or keep and maintain public records required by the Consortium to perform the service. If Corporation transfers all public records to the Consortium upon completion of the Agreement, Corporation shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Corporation keeps and maintains public records upon completion of the Agreement, Corporation shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Consortium, upon request from the Counties' custodian of public records, in a format that is compatible with the information technology systems of the Consortium.

19.4 Failure of Corporation to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the Consortium.

ARTICLE XX
NOTICES

20.1 All notices required or permitted to be given by a party under this Agreement shall be in writing and sent to the other party by certified mail, return receipt requested, or by overnight personal delivery service requiring a signature for delivery, and shall be addressed as follows:

If to the LWDB and Corporation:

Tampa Bay Workforce Alliance, Inc.
d/b/a CareerSource Tampa Bay
4350 West Cypress St, Ste 875
Tampa, Florida 33607
Attention: Keidrian Kunkel, President & CEO

If to the Consortium and the County:

Hillsborough County
Economic Development Department
601 E. Kennedy, 20th Floor
Tampa, Florida 33602
Attention: Jaksa Petrovic, Director

Pinellas County
Economic Development
13805 58th Street North, Suite 1-200
Clearwater, FL 33760
Attention: Dr. Cynthia Johnson

20.2 Either party may change its notice address at any time by providing to the other party a notice of that change sent in conformance with the requirements of this Article XX.

ARTICLE XXI
ENTIRE AGREEMENT

21.1 The foregoing constitutes the entire Agreement between the parties with respect to the subject matter contained herein. On the Term effective date this Agreement supersedes and replaces the Pinellas County and CareerSource Pinellas agreement and the Hillsborough County and CareerSource Tampa Bay agreements, both of which are hereby terminated.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties, by and through the undersigned, have entered into this Agreement as of the date and year first written above.

ATTEST: Victor Crist, Clerk of Circuit Court

CONSORTIUM: Hillsborough Pinellas Workforce Development Consortium

By: _____
Deputy Clerk

By: _____
Chairman, Hillsborough Pinellas Workforce Development Consortium

ATTEST: For the CORPORATION

CORPORATION: TAMPA BAY WORKFORCE ALLIANCE, INC., d/b/a CAREERSOURCE TAMPA BAY

(Two Witnesses Required)

By: Tammy Stahlgren

Print Name: Tammy Stahlgren

By: Barclay Harless

Print Name: Barclay Harless
Authorized Representative

By: Anna Munro

Print Name: Anna Munro

Approved as to Form and Legal Sufficiency:

By: K. M. Beuer
Senior Assistant County Attorney-- Hillsborough

Approved as to Form and Legal Sufficiency:

By: W. J. ...
Assistant County Attorney - Pinellas

Approved as to Form and Legal Sufficiency:

By: A. ...
Counsel for the LWDB

ACKNOWLEDGEMENT FOR CORPORATION

For an acknowledgment in a representative capacity:

STATE OF FLORIDA

COUNTY OF Hillsborough

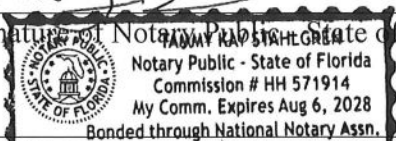
The foregoing instrument was acknowledged before me by means of physical presence or

online notarization, this 28 day of May 2026, by Barclay Harless as
(Name of Person)

Board Chair for Tampa Bay Workforce Alliance, Inc. DBA CareerSource Tampa Bay
(Title of Officer) (Name of Corporation)

Tanya

(Signature of Notary Public - State of Florida)



(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known or Produced Identification

Type of Identification Produced _____

HH 571914
(Commission Number)

8/6/2028
(Commission Expiration Date)

EXHIBIT "A"
INSURANCE REQUIREMENTS

Corporation's Liability Insurance:

The Corporation shall procure and maintain in force such insurance as will protect it from claims under Workers' Compensation laws, disability benefit laws, or other similar employee benefit laws from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property including loss of use resulting therefrom, any or all of which may arise out of or result from the Corporation's operations under this Agreement, whether such operations be by the Corporation or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than any limits of liability specified in the Agreement or required by law, whichever is greater, and shall include contractual liability insurance. The Corporation will file with the Consortium and each County a certificate of such insurance, acceptable to the Consortium and each County. These certificates shall contain a provision for cancellation as found in Section D immediately below. A current certificate of insurance meeting the Consortium and each County's requirements is required before payment for any services under this Agreement.

Insurance Required:

- A. General: The Corporation shall procure and maintain insurance of the types and to the limits specified in paragraphs B(1) through B(4) below. All policies of insurance under this Agreement shall include as additional insured the Consortium and each County and its officers and employees. All policies shall provide for separation of insured's interests such that the insurance afforded applies separately to each insured against whom a claim is made or a suit is brought.

- B. Coverage: The Corporation shall procure and maintain in force during the term of this Agreement the following types of insurance coverage written on standard forms and placed with insurance carriers approved by the Insurance Department of the State of Florida. The amounts and type of insurance shall conform to the following requirements:
 - 1. Workers' Compensation - The Corporation shall procure and shall maintain during the life of this Agreement, the appropriate types of Workers' Compensation Insurance for all of its employees to be engaged in work under this Agreement. In case any class of employee engaged in hazardous work under this Agreement is not protected under the Workers' Compensation statute, the Corporation shall provide employer's liability insurance for all said employees with limits of not less than those listed below and must include:

Employer's Liability

Limit Each Accident	\$100,000.00
Limit Disease Aggregate	\$500,000.00
Limit Disease Each Employee	\$100,000.00

2. Commercial General Liability* - Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Service office with limits of not less than those listed below and must include:

Bodily Injury and Property Damages - Each Occurrence	\$1,000,000.00
Damages to Rented Premises - Each Occurrence	\$50,000.00
Medical Expenses - Any One Person	\$5,000.00
Personal and Advertising Injury - Each Occurrence	\$1,000,000.00
Products/Completed Operations - Each Occurrence	\$1,000,000.00
General Aggregate	\$2,000,000.00
Products/Completed Operations Aggregate	\$2,000,000.00

3. Business Automobile Liability - Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy filed by the Insurance Service office with limits not less than those listed below and must include:

<u>Bodily Injury & Property Damage Liability:</u>	
Combined Single Limit Each Accident	N/A

4. Professional Liability/Errors and Omissions Insurance is required and shall include libel and slander:

Minimum	\$1,000,000.00
---------	----------------

5. Cyber Liability Insurance is required:

Minimum	\$1,000,000.00
---------	----------------

- C. Certificate of Insurance and Copies of Policies - Certificates of Insurance will be furnished by Corporation evidencing the insurance coverage specified in the previous paragraphs B(1) through B(5) inclusive, and on request of the Consortium and each County certified copies of the policies required shall be filed with the Risk Management and Safety Office of the County. The required Certificates of Insurance not only shall list the additional insured described above, for the operations of the Corporation under this Agreement (excluding the workers' compensation and professional liability policies) but shall name the types of policies provided and shall refer specifically to this Agreement. If the initial insurance expires prior to the expiration of this Agreement, the Corporation shall cause renewal Certificates of Insurance to be furnished to the Consortium and each County thirty (30) days prior to the date of their expiration.

- D. Cancellation: Should any of the above described policies be canceled or non-renewed before the stated expiration date thereof, the Corporation shall ensure that the insurer will

not cancel same until up to thirty (30) days prior written notice has been given to the above named certificate holder. This prior notice provision is a part of each of the above.

***Any required insurance marked with an * must include “Consortium”, “Hillsborough County BOCC” and “Pinellas County BOCC” as an Additional Insured, and this must be indicated on the insurance certificate.**

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

EXHIBIT B
AFFIDAVIT OF COMPLIANCE

Before me, a notary public, in and for the State of Florida – at large, personally appeared,
Barclay Harless, and having first made due oath or affirmation, states:
(Full Name)

1. My name is Barclay Harless
(Full Name)

2. I am the Board Chair of Tampa Bay Workforce Alliance, Inc. DBA CareerSource Tampa Bay
(Job Title) (Company Name)

3. The Company was formed in United States, Florida and is a Not-for-Profit/501(c)(3)
(Country and State) (Type of Entity (i.e., LLC., Inc.))

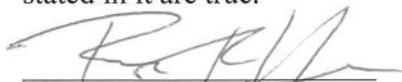
4. I am duly authorized and empowered and have sufficient knowledge to execute and deliver this Affidavit.

5. I affirm that the Company is not:

a. Owned or controlled by the government of the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic (collectively and individually, a Foreign Country of Concern), including any agency of or any other entity of significant control of such Foreign Country of Concern. Where ‘controlled by’ means *having possession of the power to direct or cause the direction of the management or policies of a company, whether through ownership of securities, by contract, or otherwise; or a person or entity that directly or indirectly has the right to vote 25 percent or more of the voting interests of the company or that is entitled to 25 percent or more of its profits is presumed to control the foreign entity; or*

b. A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a Foreign Country of Concern, or a subsidiary of such entity.

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

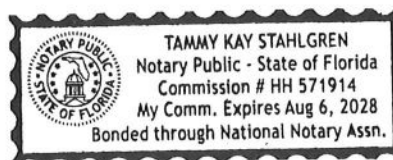

(Signature of Affiant)

The foregoing instrument was acknowledged before me this 27 day of May, 2026
by Barclay Harless.
(Name of Affiant)

Personally known X

OR Produced Identification _____
Type of Identification Provided _____ PRINT, TYPE OR STAMP NAME OF NOTARY

Tammy Stahlgren





Action Item

Appointment of LWDB Members – Hillsborough & Pinellas County Current LWDB Members

Background:

As outlined in the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, the Hillsborough Pinellas Workforce Development Consortium (Consortium) must appoint members to the Hillsborough Pinellas Local Workforce Development Board (LWDB) while utilizing the existing administrative process and key staff at each County to conduct the recruitment, solicitation and vetting process. The authority to appoint, reappoint or revoke the appointment of members to the LWDB lies solely with the Consortium. Appointment of members to the LWDB will be by a simple majority vote of the Consortium.

Information:

Initial LWDB appointments were staggered between one (1) and two (2) year terms to establish only a portion of the membership expiring each year, with the initial two (2) year terms set to expire 6/30/2026. On 4/22/2026 a Notice of Recruitment was posted and advertised by the Hillsborough County Director of Board Strategic Services and Pinellas County seeking applicants to fill those upcoming vacant LWDB positions. The application deadline was 5/20/2026 for Hillsborough County and Pinellas County.

Staff from Hillsborough County and Pinellas County worked with their respective County appointed LWDB members with a term ending date of 6/30/2026, to identify interest in reappointment, subsequently, receiving and vetting applications from the interested members. The slate of current LWDB members with initial two (2) year terms scheduled to expire on 6/30/2026 that have applied for reappointment to a new two (2) year term of 7/1/2026 – 6/30/2028, are presented in the agenda packet.

Recommendation:

Approve the slate of current LWDB members for reappointment to the LWDB with a two-year term of 7/1/2026 - 6/30/2028.

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2028 Annual Financial Disclosure required.	Business Sector Hillsborough County	Gary Hartfield, Serenity Village Company (HC)				
		Don Noble, Accelebron, Inc (HC)				
		Roy Sweatman, Southern Manufacturing Technologies, (HC)				
		Mercedes Young, Vivid Consulting Group (HC)				
	Business Sector Pinellas County	David Fetkenher, Crown Automotive Group (PC)				
		Esther Sanni, All Enterprise Solutions (PC)				
		Elizabeth Siplin, Empact Solutions (PC)				

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2028 Annual Financial Disclosure required.	Workforce Sector Hillsborough County	Robert Blount, Abe Brown Ministries (HC)				
	Workforce Sector Pinellas County	Shawn McDonnell, IBEW (PC)				
		Kenneth Williams, Teamster Local Union No. 7 (PC)				

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2028 Annual Financial Disclosure required.	Education Sector Hillsborough County	Dr. Brian Mann, Hillsborough College (HC)				
	Education Sector Pinellas County	Dr. Dywayne Hinds, Sr., Pinellas County Schools (PC)				
		Dr. Rebecca Sarlo, Evara Health (PC)				

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2028 Annual Financial Disclosure required.	Government, Economic/Community Development Sector Pinellas County	Dr. Cynthia Johnson, Pinellas County ED (PC)				
		Commissioner Latvala, Pinellas BOCC (PC)				



Action Item

Appointment of LWDB Members – Hillsborough County New Applicants

Background:

As outlined in the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, the Hillsborough Pinellas Workforce Development Consortium (Consortium) must appoint members to the Hillsborough Pinellas Local Workforce Development Board (LWDB) while utilizing the existing administrative process and key staff at each County to conduct the recruitment, solicitation and vetting process. The authority to appoint, reappoint or revoke the appointment of members to the LWDB lies solely with the Consortium. Appointment of members to the LWDB will be by a simple majority vote of the Consortium.

Information:

On 4/22/2026 a Notice of Recruitment was posted and advertised by the Hillsborough County Director of Board Strategic Services seeking applicants to fill vacant LWDB positions (Hillsborough County representatives) for the two (2) year term of 7/1/2026 – 6/30/2028. The application deadline was 5/20/2026.

Also, on 4/26/2026, Brian Nathan (Hillsborough County appointee in the Workforce sector), resigned from the LWDB and this position became vacant. Fellow IBEW 915 representative, Richard Crain, has been identified and referred as a candidate to fill this vacant position and serve the remainder of the unexpired two-year term ending 6/30/2027.

Hillsborough staff reviewed and vetted the applications received from Cedrick West and Michael DeLucia for the Hillsborough County Business Sector Representative openings, Denise McDaniel for the Hillsborough County Government, Economic/Community Development Sector Representative opening, and Richard Crain for the Hillsborough County Workforce Sector Representative opening, resulting in each applicant being identified as eligible candidates to fill their respective vacant Sector positions representing Hillsborough County. The candidates' Board applications are presented in the agenda packet.



Recommendation:

Appoint candidates Cedrick West and Michael DeLucia to the Hillsborough Pinellas LWDB representing the Hillsborough County Business Sector for the two-year term ending 6/30/2028, candidate Denise McDaniel to the Hillsborough Pinellas LWDB representing the Hillsborough County Government, Economic/Community Development Sector for the two-year term ending 6/30/2028, and candidate Richard Crain to the Hillsborough Pinellas LWDB representing the Hillsborough County Workforce Sector for the remainder of the two-year term ending 6/30/2027, as recommended by staff.

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2028 Annual Financial Disclosure required.	Business Sector Hillsborough County	Cedrick West, CS West & Associates, PA (HC)				
		Michael DeLucia, PF1 Professional Services, Inc (HC)				



Cedrick West

Board

CareerSource Tampa Bay

Position

Category 1 - Business Sector - Hillsborough County Appointee

Date Submitted

5/19/2026

Privacy/Exempt

Yes No

Voter Registration

Voter Registration

Registered

Residency

Unincorporated Hillsborough County

Employment Information

Phone Number (Preferred)

(813) 344-1784

Place of Employment

CS West & Associates, PA

Job Title

Owner

Business Address (Preferred)

1115 Professional Park Dr
Brandon, FL 33511

Residential Information

Phone Number

Redacted

Email

Redacted

Residential Address

Redacted

Demographic Information

Sex

Male

Race

African-American

Ethnicity

Not Specified

Disability

No

Date of Birth

Redacted

Place of Birth

Belle Glade, FL

Education**Highest Education Level**

Master's Degree (2016)

Degrees

Name	Date	Degree
None Listed		

Professional Business License

Yes

Licenses

License	Date	Issuing Authority	Disciplinary Action
AC49941	04142016	Board of Accountancy	Certified Public Accountant

Hillsborough County**Currently Serving on Boards/Councils/Committee**

No

Continuous Resident

Yes

Currently Serving on the Following

N/A

Resident Since

11/1/2012

Registered Voter

Yes

Agency Representative

No

Registered in County of Residence

Not Specified

Relatives Working for Hillsborough County

No

Relatives

Name	Relationship	Office
None Listed		

Qualifications**Qualifying Experience**

I am a small business owner, a Certified Public Accountant and a Registered Investment Advisor.

Can't Attend Meetings

No

Conflict of Interest

No

Can't Attend Reason

N/A

Conflict Explanation

N/A

Self Dealings with HC Agency

No

Family Dealings with HC Agency

No

Businesses

Business	Relationship to Self	Relationship to Agency
None Listed		

References

Name	Phone Number	Address	Relationship
Sophia West	(407) 454-4642	14235 AListar Manor Dr Wimauma, FL 33598	Spouse
Jason Riviere	(772) 708-1862	N/A	Colleague
Trevon Friar	(386) 299-0045	N/A	Colleague

Organizations

Name	Date of Membership
Alpha Phi Alpha Fraternity Incorporated	03/01/2011

Signature

AS A MEMBER OF THE THIS BOARD, YOU WILL BE REQUIRED AS A "LOCAL OFFICER" TO FILE A FINANCIAL DISCLOSURE FORM WITHIN 30 DAYS OF APPOINTMENT AS WELL AS ANNUALLY THEREAFTER.



STANDARDS OF CONDUCT FORM

(Consistent with BOCC Policy 01.30.00.00, as pertaining to BOCC appointments, this form is required for all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including all agency/governing body representatives and citizens appointed by individual commissioners)

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT AND IN THE IMPARTIALITY OF ALL COMMITTEES, EVERY CURRENT MEMBER OF AND ALL CITIZENS SEEKING APPOINTMENT, REAPPOINTMENT, OR CONFIRMATION OF NOMINATION TO ANY COMMITTEE, INCLUDING AGENCY/GOVERNING BODY REPRESENTATIVES AND CITIZENS APPOINTED BY INDIVIDUAL COMMISSIONERS, PLEDGE TO ADHERE TO THE FOLLOWING STANDARDS OF CONDUCT.

THE FLORIDA CODE OF ETHICS SHALL DETERMINE ANY QUESTION RELATING TO VIOLATIONS OF CHAPTER 112, PART III, FLORIDA STATUTES.

1. Regularly attend all scheduled meetings of the respective committee, as well as special or called meetings relevant to the position.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the respective committee.
4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.
5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective committee.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.
9. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.
10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective committee and shall not attempt to use their office to influence or sway recommendations.
11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.
12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a committee, Members of that committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Member of the same committee about matters which would foreseeably come before the respective committee for discussion. In addition, if a Member of a committee that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the committee, the Member will promptly

forward the information to the county/staff liaison or other appropriate person so that it may be shared with all other Members at a public meeting.

13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.

14. During meetings or other activities of the committee, Members shall not engage in any form of politicking, electioneering, or other campaign related actions, including, but not limited to soliciting funds from any other Member, citizen or staff in support of any organization or person's campaign for election to local or state public office; seeking signatures from other Members, citizens, or staff to any petition provided for by election law; distributing to other Members, citizens, or staff literature favoring, opposing, comparing, or providing information about a candidate, group of candidates, or other political positions or advocacy; or otherwise discussing with other Members, citizens or staff one's personal political views or affiliations in a manner that is unrelated to the matters before the committee and clearly in furtherance of a political campaign.

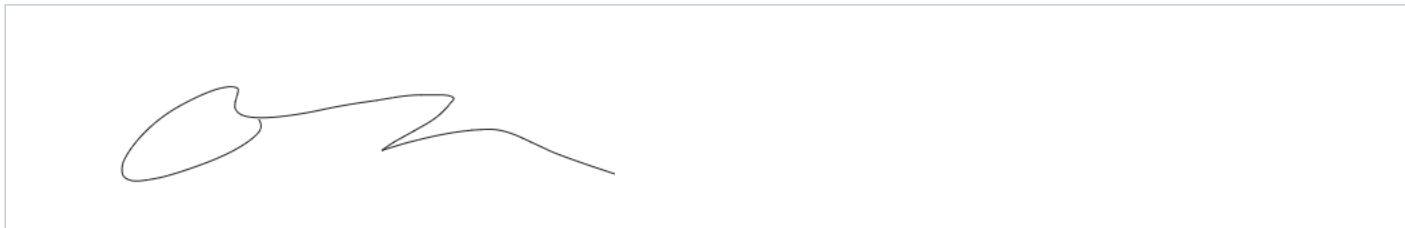
15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective committee shall seek advice and counsel, if such relationship could conceivably influence the Member's impartiality during discussions. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

16. Members shall remain vigilant against deviations from respective BOCC policies, (which may be applicable to the business of the committee of which he or she is a member), by-laws, policies, and any mission statements of the respective committee.

17. Members shall respect all local, state and federal laws, rules and other regulations.

18. Violations of the Standards of Conduct shall be addressed in accordance with Board Policy.

The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by the following signature:





Michael DeLucia

Board

CareerSource Tampa Bay

Position

Category 2 - Workforce Sector - Hillsborough County Appointee

Date Submitted

4/24/2026

Privacy/Exempt

Yes No

Voter Registration

Voter Registration

Registered

Residency

Unincorporated Hillsborough County

Employment Information

Phone Number

(813) 767-4731

Place of Employment

Cristo Rey Tampa

Job Title

Director of Corporate Work Study Partner Engagement

Business Address

6400 East Chelsea Street
Tampa, FL 33610

Residential Information

Phone Number (Preferred)

(813) 767-4731

Email

mdelucia@crstoreytampa.org

Residential Address (Preferred)

11109 Winthrop Way
Tampa, FL 33612

Demographic Information

Sex

Male

Race

Caucasian

Ethnicity

Not Specified

Disability

No

Date of Birth

5/17/1961

Place of Birth

Hollywood / Florida

Education**Highest Education Level**

Bachelor of Arts (1983)

Degrees

Name	Date	Degree
University of South Florida	1979 to 1984	Batchelor of Arts
Hillsborough Community College	2005 to 2006	

Professional Business License

No

Licenses

License	Date	Issuing Authority	Disciplinary Action
None Listed			

Hillsborough County**Currently Serving on Boards/Councils/Committee**

Yes

Currently Serving on the Following

St. Lawrence Parish Council

Registered Voter

Yes

Continuous Resident

Yes

Resident Since

9/1/1979

Agency Representative

No

Registered in County of Residence

Not Specified

Relatives Working for Hillsborough County

No

Relatives

Name	Relationship	Office
None Listed		

Qualifications**Qualifying Experience**

I am a long time resident of Hillsborough County (since 1979), with over 40 years of experience in the staffing industry. I have owned and operated a successful staffing company for over 35 years and have been directly responsible for placing hundreds of professionals into career advancing roles. I have been an active volunteer for

educational institutions including St. Lawrence Catholic School, Pinellas Technical Education Center and Cristo Rey. I received the Calvin Hunsinger award for my service to PTEC (now Pinellas Technical College).

I transitioned to my current role as Director of Corporate Work Study Partner Engagement over the last 2 years and have been actively securing work opportunities for our student associates with large corporations, small to medium-sized companies and nonprofits including Junior Achievement. Zoo Tampa, The Florida Aquarium and local schools and churches.

I am passionate about creating pathways to college and career success for our area's youth and am seeking a board position at CareerSource Tampa Bay to build partnerships to better accomplish this objective.

Can't Attend Meetings

No

Can't Attend Reason

N/A

Self Dealings with HC Agency

No

Conflict of Interest

No

Conflict Explanation

N/A

Family Dealings with HC Agency

No

Businesses

Business	Relationship to Self	Relationship to Agency
None Listed		

References

Name	Phone Number	Address	Relationship
Bob Hyde	(813) 217-1058	3308 W. Sevilla Circle, Tampa, FL 33629	friend and client (Cristo Rey Tampa)
Matt Torano	(813) 431-9360	6400 E. Chelsea Street, Tampa, FL 33610	friend and employer (President and CEO at Cristo Rey Tampa))
Christian Brown	(813) 391-4880	5911 Beacon Shores Street, Tampa, Florida 33616	friend and client (PF1)

Organizations

Name	Date of Membership
Tampa Bay Data Science Group	2017 to 2024
Pi Kappa Alpha Fraternity	1979 to present
DEBUG, an IBM Midrange Computer User Group	1992 to 2012

Signature

AS A MEMBER OF THE THIS BOARD, YOU WILL BE REQUIRED AS A "LOCAL OFFICER" TO FILE A FINANCIAL DISCLOSURE FORM WITHIN 30 DAYS OF APPOINTMENT AS WELL AS ANNUALLY THEREAFTER.



STANDARDS OF CONDUCT FORM

(Consistent with BOCC Policy 01.30.00.00, as pertaining to BOCC appointments, this form is required for all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including all agency/governing body representatives and citizens appointed by individual commissioners)

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT AND IN THE IMPARTIALITY OF ALL COMMITTEES, EVERY CURRENT MEMBER OF AND ALL CITIZENS SEEKING APPOINTMENT, REAPPOINTMENT, OR CONFIRMATION OF NOMINATION TO ANY COMMITTEE, INCLUDING AGENCY/GOVERNING BODY REPRESENTATIVES AND CITIZENS APPOINTED BY INDIVIDUAL COMMISSIONERS, PLEDGE TO ADHERE TO THE FOLLOWING STANDARDS OF CONDUCT.

THE FLORIDA CODE OF ETHICS SHALL DETERMINE ANY QUESTION RELATING TO VIOLATIONS OF CHAPTER 112, PART III, FLORIDA STATUTES.

1. Regularly attend all scheduled meetings of the respective committee, as well as special or called meetings relevant to the position.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the respective committee.
4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.
5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective committee.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.
9. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.
10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective committee and shall not attempt to use their office to influence or sway recommendations.
11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.
12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a committee, Members of that committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Member of the same committee about matters which would foreseeably come before the respective committee for discussion. In addition, if a Member of a committee that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the committee, the Member will promptly

forward the information to the county/staff liaison or other appropriate person so that it may be shared with all other Members at a public meeting.

13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.

14. During meetings or other activities of the committee, Members shall not engage in any form of politicking, electioneering, or other campaign related actions, including, but not limited to soliciting funds from any other Member, citizen or staff in support of any organization or person's campaign for election to local or state public office; seeking signatures from other Members, citizens, or staff to any petition provided for by election law; distributing to other Members, citizens, or staff literature favoring, opposing, comparing, or providing information about a candidate, group of candidates, or other political positions or advocacy; or otherwise discussing with other Members, citizens or staff one's personal political views or affiliations in a manner that is unrelated to the matters before the committee and clearly in furtherance of a political campaign.

15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective committee shall seek advice and counsel, if such relationship could conceivably influence the Member's impartiality during discussions. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

16. Members shall remain vigilant against deviations from respective BOCC policies, (which may be applicable to the business of the committee of which he or she is a member), by-laws, policies, and any mission statements of the respective committee.

17. Members shall respect all local, state and federal laws, rules and other regulations.

18. Violations of the Standards of Conduct shall be addressed in accordance with Board Policy.

The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by the following signature:

A handwritten signature in cursive script, reading "Mrs. C. De Lucia". The signature is written in dark ink on a white background within a rectangular box.

Mike DeLucia

mdelucia@crstoreytampa.org / 813-767-4731 / <https://www.linkedin.com/in/mikepf1/>

Professional Summary

Dedicated staffing professional with a 30+-year career in the Tampa Bay area, combining deep expertise in business development and talent acquisition. Experienced community leader and board member, Proven ability to develop partnerships, lead volunteer initiatives, and deliver impact across nonprofit, education, and technology communities.

Professional Experience

Director

Cristo Rey Tampa Salesian High School & Corporate Work Study Program — Tampa, FL
May 2024 – Present

Lead efforts to expand employment opportunities for student associates through the Corporate Work Study Program. Engage corporate partners, support student professional development, and promote the Cristo Rey model of combining rigorous academics with real-world work experience.

President

PF1 Professional Services, Inc. — Tampa, FL
Jul 1991 – Present

Founder and leader of a long-standing IT staffing company. Maintain and grow a deep network of passive job seekers, support career advancement, and consistently deliver talent solutions aligned to client needs.

Strategic Partner

No Limit Technology, Inc. — Tampa/St. Petersburg, FL
Dec 2018 – Present

Support transformational cloud adoption strategies across IT, Healthcare, and Higher Education sectors. Foster relationships with diverse technical professionals and collaborate with leadership to build efficient, scalable systems.

Volunteer & Community Experience

Host & Co-Organizer

Tampa Bay Data Science Group — Tampa, FL
May 2017 – Present

Meetup for data science professionals with an emphasis on education, collaboration, and professional networking in the Tampa Bay technology community.

Board Member

Save The Kids — Tampa, FL
Jun 2019 – Present

Support fundraising and awareness programs dedicated to pediatric cancer research. Contribute to the organization and execution of major annual events including Disrupt the Bay Health-Tech Conference and the Save the Kids Golf Tournament.

Board Member

Disrupt The Bay — Tampa, FL
Feb 2019 – Present

Part of a 501(c)(3) initiative supporting pediatric cancer research. Assist in planning and executing one of three annual flagship fundraisers for Save the Kids.

Board Member / Corporate Work Study Program Chair / Volunteer Recruiter

Cristo Rey Tampa High School & Corporate Work Study Program
Dec 2017 – Aug 2025

Support a nationwide network providing a Catholic college-prep education and work-study opportunities to underserved youth. Lead volunteer recruitment, support fundraising, and contribute to program governance.

Child Life Volunteer

St. Joseph's Children's Hospital
Apr 2015 – Mar 2020

Maintained a positive, clean, and friendly environment for pediatric patients. Delivered arts and crafts activities to children, including those confined to rooms.

Fundraising Golf Tournament Committee Member

The Children's Home, Inc.
Sep 2009 – Mar 2013

Assisted with the organization and execution of the annual Pairing Party and Celebrity Golf Tournament. Helped raise \$75,000–\$100,000 annually for children's services.

Chairman, Business Technology Advisory Committee

Pinellas Technical College

May 2005 – Jun 2017

Advised on workforce and hiring trends to ensure curriculum alignment with real-world industry requirements. Calvin Hunsinger Award recipient.

Education

B.A., Management

University of South Florida, 1979 – 1983

Activities: USF Ambassador · Pi Kappa Alpha · Pi Sigma Epsilon

High School Diploma

Terry Parker High School, 1976 – 1979

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2028 Annual Financial Disclosure required.	Government, Economic/Community Development Sector Hillsborough County	Denise McDaniel, City of Plant City (HC)				

Hillsborough County Board of County Commissioners
601 E. Kennedy Boulevard, Tampa, FL 33602

APPLICATION QUESTIONNAIRE FOR COUNTY APPOINTMENTS

Please complete the application in its entirety. Incomplete applications will not be considered for appointment.

Information from this questionnaire will be used by the Board of County Commissioners of Hillsborough County when considering appointments to Advisory Boards and Councils.

NOTE: Are you or your spouse's home address, phone number, place of employment, or date of birth exempt from public disclosure under Chapter 119, Florida Statutes (the Public Records Law): Yes ~~No~~

BOARD OF INTEREST: Career Source Tampa Bay

POSITION APPLYING FOR: City of Plant City Representative
(Be specific to openings advertised.)

1. Legal Name: McDaniel Gertrude Denise
LAST FIRST MIDDLE/MAIDEN

2. Place of Employment: City of Plant City
Title: Community Services Manager

3. Business Address: 302 W. Reynolds St.
STREET P.O. BOX/SUITE
Plant City Florida 33563 813.659.4209
CITY STATE ZIP PHONE NUMBER

4. Current Residential Address:
1505 Tozier Place
Must list physical address P. O. BOX/SUITE
Plant City Florida 33563 813.659.9620
CITY STATE ZIP PHONE NUMBER
dmcdaniel@plantcitygov.com
E-MAIL ADDRESS

Preferred mailing address: X Business _____ Home / Preferred Phone: 813.659.4209

Note: Information for the following three questions will be used to satisfy Equal Opportunity reporting requirements. Your response is optional.

5. Sex: Female

6. Race: Black Ethnicity: African American

7. Are you a person with a disability? Yes No

8. Date of birth: April 22, 1960 Place of birth: Plant City Florida

9. Do you currently serve on any board, council, committee, or authority in Hillsborough County or in the State of Florida? Yes No

If yes, list name of board(s): Hillsborough County Affordable Housing Advisory Board

(Please note that unless specifically approved by the Board of County Commissioners (BOCC), no citizen may serve on more than one board/council/committee/authority at a time, that is appointed by the BOCC.)

10. Are you a registered voter in Hillsborough County? Yes No

11. Continuous resident of Hillsborough County since: 1976

12. Are you an agency representative? Yes No. If yes, are you registered to vote in the County in which you reside? Yes No. If yes, list the name of County:

13. Highest education level: Master of Public Administration Year graduated: May 2022

List all post-secondary educational institutions attended, and degrees received:
 Not applicable

NAME & LOCATION	DATES ATTENDED	DEGREE(S) RECEIVED
Hillsborough Community College	1991	Associate in Science
University of South Florida	1991-1994	Bachelors of Science
Univesity of South Florida	2019-2022	Master of Public Administration

14. Do you have any relatives working for Hillsborough County? Yes No

If yes, list their name, relationship, and office: _____

15. Have you ever held a professional or business license or certificate? Yes No

If yes, please list below. Please include the number of your license or certificate. If any disciplinary action has been taken, please indicate the date and type of action taken.

LICENSE/ CERTIFICATE/BAR NO.	DATE ISSUED	ISSUING AUTHORITY	DISCIPLINARY ACTION

16. State your experience that qualifies you for position applied for:

I have worked for the City of Plant City 46 years, in multiple positions including Utility Manager and Community Services Manager

Essential duties include strategic planning, studies, reporting, representing the City at formal and informal meetings. Oversees and monitors

programs and activities of the Community Services Division and the Community Redevelopment Agency. Serves as liaison between local

citizens, funding agencies, consultants, contractors, federal, county and local government agencies.

17. If appointed, is there any reason why you will not be able to attend the regularly scheduled meetings? Yes No

If yes, please explain: _____

18. Citizen members shall be appointed in a manner to avoid conflicts of interest or the appearance of conflicts of interest. Do you know of any reason that would prohibit you from serving on this board that could be deemed as a conflict of interest? Yes No

If yes, please explain: _____

19. Have you or a business of which you have been an owner/ officer/employee held any contractual, or other dealings, during the last three years with any HC government agency? (Including the agency to which you seek appointment) Yes No

20. Has a member of your immediate family or business of which they have been an owner/ officer/ employee, held any contractual or other dealings, during the last three years with any Hillsborough County government agency? (Including the agency to which you seek appointment) Yes No

If you answered yes to either of the above two questions, please list below:

BUSINESS	YOUR RELATIONSHIP TO BUSINESS	BUSINESS RELATIONSHIP TO AGENCY

21. Please list three persons who have known you well within the past five years. Include a current and complete address, phone number, and the relationship in which they have known you. Please list only those persons who have given their consent to be used as a reference.

If the person's information below is exempt from public disclosure per Chapter 119, Florida Statutes (the Public Records Law), please check the box next to their name.

	NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP
	Diorah Nelson	1005 Robinson Rd, Plant City, FL 33563	813.704.8402	Friend
	Siera Rasmussen	13090 NE Weidler St., Portland OR 97230	984.234.1584	Friend
	Kathy McDaniel	4041 Ely Place SE, Washington D C 20019	202.441.1717	Cousin

22. Name any business, professional, civic, or fraternal organizations of which you are a member, and the dates of your membership. ___ Not applicable

ORGANIZATIONS	DATE OF MEMBERSHIP
MPA Alumni Abassador	11/17/2022
Kiwanis Club of Plant City	2003

A response to the following two questions is required **only** when applying for the **Land Use Appeals Board**.

23. Do you or your firm/business present variances or special use permits before the Land Use Hearing Officer? ___ Yes ___ No

24. If yes, how often? _____

STANDARDS OF CONDUCT FORM

(Consistent with BOCC Policy 01.30.00.00, as pertaining to BOCC appointments, this form is required for all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including all agency/governing body representatives and citizens appointed by individual commissioners)

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT AND IN THE IMPARTIALITY OF ALL COMMITTEES, EVERY CURRENT MEMBER OF AND ALL CITIZENS SEEKING APPOINTMENT, REAPPOINTMENT, OR CONFIRMATION OF NOMINATION TO ANY COMMITTEE, INCLUDING AGENCY/GOVERNING BODY REPRESENTATNES AND CITIZENS APPOINTED BY INDIVIDUAL COMMISSIONERS, PLEDGE TO ADHERE TO THE FOLLOWING STANDARDS OF CONDUCT.

THE FLORIDA CODE OF ETHICS SHALL DETERMINE ANY QUESTION RELATING TO VIOLATIONS OF CHAPTER 112, PART III, FLORIDA STATUTES.

1. Regularly attend all scheduled meetings of the respective committee, as well as special or called meetings relevant to the position.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the respective committee.
4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.
5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective committee.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.
9. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.

10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective committee and shall not attempt to use their office to influence or sway recommendations.
11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.
12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a committee, Members of that committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Member of the same committee about matters which would foreseeably come before the respective committee for discussion. In addition, if a Member of a committee that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the committee, the Member will promptly forward the information to the county/staff liaison or other appropriate person so that it may be shared with all other Members at a public meeting.
13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.
14. During meetings or other activities of the committee, Members shall not engage in any form of politicking, electioneering, or other campaign related actions, including, but not limited to soliciting funds from any other Member, citizen or staff in support of any organization or person's campaign for election to local or state public office; seeking signatures from other Members, citizens, or staff to any petition provided for by election law; distributing to other Members, citizens, or staff literature favoring, opposing, comparing, or providing information about a candidate, group of candidates, or other political positions or advocacy; or otherwise discussing with other Members, citizens or staff one's personal political views or affiliations in a manner that is unrelated to the matters before the committee and clearly in furtherance of a political campaign.
15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective committee shall seek advice and counsel, if such relationship could conceivably influence the Member's impartiality during discussions. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

- 16. Members shall remain vigilant against deviations from respective BOCC policies, (which may be applicable to the business of the committee of which he or she is a member), by-laws, policies, and any mission statements of the respective committee.
- 17. Members shall respect all local, state and federal laws, rules and other regulations.
- 18. Violations of the Standards of Conduct shall be addressed in accordance with Board Policy.

The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by the following signature:

Gertrude Denise McDaniel
 Printed Name of Member

Gertrude Denise McDaniel
 Signature of Member

Career Source Tampa Bay Board
 Name of Committee

5/18/2026
 Date

Revised: December 17, 2025

P O Box C
Plant City, FL 33563
(813) 659-4209
dmcdaniel@plantcitygov.com

GERTRUDE "DENISE" MCDANIEL

QUALIFICATIONS

Enthusiastic team player with more than forty-six years of diverse experience in related disciplines. Areas of expertise include planning, budgeting, teaching, training, program implementation, performance reporting, complaint resolution, team building and supervision.

SKILLS & ABILITIES

Knowledge of business and management principles involved in strategic planning, resource allocation, personnel management and leadership.

Knowledge of human behavior and performance; individual differences in ability and performance.

Knowledge of Microsoft Word, Excel, and PowerPoint.

EXPERIENCE

COMMUNITY SERVICES MANAGER, CITY OF PLANT CITY

04/2023 to Present

Provides leadership and oversight in governmental administration, public service delivery, strategic program planning, and policy implementation. Manages budget development, fiscal oversight, and resource allocation to ensure effective and accountable operations. Oversees neighborhood revitalization initiatives, real estate disposition activities, and compliance with Community Development Block Grant (CDBG) program requirements, including monitoring, performance measurement, and regulatory reporting. Prepares and presents reports documenting program outcomes, accomplishments, and organizational performance. Collaborates with cross-functional teams, community stakeholders, and City departments to advance strategic priorities, enhance customer service, and achieve municipal goals.

Utility Billing Manager, City of Plant City

01/1987 to 4/2023

Directed and managed the operations of the Utility Billing Division, overseeing program administration, strategic planning, budget development, and fiscal management. Supervised and developed staff through effective allocation of responsibilities, training, performance management, and workforce planning. Led the development and implementation of division policies and procedures to enhance operational efficiency and customer service. Managed complex customer inquiries and complaint resolution, ensuring responsive and effective service delivery. Prepared and presented reports documenting operational performance, key accomplishments, and service metrics, while providing timely and accurate responses to public inquiries. Collaborated with cross-departmental teams to achieve organizational objectives, improve service delivery, and support Citywide customer service initiatives.

CUSTOMER SERVICE REPRESENTATIVE, CITY OF PLANT CITY
01/1980 - 01/1987

EDUCATION

CPM, Certified Public Manager, Florida State University, 2024
MPA, Public Administration, University of South Florida, 2022
Graduate Certificate, Public Management, University of South Florida, 2012
BS, Business Administration, University of South Florida, 1994
AA, Business Administration, Hillsborough Community College, 1991

CAREER ACHIEVEMENTS

Served as liaison for implementation of American Data Group, Munis utility billing and Badger Meter Reading/Citizen Access software.

Streamlined divisional processes to reduce operational costs, improve efficiency, and increase flexibility in delivering responsive, high-quality customer service.

ORGANIZATIONS

USF MPA Ambassador, Community Outreach and Grant Mentor (2022 - present).
Kiwanis Club of Plant City: Member (2003-Present); Treasurer (2005-2006), President-Elect (2006-2007), President (2007-2008) and Secretary (2009-2012).

Florida District of Kiwanis International: Distinguished Lt. Governor (2008-2009) Club Leadership Trainer for Kiwanis Division 14--Hillsborough County (2009–2013); Parliamentarian (2022-2023).

AWWA, Florida Section, Customer Service Committee.

APPOINTMENTS

Hillsborough County Affordable Housing Board, Alternate (2025-present)
City of Plant City's Customer Service Training Committee
City of Plant City's Employee Health Care Committee
City of Plant City's Employees Special Committee
City of Plant City's representative on the Chamber of Commerce Community Service Committee
City of Plant City's Financial Computer System Task Committee
Coordinator for Business Cooperative Education and Summer Youth Programs
Plant City Neighborhood Service Center Advisory Board
Hillsborough Community Action Board
United Way of Hillsborough County

HONORS

Pi Alpha Alpha National Honor Society, University of South Florida, 2022
Recognized as an Outstanding City of Plant City Employee

CAREERSOURCE TAMPA BAY

CONSORTIUM MEETING – June 15, 2026

(NO INDIVIDUAL VOTING REQUIRED)

COMMENTS	POSITION	NOMINEE	FLOWERS	LATVALA	MYERS	WOSTAL
Two-Year Term ending 6/30/2027 Annual Financial Disclosure required.	Workforce Sector Hillsborough County	Richard Crain, IBEW 915 (HC)				

Hillsborough County Board of County Commissioners
601 E. Kennedy Boulevard, Tampa, FL 33602

APPLICATION QUESTIONNAIRE FOR COUNTY APPOINTMENTS

Please complete the application in its entirety. Incomplete applications will not be considered for appointment.

Information from this questionnaire will be used by the Board of County Commissioners of Hillsborough County when considering appointments to Advisory Boards and Councils.

NOTE: Are you or your spouse's home address, phone number, place of employment, or date of birth exempt from public disclosure under Chapter 119, Florida Statutes (the Public Records Law): Yes_No

BOARD OF INTEREST: Career Source Tampa Bay

POSITION APPLYING FOR: Board Member
(Be specific to openings advertised.)

1. Legal Name: Crain Jr. Richard James
LAST FIRST MIDDLE/MAIDEN

2. Place of Employment: IBEW L.V. 915

Title: Assistant Business Manager / Dispatcher

3. Business Address: 5621 Harney Road
STREET P.O. BOX/SUITE

Tampa FL 33610 813-621-6451
CITY STATE ZIP PHONE NUMBER

4. Current Residential Address:

1802 W. North St.
Must list physical address P. O. BOX/SUITE

Tampa FL 33604
CITY STATE ZIP PHONE NUMBER

rcrain@ibew915.org
E-MAIL ADDRESS

Preferred mailing address: Business Home / Preferred Phone: 813-724-1742

Note: Information for the following three questions will be used to satisfy Equal Opportunity reporting requirements. Your response is optional.

5. Sex: male

6. Race: white Ethnicity: N/A

7. Are you a person with a disability? Yes No

8. Date of birth: June 7, 1985 Place of birth: Tampa, FL

9. Do you currently serve on any board, council, committee, or authority in Hillsborough County or in the State of Florida? Yes No

If yes, list name of board(s): _____

(Please note that unless specifically approved by the Board of County Commissioners (BOCC), no citizen may serve on more than one board/council/committee/authority at a time, that is appointed by the BOCC.)

10. Are you a registered voter in Hillsborough County? Yes No

11. Continuous resident of Hillsborough County since: 1985

12. Are you an agency representative? Yes No. If yes, are you registered to vote in the County in which you reside? Yes No. If yes, list the name of County: _____

13. Highest education level: High School Year graduated: 2003

List all post-secondary educational institutions attended, and degrees received:
 Not applicable

NAME & LOCATION	DATES ATTENDED	DEGREE(S) RECEIVED
JATC Tampa, FL	8/23/16 - 4/29/20	Certificate of completion Journeyman Inside Wireman

14. Do you have any relatives working for Hillsborough County? Yes No

If yes, list their name, relationship, and office: _____

15. Have you ever held a professional or business license or certificate? _____ Yes No

If yes, please list below. Please include the number of your license or certificate. If any disciplinary action has been taken, please indicate the date and type of action taken.

LICENSE/ CERTIFICATE/BAR NO.	DATE ISSUED	ISSUING AUTHORITY	DISCIPLINARY ACTION

16. State your experience that qualifies you for position applied for:

I have worked twenty two years in the construction field, with the last ten years as a L.V. 915 inside Journeyman. I am now the Assistant Business Manager and Dispatcher for L.V. 915.

17. If appointed, is there any reason why you will not be able to attend the regularly scheduled meetings? _____ Yes No

If yes, please explain: _____

18. Citizen members shall be appointed in a manner to avoid conflicts of interest or the appearance of conflicts of interest. Do you know of any reason that would prohibit you from serving on this board that could be deemed as a conflict of interest? _____ Yes No

If yes, please explain: _____

19. Have you or a business of which you have been an owner/ officer/employee held any contractual, or other dealings, during the last three years with any HC government agency? (Including the agency to which you seek appointment) _____ Yes No

20. Has a member of your immediate family or business of which they have been an owner/ officer/ employee, held any contractual or other dealings, during the last three years with any Hillsborough County government agency? (Including the agency to which you seek appointment) _____ Yes No

If you answered yes to either of the above two questions, please list below:

BUSINESS	YOUR RELATIONSHIP TO BUSINESS	BUSINESS RELATIONSHIP TO AGENCY

21. Please list three persons who have known you well within the past five years. Include a current and complete address, phone number, and the relationship in which they have known you. Please list only those persons who have given their consent to be used as a reference.

If the person's information below is exempt from public disclosure per Chapter 119, Florida Statutes (the Public Records Law), please check the box next to their name.

	NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP
	Angelos Pappas	6332 Alcester Drive New Port Richey 34655	727-224-9025	Former Employer
	Bret Hardman	16172 Colchester Drive Tampa, FL 33647	813-245-3288	Former CO-Worker
	Tyler Hunziker	10566 Ladybug Cove Parrish, FL 34219	941-961-2459	Former Employer

22. Name any business, professional, civic, or fraternal organizations of which you are a member, and the dates of your membership. ___Not applicable

ORGANIZATIONS	DATE OF MEMBERSHIP
IBEW L.U. 915	November 11, 2016

A response to the following two questions is required only when applying for the Land Use Appeals Board.

23. Do you or your firm/business present variances or special use permits before the Land Use Hearing Officer? ___Yes ___No

24. If yes, how often? _____

If you are applying for one of the following boards, a criminal background check is required. Any appointment to one of these boards or as a Hearing Officer is contingent upon the results of the criminal background check. You will be contacted by our Human Resources Department with a link to complete the online background check. A response is required within 48 hours at which time the link will expire.

Anti-Bullying Advisory Committee; Child Care Licensing Advisory Board; Child Care Licensing Hearing Officers; Council on Aging; Parks, Recreation and Conservation Board; Public Library Board.

AS A MEMBER OF THE FOLLOWING BOARDS, YOU WILL BE REQUIRED AS A "LOCAL OFFICER" TO FILE A FINANCIAL DISCLOSURE FORM WITHIN 30 DAYS OF APPOINTMENT AS WELL AS ANNUALLY THEREAFTER. Forms can be found on the Commission on Ethics website at www.ethics.state.fl.us under Forms.

Building Board of Adjustment, Appeals & Examiners; CareerSource Tampa Bay; Code Enforcement Board; Code Enforcement Special Magistrate; Electrical Board of Adjustment, Appeals & Examiners, Hillsborough Area Regional Transit Authority; Hospital Authority; Human Relations Board; Land Use Appeals Board; Mechanical Board of Adjustment, Appeals & Examiners; Planning Commission; Plumbing and Gas Board of Adjustment, Appeals & Examiners, Polk County Joint Airport Zoning Board; Tampa Sports Authority.

BY SIGNING BELOW, YOU ARE AFFIRMING THAT THE INFORMATION YOU PROVIDED IS TRUE. FOR THIS FORM TO BE VALID, PLEASE SIGN AND DATE BELOW.

Richard Crain
PRINT NAME


SIGNATURE

4/24/2020
DATE

rcrain@ibew915.org
E-MAIL ADDRESS

813-623-1623
FAX NUMBER

INSTRUCTIONS FOR SUBMITTAL:

MAIL TO:
Boards & Councils Coordinator
P. O. Box 1110
Tampa, FL 33601

DELIVER TO:
601 E. Kennedy Blvd, 2nd Floor
Tampa, FL 33602

FAX TO:
813-239-3916

SCAN AND E-MAIL TO:
Rotgerg@HCFL.gov

STANDARDS OF CONDUCT FORM

(Consistent with BOCC Policy 01.30.00.00, as pertaining to BOCC appointments, this form is required for all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including all agency/governing body representatives and citizens appointed by individual commissioners)

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT AND IN THE IMPARTIALITY OF ALL COMMITTEES, EVERY CURRENT MEMBER OF AND ALL CITIZENS SEEKING APPOINTMENT, REAPPOINTMENT, OR CONFIRMATION OF NOMINATION TO ANY COMMITTEE, INCLUDING AGENCY/GOVERNING BODY REPRESENTATNES AND CITIZENS APPOINTED BY INDIVIDUAL COMMISSIONERS, PLEDGE TO ADHERE TO THE FOLLOWING STANDARDS OF CONDUCT.

THE FLORIDA CODE OF ETHICS SHALL DETERMINE ANY OUESTION RELATING TO VIOLATIONS OF CHAPTER 112. PART III. FLORIDA STATUTES.

1. Regularly attend all scheduled meetings of the respective committee, as well as special or called meetings relevant to the position.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the respective committee.
4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.
5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective committee.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.
9. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.

10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective committee and shall not attempt to use their office to influence or sway recommendations.
11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.
12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a committee, Members of that committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Member of the same committee about matters which would foreseeably come before the respective committee for discussion. In addition, if a Member of a committee that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the committee, the Member will promptly forward the information to the county/staff liaison or other appropriate person so that it may be shared with all other Members at a public meeting.
13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.
14. During meetings or other activities of the committee, Members shall not engage in any form of politicking, electioneering, or other campaign related actions, including, but not limited to soliciting funds from any other Member, citizen or staff in support of any organization or person's campaign for election to local or state public office; seeking signatures from other Members, citizens, or staff to any petition provided for by election law; distributing to other Members, citizens, or staff literature favoring, opposing, comparing, or providing information about a candidate, group of candidates, or other political positions or advocacy; or otherwise discussing with other Members, citizens or staff one's personal political views or affiliations in a manner that is unrelated to the matters before the committee and clearly in furtherance of a political campaign.
15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective committee shall seek advice and counsel, if such relationship could conceivably influence the Member's impartiality during discussions. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

- 16. *Members shall remain vigilant against deviations from respective BOCC policies, (which may be applicable to the business of the committee of which he or she is a member), by-laws, policies, and any mission statements of the respective committee.*
- 17. *Members shall respect all local, state and federal laws, rules and other regulations.*
- 18. *Violations of the Standards of Conduct shall be addressed in accordance with Board Policy.*

The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by the following signature:

Richard Crain
Printed Name of Member


Signature of Member

Caseel Source Tampa Bay
Name of Committee

4/24/2020
Date

Revised: December 17, 2025

RICHARD CRAIN

Tampa, FL 33604 ♦ 813-724-1742 ♦ Rcrain@ibew915.org

PROFESSIONAL SUMMARY

Dynamic leader with a robust background in client relationship management and decision-making. Experienced in coordinating communication among teams and supporting strategic planning to foster organizational growth.

SKILLS

- Human resources management
- Decision-making
- Documentation and reporting
- Contract management
- Time management
- Multitasking Abilities
- Organizational skills
- Self motivation
- Verbal and written communication
- Client relationship management
- Financial oversight
- Problem-solving
- Attention to detail
- Reliability
- Active listening

WORK HISTORY

Assistant Business Manager/ Referral Agent, 03/2026 - Current

Ibew Local 915, International Brotherhood Of Electrical Workers – Tampa, FL

- Assisted in managing operational budgets and tracking expenditures.
- Coordinated communication between members and management to enhance collaboration.
- Supported planning and execution of training programs for new members.
- Maintained accurate records of member participation in events and activities.
- Responded to inquiries from members, providing timely information and support services.
- Provided support to the business manager in strategic planning activities, contributing to long-term organizational growth.
- Communication contractors and members positively with particular attention to problem resolution.

Journeyman Electrician, 05/2025 - 03/2026

Electrical Design and Engineering – Tampa, FL

- Installed and maintained electrical systems in industrial and commercial settings.
- Interpreted blueprints and technical diagrams to execute wiring installations accurately.
- Collaborated with team members to troubleshoot electrical issues efficiently.
- Ensured compliance with local and national electrical codes during installations.
- Assisted in the inspection of electrical components for safety and functionality.
- Diagnosed issues and developed effective solutions.
- Troubleshooted systems and repaired equipment, ensuring compliance with all established guidelines.

Electrical Foreman, 01/2018 - 01/2025

Cogburn Brothers Electric – Tampa, FL

- Supervised installation and maintenance of electrical systems, ensuring compliance with safety regulations.
- Coordinated project schedules and resources, optimizing workflow efficiency among team members.
- Trained and mentored junior electricians on technical procedures and best practices in electrical work.
- Conducted quality inspections on completed projects, identifying areas for improvement and corrective actions.
- Managed inventory levels of electrical supplies, ensuring timely availability for ongoing projects while minimizing waste.
- Collaborated with project managers to develop accurate estimates for labor and materials on upcoming jobs.
- Evaluated job site and project specifications to determine supply needs, coordinating availability of equipment and materials.
- Read complex schematics and blueprints to install and repair electrical systems.
- Oversaw installation, maintenance and repair of power lines, electrical systems, fixtures and appliances.
- Increased client satisfaction by delivering high-quality electrical workmanship that met or exceeded industry standards.
- Monitored employees to enforce safety and work performance standards.
- Oversaw control room modification work conducted by electricians, ensuring compliance with safety guidelines, scope of work and reporting requirements.

Apprentice Electrician, 06/2016 - 01/2018

A&A Electric – Tampa, FL

- Assisted senior electricians with troubleshooting and maintaining electrical equipment.
- Mentored new apprentices on best practices for electrical installations and safety protocols.
- Pulled wire through conduits and through holes in walls and floors.
- Organized materials and tools in to maintain clean and neat work areas.

- Understood and used proper tools and equipment to install and maintain electrical systems.
- Helped complete system installations, digging trenches, and breaking up concrete.
- Connected wires to circuit breakers, transformers and other components to create working electrical systems.
- Learned and followed latest electrical codes and regulations to deliver compliant electrical systems.
- Read and interpreted blueprints and electrical schematics to determine layout of electrical systems.

EDUCATION

Journeyman Inside Wireman: Electrician, 04/2020

IBEW JATC - Tampa, FL

High School Diploma: 06/2003

Howard H.W. Blake High School - Tampa, FL

VOLUNTEER WORK

- Assisted with special events and programs.
- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.



Information Item

CEO Performance Evaluation

Evaluation Period: January 2025 to January 2026

Background Information

At the Executive Committee meeting held on May 6, 2026, members reviewed the CEO’s self-evaluation and discussed overall performance for the evaluation period. The Committee utilized a structured evaluation tool consisting of six scored categories (1–5 performance scale) aligned with organizational priorities and state KPI frameworks:

1. Key Performance Indicators (KPIs)
2. Strategic Leadership
3. Organizational Leadership
4. Financial Accountability
5. Stakeholder Relations
6. Innovation and Change Leadership

The Committee reviewed the CEO’s performance across these categories and noted continued organizational progress in key areas, including strengthening internal systems, advancing legislative and external relationships, supporting restructuring efforts, and expanding strategic partnerships.

Following discussion, the Committee agreed that a rating of “4” across all categories provides a consistent and appropriate baseline for annual comparison and future benchmarking.

On May 28, 2026, The Board of Directors approved the CEO Performance Evaluation for the period January 2025 through January 2026.

CEO Performance Evaluation

Evaluation Period: January 2025 to January 2026

The CEO should provide a narrative self-assessment that outlines key accomplishments, evaluates progress toward established goals and strategic priorities, reflects on leadership effectiveness, and identifies areas for continued growth and improvement.

During this evaluation period I focused efforts on stabilizing, aligning, and positioning the organization for long-term success following the initial six months of the merger transition period as the unique staff teams, partners, and board members serving Hillsborough and Pinellas Counties merged into a singular CareerSource region. I undertook the complex task of streamlining workforce services by analyzing the organizational structure and relationship dynamics across the region. The joining of the two regions created a unique challenge as both counties maintained distinct cultures, operational practices, and regional dynamics. Critical early priorities included addressing structural misalignment, strengthening internal cohesion, and establishing a clear direction and mission for the organization moving forward.

Internal Operational Achievements:

- Leveraging my experience having designed services for numerous workforce regions across multiple states, I initially focused on transformation of program strategy and service delivery. This included the expansion of youth programming to incorporate more immersive and meaningful career exploration experiences while simultaneously using an intentional partnership strategy with regional employers and postsecondary institutions such as BayCare and Evara Health Institute. These efforts are aligned with a broader strategy to maximize the local talent pipeline and encourage long-term workforce retention across the entire region.
- Concurrently, I emphasized the critical importance of CareerSource Tampa Bay performance and accountability with leadership and staff teams across the region. As a result of these efforts, the organization is meeting or exceeding federal performance outcomes for the first time in seven years and has achieved a top five ranking in the state based on REACH performance metrics. This progress reflects both operational efficiency and a renewed focus on meaningful outcomes for our region.
- I led efforts to realign the organization's structure and expectations, to include completing a comprehensive compensation analysis while reinforcing a culture of accountability and excellence. While these changes have not always been easy and have at times been met with resistance, they were necessary to establish a strong and sustainable foundation.

- A particularly challenging but important initiative was the rebranding of the organization; this effort was essential in establishing a unified identity and moving beyond historical perceptions. Similarly, intentional efforts have been made to increase cohesion between counties, resulting in improved collaboration and a unified organizational culture.

External Achievements:

- I immediately prioritized expanding the organization's external presence and influence, to include active participation on regional boards, committees, and workforce-focused roundtables, as well as serving on the Florida Workforce Development Association's Policy Development Committee which provides direct consultation to CareerSource Florida's Policy Development Team. Through these roles, I help shape state-level workforce policy in collaboration with CareerSource Florida and Florida Commerce while ensuring CareerSource Tampa Bay is an active, visible, contributing partner at the state level. I have also established relationships and maintained engagement with state and federal partners to ensure awareness of legislative priorities and funding strategies impacting the workforce system; this includes participating on the U.S. Conference of Mayors Workforce Development Council.
- I established and maintained key legislative relationships at the state and federal levels in an effort to advocate for increased or level funding for WIOA and to provide key ROI insight related to how we should shape the future of workforce development services as a WIOA re-authorization still looms.
- I maintained and increased CareerSource Tampa Bay's visibility and credibility through participation in state and national conferences, where both staff and leadership have presented on best practices and innovative strategies. Additionally, we strategically engaged in professional development opportunities through national partnerships, further elevating staff capacity and performance.
- I emphasized the importance of leveraging partnerships and braiding resources to maximize impact, encouraging the organization to move beyond siloed approaches and think more strategically about how we deliver services to the community. This resulted in the award of the St. Pete Works EDGE grant in which CareerSource Tampa Bay is a pillar partner.

Financial Achievements:

- Working closely with the executive leadership team along with the board, I have maintained a fiscally prudent approach to managing the overall budget, resulting in significant cost savings that were rechanneled to direct participant costs. During this period, CSTB held a 47% participant cost rate far surpassing the FL Commerce Requirement of 35%.

- I increased the overall impact of the funding we utilize for job seekers and businesses across the region by evaluating the caps for services such as training and PWE funds, allowing us to expand our reach for delivering advanced training to an increased number of job seekers.

The past year has been an exciting, challenging, and productive period. I recognize the importance of continuing to refine how change is communicated and paced across the organization, particularly in a complex and evolving environment. Building trust, strengthening leadership capacity at all levels, and maintaining clarity during periods of transition remain areas of ongoing focus.

Overall, this was a foundational year. We effectively moved from a transition phase into one of clear momentum, with measurable improvements in performance, strong meaningful partnerships, and a clear strategic direction. As we move forward, I will focus on ensuring operational excellence, deepening our regional impact, and continuing to advance the organization's mission to serve more job seekers and businesses in our region.

The CEO should assess their performance across each accountability area using the scale outlined below, considering all criteria collectively to form an overall evaluation. The CEO should include comments to provide context for the ratings and to identify opportunities for continued growth and development.

- 5 – Outstanding
- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Needs Improvement
- 1 – Does Not Meet Expectations

KEY PERFORMANCE AREAS:

1. Key Performance Indicators:

- Achievement of annual goals and KPIs
- Risk Management and Compliance
- Process Improvement

Rating (1-5): 4

Comments:

Achievement of Annual Goals and KPIs

Successfully led the organization to meet or exceed all state and federal performance outcomes, reflecting strong alignment between strategy, operations, and service delivery. Established clear expectations and reinforced accountability across teams, ensuring consistent progress toward

key performance indicators. Focused on meaningful outcomes over activity, resulting in measurable improvements in program performance and regional impact.

Risk Management and Compliance

Maintained a strong compliance posture by ensuring adherence to all state and federal workforce requirements. Implemented structured oversight and strengthened internal controls to proactively identify and mitigate risk. Supported a culture of accountability and transparency, contributing to consistent performance and clean audit outcomes.

Process Improvement

Drove continuous process improvement through organizational restructuring, enhanced cross-functional coordination, and clearer operational expectations. Identified inefficiencies and implemented solutions to streamline workflows, improve service delivery, and increase responsiveness. Emphasized practical, results-oriented improvements that support both staff effectiveness and participant outcomes.

Collectively, these efforts have strengthened organizational performance, reduced risk, and positioned the organization for sustained success.

2. Strategic Leadership:

- Clarity and execution of organizational vision and mission
- Long-term strategic planning and adaptability to change
- Innovation and growth initiatives

Rating (1-5): 4

Comments:

Clarity and Execution of Organizational Vision and Mission

Provided clear and consistent direction aligned with the organization's mission, emphasizing a culture of excellence and measurable impact. Reinforced expectations around serving more individuals and improving outcomes, while aligning teams to a shared vision of advancing economic mobility across the region. Translated strategic priorities into actionable initiatives, ensuring the organization is not only aligned in purpose but executing effectively.

Long-Term Strategic Planning and Adaptability to Change

Led the organization through a period of significant transition by advancing key strategic priorities, including organizational restructuring, rebranding, and system alignment. Balanced long-term planning with the ability to adapt quickly to emerging challenges and opportunities. Positioned the organization for sustained success by focusing on scalable strategies, stronger partnerships, and improved operational alignment across both counties.

Innovation and Growth Initiatives

Championed innovation by expanding beyond traditional workforce models to develop sector-based strategies, strengthen employer partnerships, and introduce new programmatic approaches. Advanced initiatives that align education, training, and employment to better meet the needs of both job seekers and industry. Leveraged new funding opportunities and strategic collaborations to support growth and increase the organization's overall impact.

These efforts have strengthened the organization's ability to evolve, innovate, and deliver meaningful, long-term impact for the communities we serve.

3. Organizational Leadership and Financial Accountability:

- Cost control and operational efficiency
- Fiscal responsibility and budget management
- Revenue growth and diversification

Rating (1-5): 4

Comments:

Cost Control and Operational Efficiency

Led significant operational efficiencies through organizational consolidation, including closing a duplicative administrative office and eliminating redundant positions. These actions streamlined operations and reduced overhead, allowing for the reinvestment of resources directly into program delivery and participant services. Established a stronger culture of accountability and alignment, ensuring staff time and organizational resources are focused on high-impact activities.

Fiscal Responsibility and Budget Management

Provided steady fiscal leadership during a period of financial challenge, helping to address and stabilize a \$4M deficit. Partnered closely with finance leadership to monitor spending, manage burn rates, and realign resources with strategic priorities. Demonstrated disciplined budget management by balancing cost reductions with targeted reinvestments to sustain service delivery and organizational performance.

Revenue Growth and Diversification

Strengthened the organization’s financial position by pursuing and securing new funding opportunities while maximizing existing resources. Leveraged strategic partnerships and expanded program alignment to support continued revenue growth. Positioned the organization for long-term sustainability by integrating new funding streams into core operations rather than siloed initiatives.

These efforts contributed to clean audit results, demonstrating sound financial stewardship and effective internal controls.

4. Stakeholder Relations:

- Board communication and collaboration
- Community and industry engagement

Rating (1-5): 4

Comments:

Board Communication and Collaboration

Built on an already engaged Board navigating post-merger dynamics by fostering greater alignment, trust, and shared direction. Emphasized inclusive communication and collaboration across both counties, helping to bridge differing perspectives and unify the Board around common goals. Implemented more structured and focused meeting practices, including clearer agendas and alignment of action items within committee work, to improve clarity and decision-making. These efforts have contributed to a more cohesive, forward-moving Board that is aligned and actively advancing regional workforce priorities.

Community and Industry Engagement

Rebuilt and re-energized community and industry relationships following a period of limited communication and partnership. Proactively re-engaged education partners, employers, economic development organizations, and municipal leaders, restoring confidence in the organization’s willingness and ability to collaborate. Shifted engagement toward a more regional approach, encouraging alignment across Hillsborough and Pinellas and reducing historical silos. Positioned the organization as a trusted connector within the workforce ecosystem, resulting in stronger partnerships, increased collaboration, and renewed momentum around shared workforce and economic development goals.

These efforts have been recognized as a key driver in unifying the Board and strengthening its effectiveness as a regional governing body.

5. Innovation and Change Leadership:

- Innovation and change initiatives
- Communication and influence
- Resilience and adaptability

Rating (1-5): 4

Comments:

Innovation and Change Initiatives

Advanced a culture of innovation by challenging traditional workforce approaches and introducing more flexible, outcome-driven strategies. Expanded immersive and experiential programming through strategic partnerships with organizations such as BayCare, University of South Florida, St. Petersburg College, and CDC of Tampa, creating meaningful career exposure and pathways. Encouraged staff to move beyond overly risk-averse practices by rethinking policies to better support both job seekers and businesses. Leveraged and braided funding streams to maximize impact and explored the integration of emerging tools, including AI, to enhance service delivery. These efforts have strengthened program relevance, expanded opportunities, and improved overall system responsiveness.

Communication and Influence

Effectively communicated a clear vision for change, influencing both internal teams and external partners to adopt more innovative and collaborative approaches. Shifted organizational mindset from compliance-driven to outcome-focused by reinforcing expectations around performance, creativity, and accountability. Built credibility and trust across stakeholders, enabling stronger partnerships and increased alignment around regional workforce priorities. Demonstrated the ability to navigate complex dynamics while maintaining forward momentum and engagement.

Resilience and Adaptability

Demonstrated resilience and adaptability while leading through significant organizational and external change, including post-merger integration, staffing transitions, and evolving stakeholder expectations. Maintained focus on strategic priorities while responding to emerging challenges and opportunities with flexibility and composure. Positioned the organization to meet increasing expectations around return on investment, maintaining strong performance outcomes while operating efficiently. Achieved a participant cost rate of 47%, significantly exceeding the 35% requirement, reflecting a disciplined, impact-focused approach to resource allocation.

These efforts have reinforced a culture that embraces change, prioritizes impact, and continuously evolves to better serve both job seekers and the business community.

Overall Performance Summary:

Overall Rating (1-5): 4

Strengths:

Overall, this year has been defined by meaningful organizational progress and transformation. I have focused on strengthening operations, improving performance outcomes, rebuilding critical relationships, and positioning the organization for long-term success. We are now meeting or exceeding all state and federal performance measures, operating more efficiently, and advancing a more unified, regionally aligned workforce system.

Areas for Improvement:

At the same time, I recognize opportunities to continue growing as a leader, particularly in diversifying funding streams and more fully leveraging the Board as a strategic partner. Moving forward, I plan to engage the Board more intentionally in identifying new funding opportunities, strengthening advocacy efforts, and deepening their connection to the work through direct engagement with participants and programs.

I remain committed to building on this momentum while continuing to grow as a leader in ways that strengthen both the organization and its long-term sustainability.

CEO Signature: _____

Date: _____

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

Copyright © CareerSource Tampa Bay. All Rights Reserved.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

A proud partner of the American  network