



Hillsborough Pinellas Workforce Development Consortium Meeting

Hybrid: Zoom & SPC EpiCenter 13805 58th St. N. Rooms – BD2-423
Clearwater, FL 33760
Date: June 16, 2025 at 1:00PM

Zoom Information [Zoom link](#)
Meeting ID: 846 5841 6704
Passcode: 836463
Dial by your location
• +1 305 224 1968 US

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Pledge of Allegiance





Hillsborough Pinellas Workforce Development Consortium Meeting Minutes

CareerSource Hillsborough Pinellas

4/7/2025 2:00 PM EDT

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

Consortium Members

Present:

Members: Christopher Latvala (remote), Commissioner Flowers, Commissioner Myers, Commissioner Wostal

CareerSource Hillsborough Pinellas Staff: Sheila Doyle, Jason Druding (remote), Keidrian Kunkel, Barry Martin (remote), Anna Munro, Tammy Stahlgren, Doug Tobin (remote), Michelle Zieziula

CSHP Board Members: Barclay Harless (remote), Gary Hartfield, Dr. Rebecca Sarlo (remote)

Hillsborough County Government: Katherine Benson, Jonathan Wolf

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

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

Commissioner Flowers, Madam Chair called the meeting to order at 2:00pm. There was a quorum present.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Public Comments

There was none.

IV. Action Items

A. Approval of Minutes:

1. December 9, 2024, Hillsborough Pinellas Workforce Development Consortium Meeting

Motion:

To approve the minutes of the December 9, 2024, Hillsborough Pinellas Workforce Development Consortium Meeting

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

B. Appointment of LWDB Members:

1. Pinellas County – Government, Economic/Community Development Sector (1 appointee)

Motion:

To appoint Dr. Cynthia Johnson, to the Hillsborough Pinellas LWDB representing the Pinellas County Government, Economic/Community Development Sector for the remainder of the two-year term ending 6/30/2026.

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

2. Hillsborough County - Business Sector (1 appointee)

Motion:

To appoint Robert “Bob” Hyde to the Hillsborough Pinellas LWDB representing Hillsborough County in the Business Sector for the remainder of the one-year term ending 6/30/2025.

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

V. Future Action/Discussion Items

- A. Approval of Updated By-Laws
- B. Approval of the FY’2026 Planning Budget
- C. Regional Plan
- D. Board and Consortium PY 25/26 Meeting Calendar

VI. Adjournment

The meeting adjourned at 2:07 p.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



2025-2026 Planning Budget

Background Information

The CareerSource Hillsborough Pinellas (CSHP) 2025-2026 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 a minimal decrease in these allocations of approximately \$200k overall for the combined entity compared to the prior. 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 relate to several special grants that ended on 6/30/2025 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 current available information and anticipated expenditures through the end of the current fiscal year, June 30, 2025. A budget modification will be presented in the first quarter of FY2026 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 Hillsborough Pinellas). Once approved by the CSHP Finance Committee and Board of Directors, the budget will go before the Consortium on June 16, 2025, 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 recommend approval of the FY2026 Planning Budget to allow for required submission to FloridaCommerce for review.

Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2025."



2025-2026 Budgeted Revenues Funding by County and Combined



2025-2026 Planning Budget
Budgeted Revenue Variances
Pinellas County

Funding/Program	Approved Budget Mod #3 FY2024/2025	Proposed Budget FY2025/2026	\$ Change	Additional Information
Workforce Innovation & Opportunity Act				
Adult	1,258,707	1,163,308	(95,399)	
Dislocated Worker	1,672,679	1,817,495	144,816	
Total Adult/Dislocated Worker	2,931,386	2,980,803	49,417	
Youth	1,085,180	715,728	(369,452)	Reduction in carryforward amount
Rapid Response	75,952	85,984	10,032	
Hope Navigator	128,127	-	(128,127)	Non-recurring. Grant ended 6/30/2025
Board Consolidation & Realignment	12,599	-	(12,599)	Non-recurring. Grant ended 6/30/2025
AI Incumbent Worker	75,000	-	(75,000)	Non-recurring. Grant ended 6/30/2025
Sector Based Training	62,500	-	(62,500)	Non-recurring. Grant ended 6/30/2025
DWG Hurricane Helene/Milton	185,000	30,000	(155,000)	Additional funds requested for FY2026
Opioid Recovery	82,500	62,500	(20,000)	2nd year of grant award
Subtotal Workforce Innovation & Opportunity Act	4,638,244	3,875,015	(763,229)	
Employment Services				
Wagner Peyser	816,717	919,360	102,643	
Apprenticeship Navigator	48,000	50,000	2,000	
Hope Navigator	118,387	45,000	(73,387)	Anticipated reduction in funding
Veterans Programs (DVOP/LVER)	168,000	200,000	32,000	
Supplemental Nutrition Assistance Program (SNAP)	206,965	259,213	52,248	
Trade Adjustment Assistance Program (TAA)	27,000	25,000	(2,000)	
Reemployment Services & Eligibility Assessment (RESEA)	477,724	457,000	(20,724)	
Subtotal Employment Services	1,862,793	1,955,573	92,780	
Welfare Transition Program				
Welfare Transition Program (WTP)	2,092,311	1,608,390	(483,921)	Additional funds received in the prior year
Subtotal Welfare Transition Program	2,092,311	1,608,390	(483,921)	
Total Revenues	8,593,348	7,438,978	(1,154,370)	



**2025-2026 Planning Budget
Budgeted Revenue Variances
Hillsborough County**

Funding/Program	Approved Budget Mod #3 FY2024/2025	Proposed Budget FY2025/2026	\$ Change	Additional Information
Workforce Innovation & Opportunity Act				
Adult	2,555,100	3,165,448	610,348	
Dislocated Worker	3,109,411	2,355,564	(753,847)	
Total Adult/Dislocated Worker	5,664,511	5,521,012	(143,499)	
Youth	2,911,889	1,975,580	(936,309)	Reduction in Carryforward amount
Rapid Response	275,000	323,460	48,460	
Hope Navigator	128,127	-	(128,127)	Non-recurring. Grant ended 6/30/2025
Board Consolidation & Realignment	740,617	300,000	(440,617)	Grant was extended to 12/31/2025
Get There Faster - Veterans & Military Spouses	821,109	-	(821,109)	Non-recurring. Grant ended 6/30/2025
AI Incumbent Worker	75,000	-	(75,000)	Non-recurring. Grant ended 6/30/2025
Sector Based Training	62,500	-	(62,500)	Non-recurring. Grant ended 6/30/2025
DWG Hurricane Helene/Milton	185,000	200,000	15,000	Additional funds requested for FY2026
Opioid Recovery	192,500	130,000	(62,500)	2nd year of grant award
Subtotal Workforce Innovation & Opportunity Act	11,056,253	8,450,052	(2,606,201)	
Employment Services				
Wagner Peyser	1,860,344	1,577,770	(282,574)	Reduction in Carryforward amount
Apprenticeship Navigator	49,000	50,000	1,000	
Hope Navigator	110,529	45,000	(65,529)	Anticipated reduction in funding
Veterans Programs (DVOP/LVER)	296,673	250,000	(46,673)	Anticipated reduction in funding
Supplemental Nutrition Assistance Program (SNAP)	728,906	681,608	(47,298)	Anticipated reduction in funding
Trade Adjustment Assistance Program (TAA)	50,359	25,000	(25,359)	Anticipated reduction in funding
Reemployment Services & Eligibility Assessment (RESEA)	1,166,720	1,193,000	26,280	
Military Family/Spouse	275,937	275,937	-	
Subtotal Employment Services	4,538,468	4,098,315	(440,153)	
Welfare Transition Program				
Welfare Transition Program (WTP)	4,117,059	4,250,331	133,272	
Subtotal Welfare Transition Program	4,117,059	4,250,331	133,272	
Direct Grants & Special Projects				
Hillsborough County Re-entry Program	202,474	187,500	(14,974)	
Hillsborough County ACE Program	1,033,073	1,016,250	(16,823)	
Hillsborough County Sector Strategies Initiative	549,234	590,000	40,766	
United Way - Tampa Bay Summer Hires Program	86,667	-	(86,667)	Non-recurring. Grant ended 6/30/2025
Good Jobs Initiative	25,250	25,250	-	
FL Medical - Foundation for Caring	5,201	-	(5,201)	Non-recurring. Grant ended 6/30/2025
Subtotal Direct Grants & Special Projects	1,901,899	1,819,000	(82,899)	
Total Revenues	21,613,679	18,617,698	(2,995,981)	



2025-2026 Planning Budget Combined Budgeted Revenue Variances

Funding/Program	Approved Budget Mod #3 FY2024/2025	Proposed Budget FY2025/2026	\$ Change	Additional Information
Workforce Innovation & Opportunity Act				
Adult	3,813,807	4,328,756	514,949	
Dislocated Worker	4,782,090	4,173,059	(609,031)	
Total Adult/Dislocated Worker	8,595,897	8,501,815	(94,082)	
Youth	3,997,069	2,691,308	(1,305,761)	Reduction in Carryforward amount from prior year
Rapid Response	350,952	409,444	58,492	
Hope Navigator	256,254	-	(256,254)	Non-recurring. Grant ended 6/30/2025
Board Consolidation & Realignment	753,216	300,000	(453,216)	Grant was extended to 6/30/2026
Get There Faster - Veterans & Military Spouses	821,109	-	(821,109)	Non-recurring. Grant ended 6/30/2025
AI Incumbent Worker	150,000	-	(150,000)	Non-recurring. Grant ended 6/30/2025
Sector Based Training	125,000	-	(125,000)	Non-recurring. Grant ended 6/30/2025
DWG Hurricane Helene/Milton	370,000	230,000	(140,000)	Additional funds requested
Opioid Recovery	275,000	192,500	(82,500)	2nd year of grant award
Subtotal Workforce Innovation & Opportunity Act	15,694,497	12,325,067	(3,369,430)	
	-	-		
Employment Services				
Wagner Peyser	2,677,061	2,497,130	(179,931)	Reduction in Carryforward amount
Apprenticeship Navigator	97,000	100,000	3,000	
Hope Navigator	228,916	90,000	(138,916)	Anticipated reduction in funding
Veterans Programs (DVOP/LVER)	464,673	450,000	(14,673)	Anticipated reduction in funding
Supplemental Nutrition Assistance Program (SNAP)	935,871	940,821	4,950	
Trade Adjustment Assistance Program (TAA)	77,359	50,000	(27,359)	Anticipated reduction in funding
Reemployment Services & Eligibility Assessment (RESEA)	1,644,444	1,650,000	5,556	
Military Family/Spouse	275,937	275,937	-	
Subtotal Employment Services	6,401,261	6,053,888	(347,373)	
	-	-		
Welfare Transition Program				
Welfare Transition Program (WTP)	6,209,370	5,858,721	(350,649)	Additional funds received in the prior year
Subtotal Welfare Transition Program	6,209,370	5,858,721	(350,649)	
	-	-		
Direct Grants & Special Projects				
Hillsborough County Re-entry Program	202,474	187,500	(14,974)	
Hillsborough County ACE Program	1,033,073	1,016,250	(16,823)	
Hillsborough County Sector Strategies Initiative	549,234	590,000	40,766	
United Way - Tampa Bay Summer Hires Program	86,667	-	(86,667)	Non-recurring. Grant ended 6/30/2025
Good Jobs Initiative	25,250	25,250	-	
FL Medical - Foundation for Caring	5,201	-	(5,201)	Non-recurring. Grant ended 6/30/2025
Subtotal Direct Grants & Special Projects	1,901,899	1,819,000	(82,899)	
	-	-		
Total Revenues	30,207,027	26,056,676	(4,150,351)	



2025-2026 Planning Budget by County and Combined

Pinellas County 2025-2026 Planning Budget

Budget Category	Actual Yr Ended 6/30/2024	Approved Budget Mod #3 6/30/2025	Proposed Budget 2025- 2026
Grant Revenue - Federal	9,078,823	8,593,348	7,438,978
Grant Revenue - Local	-	-	-
Total Grant Revenue	9,078,823	8,593,348	7,438,978
Other Income	538,909	104,400	95,000
Total Revenues	9,617,732	8,697,748	7,533,978
Expenses			
Salaries	3,456,188	3,214,410	3,174,114
Payroll Tax & Fringe	1,117,288	901,890	706,820
Retirement	201,891	277,353	240,556
Staff Training & Education	8,924	38,350	37,500
Accounting & Professional fees	307,013	277,376	161,600
Occupancy	351,840	381,960	520,983
Contract Labor	479,300	334,116	231,000
Office Expense	150,299	183,171	302,186
Insurance	84,799	81,974	52,131
Communications	97,855	96,276	90,080
Community Outreach	21,881	32,609	100,009
Travel	58,802	65,650	55,250
Meetings & Conferences	12,868	28,700	26,200
License, Dues & Other Fees	29,608	41,000	28,091
Other expense	1,005,914	7,740	2,480
Customer Training & Related Costs	2,216,869	2,269,475	1,564,475
Service Provider Contract	627,264	327,000	139,250
Depreciation	-	-	-
Total Expenses	10,228,603	8,559,050	7,432,725
Net Income/(Loss)	(610,871)	13,339	12,000
Unobligated Balance	-	125,359	89,253

Hillsborough County 2025-2026 Planning Budget

Budget Category	Actual Yr Ended 6/30/2024	Approved Budget Mod #3 6/30/2025	Proposed Budget 2025- 2026
Grant Revenue - Federal	17,821,259	19,711,780	16,798,698
Grant Revenue - Local	1,158,093	1,901,899	1,819,000
Total Grant Revenue	18,979,352	21,613,679	18,617,698
Other Income	148,882	101,200	96,000
Total Revenues	19,128,234	21,714,879	18,713,698
Expenses			
Salaries	7,996,772	7,925,376	7,347,073
Payroll Tax & Fringe	1,754,775	2,084,293	1,990,600
Retirement	429,122	522,963	544,049
Staff Training & Education	52,182	113,000	108,000
Accounting & Professional fees	700,629	727,018	480,000
Occupancy	1,549,814	1,580,652	1,711,496
Contract Labor	525,273	528,956	523,460
Office Expense	889,408	958,909	649,889
Insurance	127,754	135,430	104,237
Communications	119,386	121,380	113,840
Community Outreach	237,357	533,310	473,310
Travel	119,112	109,450	124,900
Meetings & Conferences	69,485	121,500	71,500
License, Dues & Other Fees	33,398	35,200	35,200
Other expense	5,721	5,000	5,000
Customer Training & Related Costs	2,895,158	5,865,063	4,072,000
Service Provider Contracts	1,406,395	130,000	165,000
Depreciation	173,595	-	-
Total Expenses	19,085,336	21,497,500	18,519,554
Net Income/(Loss)	42,898	10,700	13,220
Unobligated Balance	-	206,679	180,924

CareerSource Hillsborough Pinellas 2025-2026 Planning Budget Combined

Budget Category	Actual Yr Ended 6/30/2024	Approved Budget Mod #3 6/30/2025	Proposed Budget 2025- 2026
Grant Revenue - Federal	26,900,082	28,305,128	24,237,676
Grant Revenue - Local	1,158,093	1,901,899	1,819,000
Total Grant Revenue	28,058,175	30,207,027	26,056,676
Other Income	687,791	205,600	191,000
Total Revenues	28,745,966	30,412,627	26,247,676
Salaries	11,452,960	11,139,786	10,521,186
Payroll Tax & Fringe	2,872,063	2,986,183	2,697,421
Retirement	631,013	800,316	784,604
Staff Training & Education	61,106	151,350	145,500
Accounting & Professional fees	1,007,642	1,004,394	641,600
Occupancy	1,901,654	1,962,612	2,232,479
Contract Labor	1,004,573	863,072	754,460
Office Expense	1,039,707	1,142,080	952,075
Insurance	212,553	217,404	156,368
Communications	217,241	217,656	203,920
Community Outreach	259,238	565,919	573,319
Travel	177,914	175,100	180,150
Meetings & Conferences	82,353	150,200	97,700
License, Dues & Other Fees	63,006	76,200	63,291
Other expense	1,011,635	12,740	7,480
Customer Training & Related Costs	5,112,027	8,134,538	5,636,475
Service Provider Contracts	2,033,659	457,000	304,250
Depreciation	173,595	-	-
Total Expenses	29,313,939	30,056,550	25,952,279
Net Income/(Loss)	(567,973)	24,039	25,220
Unobligated Balance		332,038	270,177



CareerSource Hillsborough Pinellas 2025-2026 Planned Expenditure Details

The total projected expenditures for 2025-2026 are \$25,952,279 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 \$10.5 million or 51% of total budgeted expenditures. See further information below as to specific benefits and Full-Time equivalents (FTE's).
- **Customer Training and Related Costs** – Approximately \$5.6 million or 22% 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 CSHP staff. The current budget includes both CSHP filled and open positions as identified below and also includes an estimate for cost of living increases. In addition, CSHP 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.

	FTE Counts
CSHP Staff - filled	157
CSHP Staff - Open	14
State Staff - filled	24
State Staff - Open	3
Total	198

- **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 CSHP.
- **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 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 four affiliate Career Centers located throughout the County (Tampa, Brandon, Ruskin and Plant City). Pinellas County has two comprehensive Career Centers located in Clearwater and St. Petersburg and one affiliate Career Center located in Tarpon Springs. Each County also maintains an 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.
- **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 Statute 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. This 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.

2025-2026 Planning Budget by Funding Type



Planning Budget by Funding Type
Pinellas County
Fiscal Year 2026 (July 2025-June 2026)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2025-2026	Unrestricted	Total Organization Budget FY 2025-2026	Approved Budget FY2024-2025	\$ Change
Revenue:									
Fiscal Year 2026 New Allocations	2,692,559	1,665,573	1,188,390	-	5,546,522	-	5,546,522	6,101,481	(554,959)
Carryforward from Prior Year Allocations	1,182,456	290,000	420,000	-	1,892,456	-	1,892,456	2,491,867	(599,411)
Projected Unrestricted Revenue	-	-	-	-	-	95,000	95,000	104,400	(9,400)
Total Revenue	3,875,015	1,955,573	1,608,390	-	7,438,978	95,000	7,533,978	8,697,748	(1,163,770)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	442,894	104,234	347,872	-	895,000	-	895,000	1,075,000	(180,000)
Case Management	813,601	575,884	340,515	-	1,730,000	-	1,730,000	1,766,000	(36,000)
Program Services	931,085	1,110	250,805	-	1,183,000	-	1,183,000	1,201,957	(18,957)
One Stop Operating/Facilities Costs	4,273	540,727	-	-	545,000	-	545,000	456,200	88,800
Technology	1,960	248,040	-	-	250,000	-	250,000	300,000	(50,000)
Community Outreach	941	119,059	-	-	120,000	-	120,000	114,000	6,000
Program Staff Training & Professional Development	216	27,284	-	-	27,500	-	27,500	27,500	-
Subtotal - Program Services Allocated	2,194,970	1,616,338	939,192	-	4,750,500	-	4,750,500	4,940,657	(190,157)
Program Services - Direct Costs:									
Participant & Work Based Learning	1,123,000	22,000	494,475	-	1,639,475	-	1,639,475	2,344,476	(705,001)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	-	-	-	-	-	-
Direct Costs - Other	45,000	60,000	-	-	105,000	83,000	188,000	102,017	85,983
Subrecipient Contracts	124,237	66	14,947	-	139,250	-	139,250	327,000	(187,750)
DEO Staff Travel	-	15,500	-	-	15,500	-	15,500	15,500	-
Subtotal - Program Services Direct	1,292,237	97,566	509,422	-	1,899,225	83,000	1,982,225	2,788,993	(806,768)
Total Program Service Costs:	3,487,207	1,713,904	1,448,614	-	6,649,725	83,000	6,732,725	7,729,650	(996,925)
Indirect Costs									
Indirect Costs	365,208	182,342	152,450	-	700,000	-	700,000	829,400	(129,400)
Total Indirect Costs	365,208	182,342	152,450	-	700,000	-	700,000	829,400	(129,400)
Total Expenditures	3,852,415	1,896,246	1,601,064	-	7,349,725	83,000	7,432,725	8,559,050	(1,126,325)
Projected Net Income/(Loss)	-	-	-	-	-	12,000	12,000	13,339	-
Unobligated Balance	22,600	59,327	7,326	-	89,253	-	89,253	125,359	(37,445)



Planning Budget by Funding Type
Hillsborough County
Fiscal Year 2026 (July 2025-June 2026)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2025- 2026	Unrestricted	Total Organization Budget FY 2025-2026	Approved Budget FY2024-2025	\$ Change
Revenue:									
Fiscal Year 2026 New Allocations	5,395,052	3,158,315	3,900,331	1,053,750	13,507,448	-	13,507,448	14,811,344	(1,303,896)
Carryforward from Prior Year Allocations	3,055,000	940,000	350,000	765,250	5,110,250	-	5,110,250	6,802,335	(1,692,085)
Projected Unrestricted Revenue	-	-	-	-	-	96,000	96,000	101,200	(5,200)
Total Revenue	8,450,052	4,098,315	4,250,331	1,819,000	18,617,698	96,000	18,713,698	21,714,879	(3,001,181)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	960,013	107,275	252,712	-	1,320,000	-	1,320,000	1,400,000	(80,000)
Case Management	2,059,379	1,236,916	995,493	-	4,291,788	-	4,291,788	4,653,518	(361,730)
Program Services	1,230,121	412,425	878,147	-	2,520,693	-	2,520,693	2,857,693	(337,000)
One Stop Operating/Facilities Costs	260,041	1,229,452	105,431	155,076	1,750,000	-	1,750,000	1,650,000	100,000
Technology	100,537	277,986	85,266	36,211	500,000	-	500,000	600,000	(100,000)
Community Outreach	34,293	189,820	51,160	24,727	300,000	-	300,000	300,000	-
Program Staff Training & Professional Development	5,715	33,074	8,527	2,684	50,000	-	50,000	50,000	-
Subtotal - Program Services Allocated	4,650,099	3,486,948	2,376,736	218,698	10,732,481	-	10,732,481	11,511,211	(778,730)
Program Services - Direct Costs:									
Participant & Work Based Learning	2,305,000	20,000	1,280,000	762,000	4,367,000	-	4,367,000	6,160,063	(1,793,063)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	517,294	517,294	-	517,294	428,726	88,568
Direct Costs - Other	300,000	-	-	80,000	380,000	82,780	462,780	832,500	(369,720)
Subrecipient Contracts	80,521	26,997	57,482	-	165,000	-	165,000	130,000	35,000
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000	35,000	-
Subtotal - Program Services Direct	2,685,521	81,997	1,337,482	1,359,294	5,464,294	82,780	5,547,074	7,586,289	(2,039,215)
Total Program Service Costs:	7,335,620	3,568,945	3,714,218	1,577,992	16,196,775	82,780	16,279,555	19,097,500	(2,817,945)
Indirect Costs									
Indirect Costs	1,016,845	493,731	509,275	220,149	2,240,000	-	2,240,000	2,400,000	(160,000)
Total Indirect Costs	1,016,845	493,731	509,275	220,149	2,240,000	-	2,240,000	2,400,000	(160,000)
Total Expenditures	8,352,465	4,062,676	4,223,493	1,798,141	18,436,775	82,780	18,519,555	21,497,500	(2,977,945)
Projected Net Income/(Loss)	-	-	-	-	-	13,220	13,220	10,700	-
Unobligated Balance	97,587	35,639	26,838	20,859	180,923	-	180,923	206,679	(23,236)



Planning Budget by Funding Type
Combined CareerSource Hillsborough Pinellas
Fiscal Year 2026 (July 2025-June 2026)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2025-2026	Unrestricted	Total Organization Budget FY 2025-2026	Approved Budget FY2024-2025	\$ Change
Revenue:									
Fiscal Year 2026 New Allocations	8,087,611	4,823,888	5,088,721	1,053,750	19,053,970	-	19,053,970	20,912,825	(1,858,855)
Carryforward from Prior Year Allocations	4,237,456	1,230,000	770,000	765,250	7,002,706	-	7,002,706	9,294,202	(2,291,496)
Projected Unrestricted Revenue	-	-	-	-	-	191,000	191,000	205,600	(14,600)
Total Revenue	12,325,067	6,053,888	5,858,721	1,819,000	26,056,676	191,000	26,247,676	30,412,627	(4,164,951)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,402,907	211,509	600,584	-	2,215,000	-	2,215,000	2,475,000	(260,000)
Case Management	2,872,980	1,812,800	1,336,008	-	6,021,788	-	6,021,788	6,419,518	(397,730)
Program Services	2,161,206	413,535	1,128,952	-	3,703,693	-	3,703,693	4,059,650	(355,957)
One Stop Operating/Facilities Costs	264,314	1,770,179	105,431	155,076	2,295,000	-	2,295,000	2,106,200	188,800
Technology	102,497	526,026	85,266	36,211	750,000	-	750,000	900,000	(150,000)
Community Outreach	35,234	308,879	51,160	24,727	420,000	-	420,000	414,000	6,000
Program Staff Training & Professional Development	5,931	60,358	8,527	2,684	77,500	-	77,500	77,500	-
Subtotal - Program Services Allocated	6,845,069	5,103,286	3,315,928	218,698	15,482,981	-	15,482,981	16,451,868	(968,887)
Program Services - Direct Costs:									
Participant & Work Based Learning	3,428,000	42,000	1,774,475	762,000	6,006,475	-	6,006,475	8,504,539	(2,498,064)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	517,294	517,294	-	517,294	428,726	88,568
Direct Costs - Other	345,000	60,000	-	80,000	485,000	165,780	650,780	934,517	(283,737)
Subrecipient Contracts	204,758	27,063	72,429	-	304,250	-	304,250	457,000	(152,750)
DEO Staff Travel	-	50,500	-	-	50,500	-	50,500	50,500	-
Subtotal - Program Services Direct	3,977,758	179,563	1,846,904	1,359,294	7,363,519	165,780	7,529,299	10,375,282	(2,845,983)
Total Program Service Costs:	10,822,827	5,282,849	5,162,832	1,577,992	22,846,500	165,780	23,012,280	26,827,150	(3,814,870)
Indirect Costs									
Indirect Costs	1,382,053	676,073	661,725	220,149	2,940,000	-	2,940,000	3,229,400	(289,400)
Total Indirect Costs	1,382,053	676,073	661,725	220,149	2,940,000	-	2,940,000	3,229,400	(289,400)
Total Expenditures	12,204,880	5,958,922	5,824,557	1,798,141	25,786,500	165,780	25,952,280	30,056,550	(4,104,270)
Projected Net Income/(Loss)	-					25,220	25,220	24,039	-
Unobligated Balance	120,187	94,966	34,164	20,859	270,176	-	270,176	332,038	(60,681)

CareerSource Hillsborough Pinellas

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 including but not limited to staff assisting customers in the various Career Center resource rooms, staff providing MIS/Data services and quality control functions, facilities, and Information technology. 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 FY2026 budget this includes the Hillsborough County Apprenticeship-to-Career Empowerment or ACE program, the Hillsborough County Targeted Industry Sector Workforce Training and Placement program, and the Hillsborough County Ex-Offender/Returning Citizen 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, including Management Information Systems, Facility Management, Community Outreach, One-Stop Staff training and development activities. Expenditures include personnel costs, travel, supplies, equipment, communications, facilities, and other related operating cost.

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 – Board Consolidation Funding****

State level WIOA funds provided to local workforce development boards that are consolidating or going through realignment as a result of the Reimagining Education and Career Help (REACH) Act, passed by legislature and signed into law by Governor DeSantis in 2021 in an effort to modernize the alignment of Florida's workforce system. Funding is available to assist with activities related to the transition process and organizational change management.

- **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 are specific to Hillsborough County)*

- **Hillsborough County – Ex-Offender/Returning Citizen Workforce Training Program**

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.

- **Hillsborough County – Apprenticeship-to-Career (ACE) Program**

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.

- **Hillsborough County – Targeted Industry Sector Workforce Training & Placement Program**

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.



Action Item

Request to Waive Individual Training Account (ITA) Expenditure Requirement

Background:

Section 445.003(3)(a)1, Florida Statutes (F.S.) requires that at least 50 percent of the Title I Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker funds that are passed through to a local workforce development board (LWDB) be allocated to ITAs, unless an LWDB obtains a waiver from the state workforce development board (state board, CareerSource Florida Board of Directors).

LWDB Waiver Request: An LWDB must submit an ITA Waiver Request to the Florida Department of Commerce (FloridaCommerce) **no later than September 1st**, pursuant to CareerSource Florida Administrative Policy Number 074, *Individual Training Account Expenditure Requirement and Waiver Request Process*, effective June 29, 2012, revised July 1, 2024, as follows:

1. 50 percent of the Title I WIOA Adult and Dislocated Worker funds that are passed through to local workforce development boards (LWDBs) be allocated to ITAs has been approved by LWDB Board and chief local elected official.
2. ITA Waiver Request includes the following:
 - a. Documentation describing the local budget for ITAs itemized by sub-cost categories as listed in Section A. Sub-Cost Categories.
 - b. Documentation showing local strategies and staff employed to increase access to training for customers and to enroll customers in training.
 - c. Documentation describing local and regional strategies to limit the ongoing need for a waiver.
 - d. The lack of demand for each authorized training service.
 - e. The financial impact on the provision of client services.
 - f. Documentation showing approval from the LWDB and CLEO.
 - g. Provide additional documentation as requested by FloridaCommerce

FloridaCommerce's Bureaus of One-Stop and Program Support and Financial Management will review waiver requests for completeness and consult with CareerSource Florida to determine if waiver approval should be recommended to the state board.

Information:

For consideration, approval of the attached CSHP ITA Waiver Request of a 35% waiver level for PY2025-2026 as explained in the attached.

Recommendation:

The Board of Directors recommend approval of a ITA Waiver Request of a 35% waiver level for PY2025-2026.



PY2025/2026 Individual Training Account (ITA) Waiver Request

Subject: PY2025-2026 50% ITA Waiver Request where CareerSource Hillsborough Pinellas (CSHP, LWDB 28) is requesting consideration of a 35% ITA Waiver level for Program Year 2025-2026.

To support the CSHP ITA Waiver request the following information is provided:

a. Documentation describing the local budget for ITAs itemized by sub-cost categories as listed in Section A. Sub-Cost Categories.

Sub-Cost Category	Amount
Occupational Skills Training	1,295,800
Other WIOA Specified Training	506,000
Other Work-Based Learning Opportunities	26,250
Training Case Management	798,000
Training Program Management	-
Total	2,626,050

b. Documentation showing local strategies and staff employed to increase access to training for customers and to enroll customers in training.

Under the new designation, LWDB 28, CareerSource Hillsborough Pinellas will implement a shared strategy under consolidation planning to include procedures and steps defined below:

Internal and Public Information Sessions

- **Internal Training Provider Info Session:** These sessions are held to communicate important local details with vendors and provide an avenue for questions and to dispel inaccurate information. This ensures that training providers are well-informed about local needs and requirements and foster positive communication and transparency.
- **Annual Training Provider Fair:** This public event encourages informed decisions about training options and provides guidance on how to apply for assistance. It serves as a platform for customers to interact directly with training providers at one location and encourages customer choice by providing an opportunity to gather information and compare training programs to meet their needs. They walk away with a purpose to achieve their goals and feel more prepared to drive their own decision-making process.
- **RESEA and Rapid Response Orientations:** These programs make announcements during orientations and sessions to inform job seekers about available training services and how to access and apply. This ensures that job seekers are aware of the training services available to them, leading to higher enrollment rates, empowers job seekers to make informed decisions about their career development and take proactive steps towards achieving their goals, and creates a supportive environment where job seekers feel encouraged and motivated to pursue training opportunities that can enhance their skills and improve their employability.

Marketing and Public Notifications

- **Press Releases and Constant Contact:** The CSHP marketing department issues press releases and uses Constant Contact to notify the public about training provider information and upcoming events, in addition to frequent social media posting. This helps to reach a wider audience and keeps the community informed about different opportunities to obtain information and to take action in their career and training journey. By utilizing these effective marketing tools, we can target our messaging to reach individuals and increase organization and resource awareness and opportunities for enrollment.

Referral Systems and Partnerships

- **Notice to Training Providers:** Training providers receive guidance on how to refer customers to appropriate training programs and work with team members to effectively assist customers through enrollment. This ensures that providers are aware of the pathways available and internal processes.
- **Quarterly Partner Meetings:** By facilitating meetings with local community partners, we can increase training referrals. These partnerships ensure a steady flow of referrals from various community organizations and bring together local community partners to discuss and coordinate resources and services. By maintaining regular communication, partners can share updates, best practices, and streamline the referral process, as well as reach a broader audience, ensuring that more people are aware of and can access training opportunities.
- **Co-located Staff at MOU Sites:** Connections with potential customers are maintained through strategic staff placement at MOU sites such as Enterprising Latinas and under current merger activities, CSHP is evaluating expansion of our CSHP footprint into the community to continue to broaden job seeker access. Also, the LWDB is soliciting a single One-Stop Operator provider to merge efforts and activity across our expanded two-county area which enhances the reach and impact of One-Stop Operator services and MOU site development. Staff co-located at these sites help in referring individuals to training by providing on-site assistance and information about available training programs, in addition to expanding services into areas of need where individuals may not have the means to access services at a main center location outside of their neighborhoods.
- **Expanding MOU Partnerships:** By intentionally working to identify and establish additional MOU partnerships with community organizations that target specific populations such as youth, minority, and low-income individuals, CSHP can further enhance our referral network and increase access to training. With continued merger activities prompting a new LWDB solicitation to move to a singular One-Stop Operator provider, the benefits from the consolidation in providers will positively impact partnership development along with this added year to affect change.

Online Intake and Website Accessibility

- **Convenient Access:** Customers can complete their intake process online, making it convenient and accessible from anywhere with an internet connection. This eliminates the need for excessive in-person visits and allows for a more flexible approach to starting their training journey. The website provides comprehensive information, including online informational session registration and a program training matrix with contact details and data on available programs and providers.

- **Program Training Matrix:** The CSHP website serves as a comprehensive resource hub, providing the necessary information customers need to make informed decisions about their training options. One of the key features of the website is the training program matrix. This matrix includes detailed information about various training programs, such as:
 - **Contact Information:** Direct contact details for program providers, allowing customers to reach out with specific questions or for further assistance.
 - **Data on Programs and Providers:** Information on programs, such as codes, program tuition costs, clock hours and length of programs, and access to other relevant performance statistics through contact with CSHP team members. This helps customers evaluate the effectiveness of different programs and determine what is a good fit for them and their needs prior to registering for an informational session. CSHP is working to enhance customer access to training provider performance and details through a new strategy to provide job seekers with access to Training Provider Scorecard at the training provider and training program level with supporting robust detail reporting.
 - **Under continued merger activities, a modified and integrated CSHP website will enhance the customer experience and access to training information as well as initiate one method for a job seeker to request training services.** A waiver on the 50% ITA requirement allows for additional time and resources to be applied to the task at hand.

By leveraging these online resources and the streamlined intake process, customers can easily access the information and support they need to enroll in training programs and advance their careers.

Center Coverage and Partner Referrals

- **Adequate Coverage at Centers:** Staff at centers are available to answer questions about WIOA and direct partner referrals from Crosswalk and Unite Us for training inquiries. This ensures that customers receive timely and accurate information and assists with having information and staff available at various points of access in the community.

Employer Partnerships and Job Orders

- **BSU Partnerships with Employers:** Business services units communicate with employers about incumbent worker training, ensuring that current employees have opportunities for skill enhancement.
- **Job Orders for OJT:** Job orders for On-the-Job Training (OJT) programs are managed to provide practical training opportunities for job seekers.

Apprenticeship Programs

- **Registered Apprenticeship Navigator:** A dedicated navigator helps link referrals from the state or community to apprenticeship programs, providing a pathway for customers to gain hands-on experience and training.

Funding for Training

- **National Dislocated Workers Dollars under Disaster Recovery:** Funding should be available for both Pinellas and Hillsborough counties under hurricane disaster recovery to leverage our WIOA funding to provide training assistance for impacted residents. The current priority is temporary employment but will shift to include skills upgrades and training as additional funding is released to the LWDB.

- **Welfare Transition Training Dollars:** Funding is available for WT participants under Welfare Transition program funding which will be allocated towards training to assist WT participants or braid with WIOA funding.
- **Various Grant Training Dollars:** Funding is periodically available for WIOA adult and youth training programs via various state and local grants under local partnerships such as the Hillsborough County Board of County Commissioners funding currently the Apprenticeship-to-Career Empowerment program (ACE) and Career Advancement and Reintegration Education program (CARE) serving Hillsborough job seekers ensuring that financial barriers do not prevent customers from accessing training opportunities.

As consolidation continues and plans are fully implemented, these strategies and staff efforts collectively will enhance access to training for customers, ensuring they are well-informed and supported throughout the process.

How we make job seekers aware of our services and how they can sign up for info sessions

- RESEA and Rapid Response make announcements at orientations and sessions informing job seekers of the training services available.
- Adequate coverage at centers to answer WIOA questions and field questions and direct partner referrals from crosswalk and Unite Us for training inquiries.
- BSU partnerships with employers - Business services are communicating incumbent worker training.
- Job orders for OJT.
- Registered Apprenticeship Navigator - an available navigator helps to link referrals from the state or anywhere within the community to apprenticeship programs.
- See highlights below on job seeker outreach and recruitment.
- 50% or define training, which can include occupational skills training, on-the-job training, registered apprenticeship, and incumbent worker, because we have partnerships with employers to refer candidates to and have job orders specifically listing on the job training opportunities open to the community, job seekers, and registered apprenticeships.

c. Documentation describing local and regional strategies to limit the ongoing need for a waiver. Under the new entity, LWDB 28, CareerSource Hillsborough Pinellas will implement a shared strategy under consolidation planning defined below:

Outreach:

- Increase targeted outreach to the Dislocated population to promote ITA funded training programs using CSHP website, press releases, social media and other electronic outreach.
- Collaborate with local employers to identify specific training needs and work with those employers to develop appealing WBL options.
- WIOA Programs team will build a strong collaboration with the Rapid Response Coordinator to educate individuals at Rapid Response events about WIOA training services and encourage WIOA enrollment.

Supportive Services:

- The local Supportive Services policy and local operating procedure were recently revamped to clearly outline the process for WIOA staff members.

- Thoroughly train or retrain all WIOA staff so they have a full understanding of the requirements to ensure all participants are aware of supportive services and ensure all staff have a full and clear understanding of how to request and issue the services.

Provider Performance:

- More thoroughly evaluate the quarterly training provider performance to assess the effectiveness of the ITA funded programs and allow for adjustments that could increase ITA utilization.
- Share these results with local approved training providers so they can also adjust program options, so the most utilized and successful training programs are offered at a variety of approved training providers.
- Offer training or meetings with the provider to discuss the performance results in depth to ensure training providers have a full understanding of the performance how it can be utilized to increase enrollments, their success outcomes as well as WIOA funded outcomes.

d. The lack of demand for each authorized training service.

Under the new LWDB 28, CareerSource Hillsborough Pinellas, lack of demand for each allowable and authorized training service is not really an issue that we are seeing. With consolidation, our Eligible Training Provider (ETPL) approved training programs have expanded along with employer partners needing and benefiting from Work-based training services such as Local Incumbent Worker training, On-the-Job Training and Paid Work Experience. Due to continued challenges of consolidation along with a delay in our CEO appointment as of January 9th, LWDB 28 continues to need additional time to review separate strategies and goals to plan and align efficiency and effectively training resources under the new structure.

e. The financial impact on the provision of client services.

As a new local area created under the Reimagining Education and Career Help (REACH) Act effective July 1, 2024 and the continued impact of said consolidation to the new LWDB 28, CareerSource Hillsborough Pinellas will require additional time to review multiple layers of organizational structure, contracting, policy alignment, staffing and service delivery to efficiently and effectively continue consolidation throughout the new agency. The 50% ITA Waiver request is needed to provide the new entity and board some flexibility and safeguards as consolidation is fully implemented.

f. Documentation showing approval from the LWDB and CLEO.

Presented ITA Waiver Request for approval at the May 29, 2025, and June 16, 2025, CareerSource Hillsborough Pinellas Board of Directors Meeting and Hillsborough Pinellas Workforce Development Consortium (CLEO) meeting, respectively.



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 one (1) year terms set to expire 6/30/2025. On 4/18/2025 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 deadlines were 5/5/2025 for Hillsborough County and 5/30/2025 for Pinellas County.

Staff from Hillsborough County and Pinellas County worked with their respective County appointed LWDB members with a term ending date of 6/30/2025, to identify interest in reappointment, subsequently, receiving and vetting applications from the interested members. The slate of current LWDB members with initial one (1) year terms scheduled to expire on 6/30/2025 that have applied for reappointment to a two (2) year term of 7/1/2025 – 6/30/2027, are presented in the agenda packet.

In accordance with Section 4.8 (Qualifications) of the Amended and Restated Bylaws of Tampa Bay Workforce Alliance, Inc., Pinellas staff is requesting a waiver of the residency and voter registration requirement for the following LWDB members: Business sector candidate Russell Williams, a Manatee County resident who is employed by a business in Pinellas County, and Education sector candidate Belinthia Berry, a Hillsborough County resident who is employed by an educational institution in Pinellas County.

Recommendation:

Approve the request for waiver of the residency and voter registration requirement for candidates Russell Williams and Belinthia Berry as recommended by Pinellas staff, and approve the slate of current LWDB members for reappointment to the LWDB with a two-year term of 7/1/2025 - 6/30/2027.

CAREERSOURCE HILLSBOROUGH PINELLAS CONSORTIUM MEETING – June 16, 2025 (NO INDIVIDUAL VOTING REQUIRED)			FLOWERS	LATVALA	MYERS	WOSTAL
COMMENTS	POSITION	NOMINEE				
Two-Year Term ending 6/30/2027 Annual Financial Disclosure required.	Business Sector Hillsborough County	Mitchel Allen, Tampa Bay EDC (HC)				
		Bob Hyde, Suncoast Credit Union (HC)				
		April Neumann, Ultimate Medical Academy (HC)				
	Business Sector Pinellas County	Barclay Harless, Valley Bank (PC)				
		Jeremy Robinson, Choice Hotels (PC)				
		Russell Williams, Power Design (PC)				

CAREERSOURCE HILLSBOROUGH PINELLAS			FLOWERS	LATVALA	MYERS	WOSTAL
CONSORTIUM MEETING – June 16, 2025						
(NO INDIVIDUAL VOTING REQUIRED)						
COMMENTS	POSITION	NOMINEE				
Two-Year Term ending 6/30/2027 Annual Financial Disclosure required.	Workforce Sector Hillsborough County	Joseph Eletto, Veterans Council of Hillsborough (HC)				
		Elizabeth Gutierrez, Enterprising Latinas, Inc. (HC)				
		Brian Nathan, IBEW (HC)				
	Workforce Sector Pinellas County	Michael Jalazo, PERC (PC)				

CAREERSOURCE HILLSBOROUGH PINELLAS CONSORTIUM MEETING – June 16, 2025 (NO INDIVIDUAL VOTING REQUIRED)			FLOWERS	LATVALA	MYERS	WOSTAL
COMMENTS	POSITION	NOMINEE				
Two-Year Term ending 6/30/2027 Annual Financial Disclosure required.	Education Sector Hillsborough County	Warren "Scott" Brooks, Hillsborough County Schools (HC)				
	Education Sector Pinellas County	Belinthia Berry, St. Petersburg College (PC)				

CAREERSOURCE HILLSBOROUGH PINELLAS			FLOWERS	LATVALA	MYERS	WOSTAL
CONSORTIUM MEETING – June 16, 2025						
(NO INDIVIDUAL VOTING REQUIRED)						
COMMENTS	POSITION	NOMINEE				
Two-Year Term ending 6/30/2027 Annual Financial Disclosure required.	Government, Economic/Community Development Sector Hillsborough County	John Howell, Vocational Rehabilitation (HC & PC)				
		Commissioner Wostal, Hillsborough BOCC (HC)				



Action Item

Appointment of LWDB Members – Hillsborough & Pinellas County New Applicants (Business Sector)

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 4/18/2025 a Notice of Recruitment was posted and advertised by the Hillsborough County Director of Board Strategic Services and Pinellas County seeking applicants to fill vacant LWDB positions for the two (2) year term of 7/1/2025 – 6/30/2027. The application deadlines were 5/5/2025 for Hillsborough County and 5/30/2025 for Pinellas County.

Hillsborough staff reviewed and vetted the application received from Kenneth Wooton and Pinellas staff reviewed and vetted the applications received from Elisa Caro and Don Blair, resulting in each applicant being identified as eligible candidates to fill vacant Business Sector positions representing their respective Counties. The candidates' Board applications and resumes are presented in the agenda packet.

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

Recommendation:

Approve the request for waiver of the residency and voter registration requirement for candidate Don Blair as recommended by Pinellas staff, and appoint candidate Kenneth Wooton to the Hillsborough Pinellas LWDB representing Hillsborough County in the Business Sector and candidates Elisa Caro and Don Blair to the Hillsborough Pinellas LWDB representing Pinellas County in the Business Sector for a two (2) year term serving from 7/1/2025 – 6/30/2027.

CAREERSOURCE HILLSBOROUGH PINELLAS			FLOWERS	LATVALA	MYERS	WOSTAL
CONSORTIUM MEETING – June 16, 2025						
(NO INDIVIDUAL VOTING REQUIRED)						
COMMENTS	POSITION	NOMINEE				
Two-Year Term ending 6/30/2027 Annual Financial Disclosure required.	Business Sector Hillsborough County	Kenneth Wooton, Maddox Electric Co (HC)				
	Business Sector Pinellas County	Elisa Caro, SmartChoice Communications (PC)				
		Don Blair, Raymond James (PC)				

**CAREERSOURCE HILLSBOROUGH PINELLAS WORKFORCE DEVELOPMENT BOARD
APPLICATION**

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

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 X No

POSITION APPLYING FOR: CSHP Workforce Development Board
(Be specific to openings advertised.) Business Sector

1. Legal Name: Wooton Kenneth Ray Jr.
LAST FIRST MIDDLE/MAIDEN

2. Place of Employment: Maddox Electric
Title: Tampa Branch Director

3. Business Address: 1212 39th Street Suite 400
STREET P.O. BOX/SUITE
Tampa FL 33605 813-540-2245
CITY STATE ZIP PHONE NUMBER

4. **Current Residential Address:**
11241 Paddock Manor Avenue
Must list physical address P. O. BOX/SUITE
Riverview FL 33569 813 285 3090
CITY STATE ZIP PHONE NUMBER
KWooton@mccofl.com
E-MAIL ADDRESS

Preferred mailing address: X Business ___ Home / **Preferred Phone:** 813 285 3090

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: Caucasian Ethnicity: Caucasian

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

8. Date of birth: 07/18/1983 Place of birth: Pensacola, FL

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

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

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

11. Continuous resident of Hillsborough County since: 11/2022

12. Are you an agency representative? ____ Yes X 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: Associate's Year graduated: _____

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

NAME & LOCATION	DATES ATTENDED	DEGREE(S) RECEIVED
CFJATC Orlando, FL	2008 - 2010	graduated electrical apprenticeship
Eastern Gateway CC	2018 - 2020	Associate's Business
UCF, Orlando, FL	2024 - current	pursuing Bachelors in Leadership

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

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

15. Have you ever held a professional or business license or certificate? ____ Yes X 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:

Former President of IBEW local 606 over 1,200 members
Former Executive director of Florida West Coast NECA
Current Branch director for Maddox Electric Tampa

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.


	NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP
	Brian Nathan	3620 Harney Rd. Tampa	727-423-0055	Business Associate
	Mark Mazur	3325 E 4th Ave Tampa 33605	813-478-2134	President of NECA
	Larry Dourse	519 Crater Lane Tampa 33619	904-252-9488	Governor of NECA

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
Florida West Coast NECA	3/1/2025
Gulf Coast ABC	4/11/2025

AS A MEMBER OF THE CAREERSOURCE HILLSBOROUGH PINELLAS WORKFORCE DEVELOPMENT 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. Information on Financial Disclosure can be found on the Commission on Ethics website at www.ethics.state.fl.us.

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

Kenneth R. Wooten Jr.  5/9/23
 PRINT NAME SIGNATURE DATE
KWooten@meoFL.com _____
 E-MAIL ADDRESS FAX NUMBER

INSTRUCTIONS FOR SUBMITTAL:

MAIL TO:

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

FAX TO:

813-239-3916

DELIVER TO:

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

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 board, council, committee, or authority, including all county staff, 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 AUTHORITIES, BOARDS, COMMITTEES, AND COUNCILS, EVERY CURRENT MEMBER OF AND ALL CITIZENS SEEKING APPOINTMENT, REAPPOINTMENT, OR CONFIRMATION OF NOMINATION TO ANY BOARD, COUNCIL, COMMITTEE, OR AUTHORITY, INCLUDING ALL COUNTY STAFF, 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 authority, board, committee, or council, 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 authority, board, committee, or council.
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 authority, board, committee, or council.
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 authority, board, committee, or council 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 an authority, board, committee, or council, Members of that authority, board, committee, or council shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Member of the same authority, board, committee, or council about matters which would foreseeably come before the respective authority, board, committee, or council for discussion. In addition, if a Member of an authority, board, committee, or council that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the respective authority, board, committee, or council, 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 authority, board, committee, or council, Members shall not solicit funds from any other Member, citizen, or staff in support of any person's campaign for election to local or state public office; seek signatures from other Members, citizens or staff to any petition provided for by election law; distribute to other Members, citizens, or staff literature favoring or opposing a candidate or political persuasion; or otherwise discuss with other Members, citizens, or staff, one's personal political views or affiliations.
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 authority, board, committee, or council 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 authority, board, committee, or council of which he or she is a member), by-laws, policies, and any mission statements of the respective authority, board, committee, or council.
17. Members shall respect all local, state and federal laws, rules and other regulations.

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

Kenneth Ray Wooten Jr.
Printed Name of Member


Signature of Member

CSHP WorkForce Development Board 5/9/2023
Name of Authority, Board, Committee Date
or Council

KENNETH WOOTON

Tampa Branch Director | Maddox Electric Company – Tampa, FL

813-285-3090 | kwooton@mecofl.com | Riverview, FL 33569

PROFILE

Experienced electrical contracting executive and labor relations leader with a strong track record in strategic branch operations, client development, project management, and collective bargaining. Skilled in grievance resolution, staff leadership, and representing contractor interests across the industry. Currently serving as Tampa Branch Director for Maddox Electric.

SKILLS

- Strategic Leadership & Branch Operations Management
- Business Development & Client Relationship Building
- Electrical Contracting & Project Oversight
- Labor Relations & Collective Bargaining Negotiations
- Grievance Resolution & Workforce Management
- Industry Association Engagement & Board Participation
- Budgeting, Financial Oversight & Resource Allocation
- Public Speaking, Staff Development & Team Leadership
- Microsoft Office Suite (Word, Excel, PowerPoint, OneNote)

EXPERIENCE

Tampa Branch Director

Maddox Electric Company – Tampa, FL

January 2025 – Present

- - Leading the growth and operations of the Tampa Branch
- - Building and maintaining relationships with general contractors and industry partners
- - Overseeing project execution, workforce management, and client satisfaction

Executive Manager

National Electrical Contractors Association (FWC and Central Florida Chapters)

September 2021 – January 2025

- - Negotiated collective bargaining agreements with IBEW Locals
- - Managed grievances and represented contractor interests

- - Oversaw budget and NECA staff
- - Participated as board member for Pension and 401k funds
- - Served on LMCCs and the 915 Health and Welfare Plan Committee
- - Appointed committee members for apprenticeship programs
- - Represented chapters at NECA national meetings and conventions

Journeyman Wireman

Kiewit Power Constructors – Joliet, IL
February 2021 – September 2021

- - Installed conduit and wiring
- - Interpreted blueprints and ensured safety compliance

President, Assistant Business Manager, Dispatcher

IBEW Local 606 – Orlando, FL
July 2016 – May 2021

- - Led negotiations and administered multiple labor agreements
- - Chaired meetings and directed grievance handling
- - Dispatched members and ensured contract compliance
- - Participated in training and served as trustee and committee member

Journeyman Electrician

Global Exhibition Specialists – Orlando, FL
January 2011 – July 2016

- - Installed temporary power for major events
- - Coordinated with clients on planning and billing
- - Mentored apprentices on safe power installations

EDUCATION

Bachelor's Degree in Leadership (In Progress: May 2024 – Present)
University of Central Florida

Associate's Degree, Business Management – 2020
Eastern Gateway Community College – Steubenville, OH

Electrical Certification, Apprenticeship Program – 2008
Central Florida Electrical Joint Apprenticeship Training Committee – Orlando, FL

High School Diploma – 2001
Pensacola Christian Academy – Pensacola, FL

PROFESSIONAL AFFILIATIONS

- - Board Member, Powernet Credit Union
- - Member, Gulf Coast Association of Building Contractors
- - Member, Florida West Coast Chapter of the National Electrical Contractors Association (NECA)

Profile

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

Prefix

Ms.

Elisa

First Name

Caro

Last Name

Middle
Initial

ecaro@smartchoiceus.com

Email Address

360 Central Avenue

Street Address

2nd Floor

Suite or Apt

St. Petersburg

City

FL

State

33701

Postal Code

Primary Phone

Alternate Phone

SmartChoice

Employer

Chief Revenue Officer

Job Title

Occupation

Sales

Which Boards would you like to apply for?

CareerSource Hillsborough Pinellas Board: Submitted

To which Commissioner are you applying?

None Selected

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

☒ Yes ☐ No

Question applies to CareerSource Hillsborough Pinellas Board

The category most applicable to me is: *

☒ Business (letter of nomination required)

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

[E_Caro_Recommendation_5.15.25.pdf](#)

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

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

☐ Yes ☒ No

Question applies to CareerSource Hillsborough Pinellas Board

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

N/A

Are you currently a Pinellas County resident?

☒ Yes ☐ No

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

3.5 years

Are you registered to vote in Pinellas County?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

St. Pete Chamber of Commerce - Board of Governors, Tampa Bay Tech - Board, SPCA - Ambassador, Gulf Coast JFCS - Corporate Gala Chair

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

☒ Yes ☐ No

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

Provide voice services to St. Pete Chamber of Commerce and the St. Pete EDC

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

St. Pete Chamber of Commerce - voting board member; Tampa Bay Tech - board member

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

☒ Yes ☐ No

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

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

☐ Yes ☒ No

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

Have you been convicted of a financial felony?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

Interests & Experiences

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

Graduated from Punahou High School in Honolulu; Hofstra University with Presidential Scholarship, member of Sigma Sigma Sigma National Sorority, Current Board Member for St. Pete Chamber and Tampa Bay Tech; SPCA Ambassador 2025. Have been responsible for all sales, marketing and customer experience hiring since 2012.

Upload a Resume

Demographics

Ethnicity

☒ Asian or Pacific Islander

Gender

☒ Female

02/19/1981

Date of Birth

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

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

☒ I Agree *

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

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

Elisa D. Caro

Gulfport Florida 516-984-2312 ecaro@smartchoiceus.com
LinkedIn: <https://www.linkedin.com/in/elisacar0>

Summary of Qualifications

Elisa Caro is a visionary business leader who bridges the worlds of technology, strategy, and human impact. With a track record of scaling companies and leading revenue growth at the executive level, she brings sharp business instincts and a deep understanding of people. Grounded in grit and driven by purpose, Elisa has a passion for mentorship, leadership development, and creating access to opportunity—especially for the next generation. Her journey from a scholarship student to a C-suite executive inspires others to think bigger, lead boldly, and build lasting legacies across industries.

Professional Experience

Smart Choice Communications

New York, NY & St. Petersburg, FL

Chief Revenue Officer

Oct 2020 – Present

- Scaled company from regional provider to national leader in enterprise tech solutions.
- Directed all revenue functions, securing multimillion-dollar enterprise deals.
- Launched new product lines (UCAAS, managed services, contact centers) and expanded market share.
- Championed white-glove service model, increasing client retention and satisfaction.
- Collaborated with C-suite to drive strategic growth and innovation.

Director of Sales

Jul 2012 – Oct 2020

- Led top-performing sales team; exceeded revenue goals through targeted strategy.
- Built and coached team on enterprise solutions, boosting performance and engagement.
- Advanced Smart IaaS adoption across enterprise clients, streamlining operations.
- Bridged client needs with technical teams to ensure seamless delivery.

Executive Sales Coordinator

2009 – Jul 2012

- Supported enterprise accounts across cloud, ISP, and infrastructure services.
- Managed project coordination and client communications for critical deployments.
- Developed cross-functional expertise that fueled leadership growth.

Real Estate Sales Professional

Century 21 Petrey, Long Beach New York

2008-2009

Prudential Douglas Elliman, Long Beach New York

2006-2008

Foxtons, Flushing New York

2005-2006

- Presented residential properties to prospective buyers, highlighting key features and benefits to drive interest and close sales.

- Conducted competitor and product evaluations to position listings strategically in a competitive market.
- Contributed to the #1 real estate team in Long Beach, selling over \$28M in residential properties (2007–2008).

Education

Hofstra University <i>Hempstead, NY</i>	1999-2003
Major Psychology Minor: Business	
<ul style="list-style-type: none"> • Presidential Scholarship 2000-2003 • Sigma Sigma Sigma National Sorority: Vice President and Secretary 	

Community Involvement

SPCA Tampa Bay Ambassador	Feb 2025- Present
Tampa Bay Tech Board Member	Jan 2025- Present
St. Petersburg Area Chamber of Commerce Board of Governors	Jan 2022-Present

Profile

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

Prefix

Mr.

Don

First Name

Blair

Last Name

Middle
Initial

don.blair@raymondjames.com

Email Address

2401 W Watrous Ave.

Street Address

Suite or Apt

Tampa

City

FL

State

33629

Postal Code

Home: (727) 403-7435

Primary Phone

Alternate Phone

Raymond James

Employer

Managing Director

Job Title

Occupation

Investment Banker

Which Boards would you like to apply for?

CareerSource Hillsborough Pinellas Board: Submitted

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

☒ Yes ☐ No

Question applies to CareerSource Hillsborough Pinellas Board

The category most applicable to me is: *

☒ Business (letter of nomination required)

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

Question applies to CareerSource Hillsborough Pinellas Board

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

☐ Yes ☒ No

Question applies to CareerSource Hillsborough Pinellas Board

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

N/A

Are you currently a Pinellas County resident?

☐ Yes ☒ No

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

Are you registered to vote in Pinellas County?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

Board member of New Suburb Neighborhood Association

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

☒ Yes ☐ No

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

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

☐ Yes ☒ No

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

Have you been convicted of a financial felony?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

Interests & Experiences

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

Have been working for Raymond James in investment banking for 28 years. Undergrad degree in Economics from University of Maryland, Baltimore County. Masters in Business Administration from University of Virginia Darden School. Received my CPA license in 1989 (inactive now) and am a Charter Financial Analyst. Spent 3 years working for KPMG in audit in Baltimore before Darden and worked 3 years for Goldman Sachs in NY after business school. As a long time investment banker, I have advised on over 150 M&A transactions requiring deep interaction with management teams, investors and boards. As part of my role, I have also had to develop and maintain many long term relationships with owners and leaders of local and national companies. I believe my relationships with business leaders and my experience working with Boards helping them accomplish their goals can be valuable to CareerSource's board.

Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

06/22/1967

Date of Birth

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

☒ I Agree *

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

Don Blair

2401 W. Watrous Ave. | Tampa, FL | 727-403-7435 | don.blair@raymondjames.com

EXPERIENCE

Raymond James

Managing Director – Mergers & Acquisitions

St. Petersburg, Florida

February 1997 - present

- Senior member of M&A investment banking team responsible for sourcing and executing sell-side M&A transactions across multiple industries
- Partner with senior RJ industry bankers and teams to manage all elements of M&A transactions including valuation, process, positioning, structure and definitive agreement negotiation
- Built and led the firm's Government Services and Defense investment banking practice before moving to current sell-side specialist role within M&A
- Provide relationship coverage for targeted private equity firms primarily based in the southeast
- Successfully closed over 150 transactions during 28 year career at Raymond James

Recent Transaction Experience

- **Sale of Computer Task Group ("CTG") to Cegeka Groep nv**
 - Represented the Board of Directors in the sale of publicly-held CTG to a Belgian based IT Services provider
 - Engaged with multiple private equity firms and strategic buyers as part of the sale process to maximize shareholder value
- **Recapitalization of Key Data by Pamlico Capital**
 - Co-led process with Tech banking colleague to identify private equity partner for investor/owner liquidity and capital for future growth
 - Optimized valuation and deal terms through a highly competitive targeted auction process
- **Sale of Williams Sausage Company to Tyson Foods**
 - Advised the multigenerational owners of 100+ year old food processing and branded products company on their strategic options to address succession issues
 - Designed and executed sale process involving numerous global strategic parties

Goldman Sachs

Associate

New York, New York

August 1994 – March 1997

- Analyzed risk profile of high yield underwriting clients across multiple industries and advised on rating agency process
- Positioned clients, both strategically and financially, to optimize credit ratings from Moody's and S&P

KPMG

Senior Auditor

Baltimore, Maryland

August 1989 - July 1992

- Member of various audit teams responsible for delivering year-end audits and quarterly reviews
- Worked across a number of industries including manufacturing, real estate development and higher education

EDUCATION

University of Virginia, Darden School

Masters in Business Administration

Charlottesville, Virginia

August 1992 – May 1994

University of Maryland, Baltimore County

Bachelor of Arts in Economics, magna cum laude

Baltimore, Maryland

September 1985 - May 1989

CERTIFICATIONS

- Certified Public Accountant (inactive)
 - Received the Elijah Watt Sells Gold Medal Award on the November 1989 exam
- Chartered Financial Analyst
 - Member of CFA Society Tampa Bay
- Series 7

PERSONAL

- Support all Tampa Bay sports teams, organize family trips and constantly try to improve my golf swing
- Married (Laura) with three adult children - Allie (26), Bo (25) and Luke (22)



Information Item

One-Stop Operator Services RFP 25-0247

Vendor and Contract Recommendation

Background:

Governance

RESPONSIBILITY	Consortium	Board of Directors
	The designation of or change in the One-Stop Operator shall require the prior agreement of the Consortium. [Agreement between Consortium and CSHP, 5.6(i)(4)]	Select one-stop operators in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement [By-Laws, section 4.3(K)]

Competitive Procurement

WIOA requires Local Workforce Development Boards (LWDBs) to use a competitive procurement process to select its one-stop operator, and to conduct a re-competition of one-stop operators every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for LWDBs to periodically evaluate performance and costs against original expectations.

Scope of Work

At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of 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 RFP for a one-stop operator must clearly articulate the role of the one-stop operator.

Information:

The RFP for One-Stop Operator was released on March 5, 2025 and promulgated via multiple avenues, i.e., notice in the Tampa Times and email notification to interested bidders. In addition, public notice was also posted on CareerSource Hillsborough Pinellas Request for Proposal web page. The proposal deadline was April 4, 2025.

Two proposals were received from Educational Data Systems, Inc (EDSI) and The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions, the incumbent One-Stop Operators for Hillsborough and Pinellas counties, respectively.

A review committee composed of staff was convened to evaluate the proposals received.

Members of the committee completed and signed a Conflict-of-Interest Form declaring no conflict of each entity whose proposal was received. The review committee met on April 24, 2025. The proposals were evaluated based on four components (1) Experience/Qualifications of the Proposed One-Stop Operator (2) Service Strategy for Community Partner Relations (3) Service Strategy for Collaboration and Compliance and (4) budget fiscal.

Below are the committee's rankings:

	Rank
Educational Data Systems, Inc (EDSI)	1
The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions	2

Key points regarding the top ranked Proposer/Proposal:

- Forward-thinking strategies and a strong vision for the future.
- Proven ability to effectively manage services across a large region.
- Strategic attention to regionalization and long-term growth.
- Robust strategies for strengthening business engagement and enhancing community relations.

Action:

At the May 29th Board meeting, the Board of Directors approved CSHP President and CEO to negotiate with the highest ranked proposer, Educational Data Systems, Inc (EDSI) and upon successful negotiations, CSHP to enter contract.



Information Item

General Counsel Renewal – GrayRobinson, P.A.

Background:

GrayRobinson has served as CareerSource Hillsborough Pinellas (CSHP) legal counsel effective July 1, 2024 and unless the engagement is renewed by CSHP's Board of Directors and the Consortium, the engagement shall terminate June 30, 2025. The engagement is renewable for up to three years. The CSHP Board and Consortium approved the selection of GrayRobinson as CSHP legal counsel at their May 30, 2024 and June 4, 2024 meetings, respectively.

Governance

Roles/Function
<i>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. [Excerpt from agreement between CSHP and Consortium, section 4.5]</i>
<i>The Consortium must approve a process for the LWDB to select General Counsel for the new entity [Interlocal agreement, section 4.7]</i>
<i>The Board shall have the power to 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. [Bylaws, section 4.5]</i>

Scope of Work

GrayRobinson will serve as General Counsel to CSHP as outlined and described in the CSHP Request for Proposal (RFP) 24-0405. GrayRobinson shall be available to perform all services in the RFP as requested by CSHP.

Information:

Description of Deliverable	Met Expectation – Yes or No
Regular attendance at Board of Directors meetings and other meetings, as requested. Schedule of meetings to be determined. Virtual attendance is permitted	Yes
Provide guidance regarding Florida's Sunshine Laws, Public Records Act and special provisions articulated in Chapter 445, Florida Statutes.	Yes
Advise on corporate and tax-exempt organization legal issues related to the Merged Entity	Yes
Review Negotiate, draft and review contracts or other legal instruments as appropriate and necessary for day-to-day operations of the workforce development system and the Merged Entity in accordance with the requirements of the applicable legislation and regulations.	Yes
Provide advice regarding potential employee disciplinary action.	Yes
Assist the Human Resources Department with investigations on labor law and employee relations concerns.	Yes
Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 public information requests for information.	Yes
Defend lawsuits, administrative claims, or other legal claims.	Yes
Conduct litigation proceedings as necessary.	Yes

Action:

At the May 29th Board meeting, the Board of Directors approved renewal of GrayRobinson as legal counsel for the term July 1, 2025 through June 30, 2026.



Information Item

Organizational and Program Naming Confirmation (CareerSource Tampa Bay)

Information Item:

At the May 29, 2025, meeting, the Board of Directors for CareerSource Hillsborough Pinellas voted unanimously to officially adopt **CareerSource Tampa Bay** as the organization's permanent name. This action formalizes the end of the interim name, *CareerSource Hillsborough Pinellas*, and reflects the culmination of nearly a year of integration efforts following the July 1, 2024, merger of CareerSource Tampa Bay and CareerSource Pinellas.

Background

As part of a statewide initiative to streamline services and improve efficiency, the two regional workforce boards serving Hillsborough and Pinellas counties consolidated into a single entity in mid-2024. The merged organization has since worked to align operations, unify programming, and establish a consistent and strategic brand identity.

To support these efforts, **Vistra Communications**, a Tampa Based marketing firm, was awarded the bid to conduct an independent rebranding study. Their comprehensive research included stakeholder interviews, community surveys, a facilitated V-Lab® session, and analysis of media sentiment and industry best practices. The goal was to evaluate naming options and ensure the organization's brand would effectively communicate its regional presence and mission.

The full Vistra research and report was provided to the Board in the May 29, 2025, Board packet, and formed the basis for the final naming recommendation. Key findings emphasized the importance of a name that:

- Reflects regional inclusiveness,
- Is easily recognizable and trusted,
- Builds community connection, and
- Supports long-term brand equity and the organization's workforce development mission.

Based on these findings, Vistra recommended *CareerSource Tampa Bay* as one of three optimal brand names to represent the unified organization.

Board Action

After reviewing the Vistra report and staff recommendations, the Board voted to approve **CareerSource Tampa Bay** as the organization’s permanent name. This decision affirms the organization’s commitment to providing unified, high-quality services to job seekers and businesses across both counties.

In a press release regarding the adoption of the name, **CEO Keidrian Kunkel** shared that the new name “represents not just a name, but a united vision and mission to better serve our communities with seamless workforce solutions.” **Board Chair Barclay Harless** added, “This unanimous vote reflects our confidence in the direction of the organization and our bold commitment to economic and talent development across the bay.”

Next Steps

- The new name will be rolled out across all marketing, branding, and outreach efforts.
- Internal and external communications will now reflect the *CareerSource Tampa Bay* brand.
- **Youth Program Branding:** Vistra’s evaluation also included sub-brand recommendations for youth programming such as *Tampa Bay Hires*, *Tampa Bay Summer Hires*, and *Summer PAYS*. These changes will take effect beginning with the **2026 summer program cycle**, pending review and approval by the Youth Committee and full Board.

This rebranding marks an important milestone in the organization’s evolution and positions CareerSource Tampa Bay for continued impact and growth throughout the region.



Information Item

Consortium & LWDB PY 25/26 Meeting Calendar

Enclosed is the meeting schedule for the 2025–2026 program year, covering Consortium& LWDB Meetings approved at the May 29,2025 Board meeting.

Board of Directors meetings will be held bi-monthly, alternating between Hillsborough and Pinellas locations. Committee meetings will be held quarterly, also alternating between Hillsborough and Pinellas locations.

CareerSource Hillsborough Pinellas PY 2025 -2026 Consortium and Board Meetings

	July 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	June 2026
Consortium Meeting			29 Tampa			3 Epi			TBD Tampa			TBD Epi
Board of Directors 10:00 a.m. – 11:30 a.m. Hybrid Meeting	24 Epi		18 Tampa		20 Epi		22 Tampa		26 Epi		28 Tampa	
Executive Committee 10:00 a.m. – 11:30 a.m. Hybrid Meeting		21		16		11		19		16		18
Workforce Solutions Committee 10:00 a.m. – 11:00 a.m. Hybrid Meeting	9			8			7			8		
Youth Development Committee 10:00 a.m. – 11:00 a.m. Hybrid Meeting		14			6			12				
Finance/Audit Committee 10:00 a.m. – 11:00 a.m. Hybrid Meeting		28	25			18			19		21	
Education & Industry Consortium												
HR/Compensation Committee				TBD							TBD	
Nominating Committee										x		

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

Meridian One
4350 W Cypress Street, Ste. 875
Tampa, FL 33607

EpiCenter
13805 58th Street N.
Clearwater, FL 33760

Tampa Center
9215 North Florida Ave.
Tampa, FL 33612

If you are a person with a disability who requires assistance in attending any of the meetings,
please contact Tammy Stahlgren at 813-397-2070.

Public Comments: Refer to [Public Comments](#) for instructions regarding public comments to the Consortium meeting.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Revised 10.7.2024

Collaborate – Innovate – Lead

Revised 5.23.2025

NOTES:

NOTES:


NOTES:



CareerSource Hillsborough Pinellas
Meridian One 4350 W Cypress Street. Suite 875 |
Tampa, FL 33612
CareerSourceHillsboroughPinellas.com

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CareerSource Hillsborough Pinellas 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  Job Center network