CareerSource Hillsborough Pinellas Board of Directors Meeting

Date: March 20, 2025, at 10:00 AM
Location: Hybrid; 9215 North Florida Avenue, Tampa, FL

Zoom Information
Zoom Link
Dial in Number:1 305 224 1968
Meeting ID: 842 5908 8974
Passcode: 698560

Agenda

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X. Adjournment

Pledge of Allegiance



CareerSource TAMPA BAY

CEO UPDATE

BOARD OF DIRECTORS MEETING

MARCH 20, 2025

TOP OF MIND

UNIFICATION

- Overseeing the integration of staff and resources into a unified organization that serves the residents and businesses of Hillsborough and Pinellas Counties.
- A 90-day unification plan has been developed, which incorporates team-building activities for all employees.
- Standardizing services across centers ensures that every customer has a consistently high-quality experience, no matter which location they visit.
- The merger of resources presents an incredible opportunity for our region. I am examining areas of strength and challenges, and intentionally and thoughtfully identifying strategies to leverage expertise and assets for enhanced service delivery and increased impact.

COMMUNITY

- Conducting listening tour meetings with local leaders and partner organizations throughout Tampa Bay.
- Touring each workforce center to meet staff and on-site partners, assess space design, and gain insight into the communities where our centers are located.
- Familiarizing myself with the community and its unique strengths and challenges.

LEADERSHIP UPDATE

1. **Youth Committee Meeting** The first meeting took place on February 4 and included an introduction of the unified summer youth employment program.
2. **Local Board and Council Representation**
    a. U.S. Conference of Mayors - Workforce Development Council is comprised of approximately 50 CEOs from similarly regions. This forum is an excellent resource for staying informed about legislation in Washington, D.C. regarding WIOA and the utilization of workforce development funding.
    b. City of Tampa – Mayor's Workforce Council's goal is to create and support a skilled pipeline of talent that enables Tampa residents to access and grow their careers as the City's economy grows.
    c. One Pinellas Business Alliance is a newly established alliance comprised of C-level executives that will serve as a forum to provide industry insights and perspectives.
    d. Tampa Bay EDC is the lead designated economic development agency for Hillsborough County and the cities of Tampa, Plant City, and Temple Terrace, and an official partner of Enterprise Florida, Inc.
3. **Local Government Meetings**
    a. Legislative Delegation Meetings - Board Chair Barclay Harless and Vice Chair Gary Hartfield presented a summary of achievements and local priorities to the elected representatives from Hillsborough and Pinellas Counties.

b. State of the Bay Event - Presented by the Suncoast Tiger Bay Club, this event served as an intimate forum where the mayors of St. Petersburg, Clearwater, and Tampa shared their local priorities. They discussed how they collaborate to allocate resources for resident support in hurricane preparedness and recovery, as well as for promoting economic growth.
c. State of the Region Community Event - Hosted by the Tampa Bay Partnership and University of South Florida Muma College of Business, experts presented the region's progress in over 60 indicators, which help track our competitiveness compared to 19 top markets nationwide. By combining innovative, real-time data with traditional economic indicators, this event generates valuable insights that accelerate solutions and strengthen the region.
d. CareerSource Florida Board of Directors Meeting - Held in Tallahassee, this convening provided an excellent opportunity to meet with workforce development leaders at the state-level and from boards across Florida.
e. Florida Senate and House of Representative Meetings - CSHP COO, Michelle Zieziula, and I met with nine representatives from Hillsborough and Pinellas Counties to share the impact of CSHP in the community and reinforce our $1.5 million appropriations request to serve veterans and their families.

UPCOMING

SPRING 2025

1. Host an in-person Town Hall meeting with all staff members
2. Attend the National Association of Workforce Boards (NAWB) conference in Washington D.C.
3. Conduct a board retreat.
4. Conduct brand standardization and staff reorganization.
5. Award consolidated One-Stop Operator (OSO) contract.
6. Complete regional and strategic plans.

SUMMER 2025

1. **Summer Youth Employment Program – Tampa Bay Summer Hires and Summer Pays**

   I encourage you to share this critical program with your networks and consider hosting a youth participant this summer or volunteer as a speaker at one of the youth events. We are also seeking sponsorships to serve additional youth populations in need of services that may not be eligible for existing federal programs due to income or age eligibility requirements. Please reach out to me if you can help.

   For many participants, this is their first introduction to the workforce. Companies provide meaningful work experiences to youth, and all wages are paid by CSHP at a rate of $15 per hour. Additional program options for youth include Career Exploration and Leadership Training. Click Here for More Information

2. **Program Year 2025-2026 Launch**

ONGOING

- Maintain meetings with community partners to identify key priorities.

Stephanie Marchman | stephanie.marchman@gray-robinson.com | **D** 352.283.1522
643 SW 4th Avenue, Suite 110, Gainesville, Florida 32601 | **T** 352.376.6400 | **F** 352.376.6484

MEMORANDUM

TO: CareerSource Hillsborough Pinellas Board of Directors

FROM: Stephanie Marchman, CareerSource Hillsborough Pinellas General Counsel

DATE: March 7, 2025

SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Hillsborough Pinellas since January 3, 2025:

- Reviewed and provided legal advice regarding Board Agenda items; attended Board of Directors meeting.
- Reviewed 2024-2027 Required Partner MOU Template as to form and legality.
- Reviewed, revised, and provided guidance on consolidated employee handbook.
- Provided guidance as to agreement to transfer unrestricted funds from CareerSource Pinellas to Pinellas County.
- Responded to public records and sunshine law questions.
- Prepared severance agreement.
- Provided guidance on personal injury claim and demand for insurance information.
- Provided guidance on personnel matters.
- Provided guidance on board appointment requirements.

Pending litigation report:

Jerome Gray v. CareerSource Tampa Bay, in the Circuit Court of the Thirteenth Judicial Circuit in Hillsborough County, Case Number 23-CA-010204, has been closed since March 3, 2024, due to lack of service. However, in May 2024, Mr. Gray filed a motion with the Court to reopen the case. The Court has not yet changed the case status in this matter to reflect a re-opening.

CONSENT AGENDA ITEMS

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

A. Approval of Minutes

1. **January 16, 2025, CareerSource Pinellas Board of Directors Meeting**
2. **February 14, 2025, CareerSource Hillsborough Pinellas Special Board of Directors Meeting**

RECOMMENDATION

To approval of the consent agenda as presented.

CareerSource Hillsborough Pinellas Board of Directors Meeting Minutes

CareerSource Hillsborough Pinellas
1/16/2025 10:00 AMEST
Location: Hybrid- Zoom / EpiCenter 13805 58th St. N Clearwater, FL 33760

Board Members Attendance

Present:
Mitch Allen (remote), Joseph Eletto (remote), Brian Nathan, Don Noble, Belinthia Berry (remote), Elizabeth Gutierrez, Barclay Harless, Gary Hartfield, John Howell, Mark Hunt, Robert Blount, III (remote), Michael Jalazo, Dr. Brian Mann (remote), Esther Matthews, Shawn McDonnell, April Neumann (remote), Jeremy Robinson, Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Roy Sweatman, Kenneth Williams (remote), Ocea Wynn (remote), Mercedes Young (remote)

Absent:
Commissioner Joshua Wostal, Warren Brooks, David Fetkenher, Benjamin Friedman, Commissioner Christopher Latvala, Nikisha Lezama, Thayne Swenson, Scott Thomas, Sophia West, Russell Williams

CareerSource Hillsborough Pinellas Staff: Saleema Bennett (remote), Rich Beynon, Jay Burkey, Sheila Doyle, Jason Druding, Leondra Foster (remote), Leah Geis, Chad Kunerth, Keidrian Kunkel, Barry Martin, Steve Meier, Michelle Moeller, Lysandra Montijo, Maritza Morales (remote), Anna Munro, Brittany Munyer (remote), Brandon Pham, Mario Rodriquez (remote), Michelle Schultz (remote), Don Shepherd, Tammy Stahlgren, Doug Tobin (remote), April Torregiante, Michelle Zieziula
One-Stop Operator (Hillsborough County): Paul Casebolt
Hillsborough County Government: Ken Jones (remote), Jonathan Wolf (remote)
Pinellas County Government: Dr. Cynthia Johnson, Cody Ward (remote)
Legal Counsel: Stephanie Marchman (remote)
Others in Attendance: Ben Clark, James Moore & Co., P.L. (remote), Vince Meyers, Thomas Howell Ferguson P.A. (remote), Absolute Quality Interpreting Service Staff

I. Welcome and Introductions (Presenters: Barclay Harless)

Barclay Harless, chair called the meeting to order at 10:00 a.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Public Comments (Presenters: Barclay Harless)

There were none

IV. Roll Call

Roll call completed. There was a quorum present.

V. Chair Report (Presenters: Barclay Harless)

Refer to the board packet for the Chair Script detailed report.

VI. General Counsel Update (Presenters: Stephanie Marchman)

Refer to the board packet for General Counsel detailed report.

VII. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. December 20, 2024 CEO Selection Committee Meeting

Motion:
To approve the consent agenda as presented.

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield. Motion carried.

VIII. Action/Discussion Items

A. Approval of Minutes - CareerSource Hillsborough Pinellas Board of Directors Meeting - November 21, 2024

Presenter: Barclay Harless

Motion:
To approve the minutes of November 21, 2024, CareerSource Hillsborough Pinellas Board of Directors Meeting.

Motion moved by Mark Hunt and motion seconded by Michael Jalazo. Motion carried.

B. Required Communications & Acceptance of June 30, 2024 Annual Financial Statement – WorkNet Pinellas, Inc.

Presenter: Vince Meyers

Vince Meyers provided an overview of the audit report, noting an unmodified opinion on the financial statements. The audit found no compliance issues or significant difficulties, and the financial statements were consistent with the prior year.

Motion:
To Accept the WorkNet Pinellas, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2024.

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

C. Required Communications & Acceptance of June 30, 2024 Annual Financial Statement – Tampa Bay Workforce Alliance, Inc

Presenter: Ben Clark

DRAFT

Ben Clark provided an overview of the required communications for the financial statement audit, noting the auditors' independence, their role in issuing an opinion on the financial statements. Ben noted a clean opinion on financial statements and discussed the compliance and internal control reports. There were no areas of concern.

Motion:
To accept the Tampa Bay Workforce Alliance, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2024.

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield. Motion carried.

D. Acceptance of 2023 IRS Form 990 – Tampa Bay Workforce Alliance, Inc.

Presenter: Ben Clark

Motion:
To Accept the Tampa Bay Workforce Alliance, Inc. 2023 IRS Form 990 for the fiscal year ending June 30, 2024.

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

E. Acceptance of December 31, 2023 401K Plan Audit – Tampa Bay Workforce Alliance, Inc.

Presenter: Anna Munro

Motion:
To Accept the Tampa Bay Workforce Alliance, Inc. 401k Plan Audit for the calendar year ending December 31, 2023.

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

F. Approval of 2024 – 2025 Budget Modification No. 2

Presenter: Sheila Doyle

Motion:
To approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Michael Jalazo and motion seconded by Esther Matthews. Motion carried.

G. Approval of Solicitation of Audit & Tax Services

Presenter: Anna Munro

Motion:
To approve to solicit audit and tax firm to be awarded the financial statement audit/990 services and 401(K) contract for the fiscal year end June 30, 2025 and December 31, 2024, respectively, with the option for 4 additional one-year periods.
Motion moved by Mark Hunt and motion seconded by Esther Matthews. Motion carried.

H. Approval of New Training Programs

Presenters: Anna Munro and Melissa Carroll

An action item recommending the approval of new training programs from Access Computer Training was presented. Additional information regarding the provider's completion and placement rates of their existing programs is to be provided by staff. A motion to table the action item until the performance data is provided was made and carried.

An analysis will be presented at the March board meeting to show measurable skills gains, credential attainment, and employment outcomes for training providers.

Motion:
To table this item.

Motion moved by Esther Matthews and motion seconded by Mark Hunt. Barclay Harless opposed the motion.

I. Approval of New Training Providers & Programs

Presenters: Anna Munro and Melissa Carroll

The board discussed adding two new training providers to the eligible training provider list: 160 Driving Academy for CDL training in Tampa and My IT Future Institute's Orlando campus for IT programs.

Additional information regarding My IT Future Institute's completion and placement rates for their existing programs is to be provided by staff.

Motion:
To table My IT Future Institute's decision pending additional additional information.

Motion moved by Esther Matthews and motion seconded by Mark Hunt. Motion carried.

Motion:
To accept 160 Driving Academy as new training provider.

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

J. Approval of Addition of SOC Code to the Local Targeted Occupations List

Presenter: Michelle Moeller

Motion:
To approve the addition of Emergency Medical Responders (EMR) to the 2024 - 2025 TOL.

Motion moved by Mark Hunt and motion seconded by Don Noble. Motion carried.

K. Approval of Related Party Contract

Presenter: Anna Munro

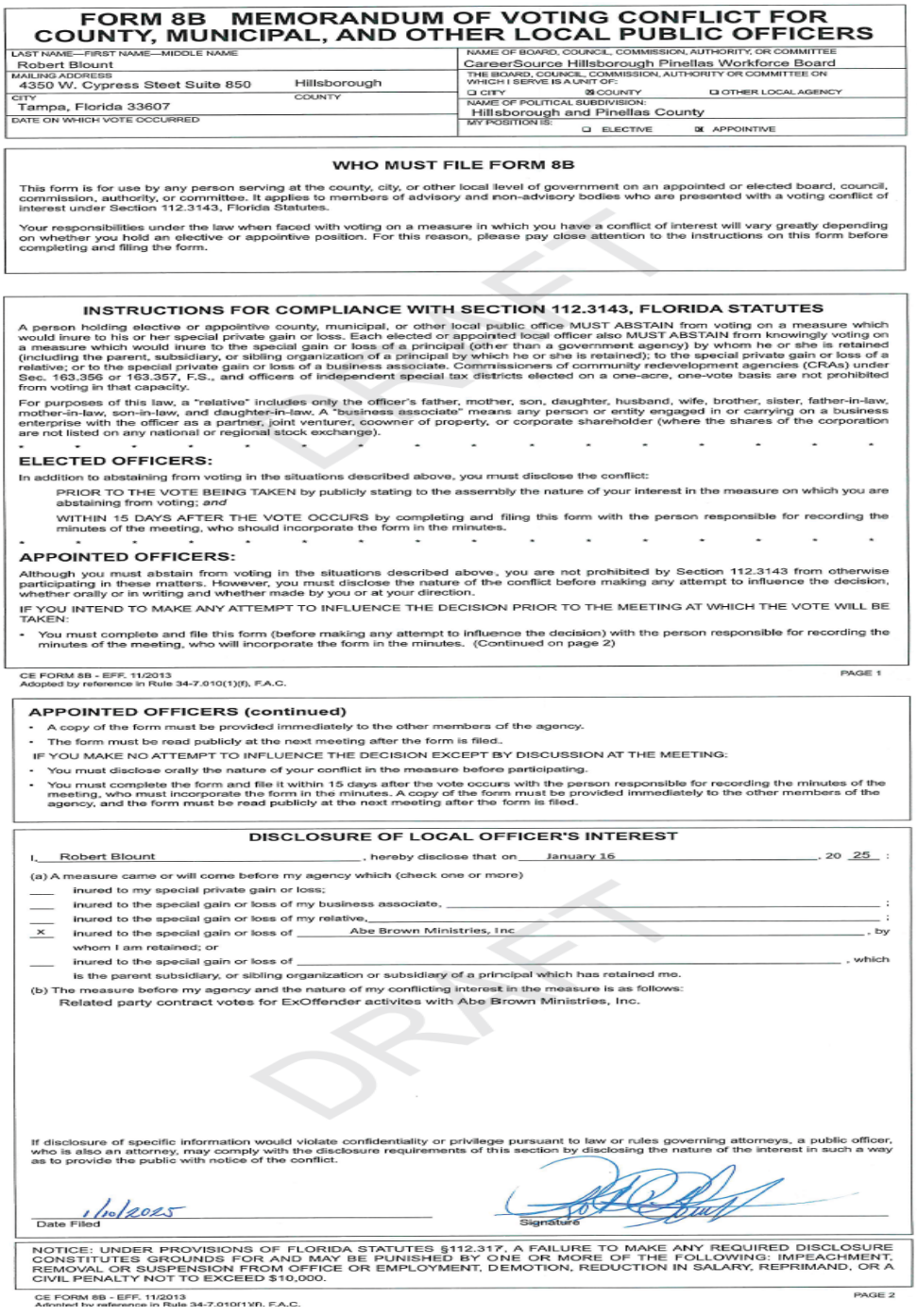
<u>Related Party Training Provider Agreement:</u>

Abe Brown Ministries amount not to exceed $100,000.

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

Robert Blount verbally abstained from voting and was placed in a virtual waiting room during the vote and discussion.

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



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

LAST NAME—FIRST NAME—MIDDLE NAME: Robert Blount	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE: CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS: 4350 W. Cypress Steet Suite 850	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY
CITY: Tampa, Florida 33607 COUNTY: Hillsborough	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

CE FORM 8B - EFF. 11/2013
Adopted by reference in Rule 34-7.010(1)(f), F.A.C.

PAGE 1

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Robert Blount, hereby disclose that on January 16, 20 25:

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

____ inured to my special private gain or loss;

____ inured to the special gain or loss of my business associate, _____;

____ inured to the special gain or loss of my relative, _____;

X inured to the special gain or loss of Abe Brown Ministries, Inc, by whom I am retained; or

____ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:
Related party contract votes for ExOffender activites with Abe Brown Ministries, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

1/10/2025
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

CE FORM 8B - EFF. 11/2013
Adopted by reference in Rule 34-7.010(1)(f), F.A.C.

PAGE 2

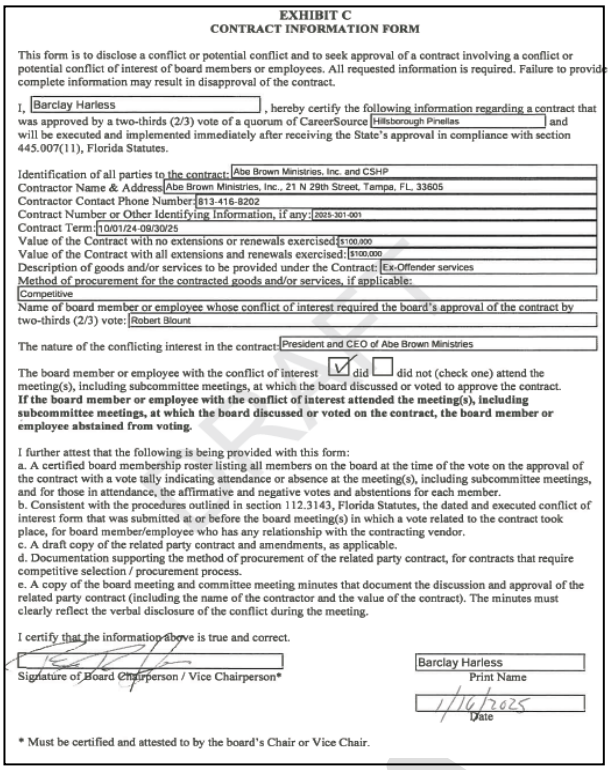


EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Barclay Harless, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Abe Brown Ministries, Inc. and CSHP
Contractor Name & Address: Abe Brown Ministries, Inc., 21 N 29th Street, Tampa, FL, 33605
Contractor Contact Phone Number: 813-416-8202
Contract Number or Other Identifying Information, if any: 2025-301-001
Contract Term: 10/01/24-09/30/25
Value of the Contract with no extensions or renewals exercised: $100,000
Value of the Contract with all extensions and renewals exercised: $100,000
Description of goods and/or services to be provided under the Contract: Ex-Offender services
Method of procurement for the contracted goods and/or services, if applicable:
Competitive
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Robert Blount

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

The board member or employee with the conflict of interest ☑ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Signature of Board Chairperson / Vice Chairperson*

Barclay Harless
Print Name

1/16/2025
Date

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

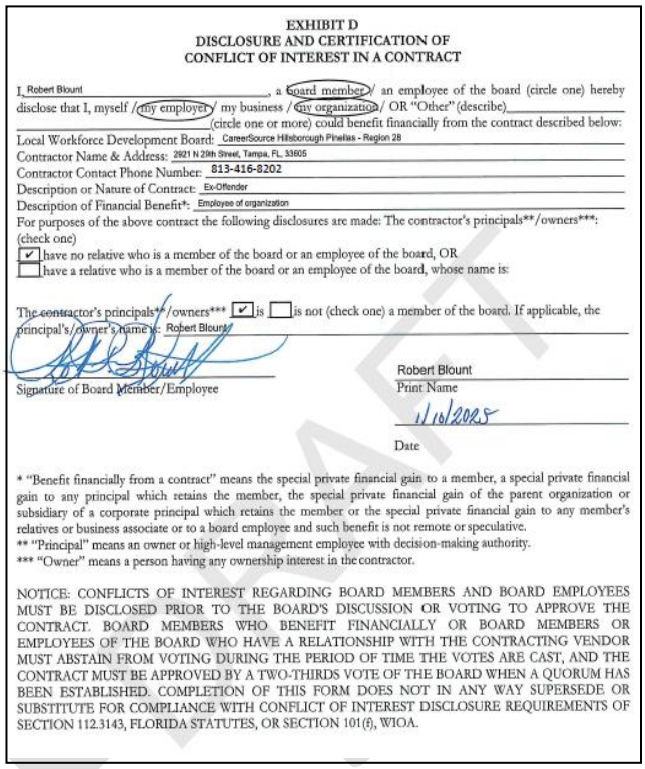


EXHIBIT D
DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT

I, Robert Blount, a (board member) / an employee of the board (circle one) hereby disclose that I, myself / (my employer) / my business / my organization / OR "Other" (describe) _____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
Contractor Name & Address: 2921 N 29th Street, Tampa, FL, 33605
Contractor Contact Phone Number: 813-416-8202
Description or Nature of Contract: Ex-Offender
Description of Financial Benefit*: Employee of organization
For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)
☑ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Robert Blount

Signature of Board Member/Employee

Robert Blount
Print Name

1/16/2025
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

Motion:

To approve the contract with Abe Brown Ministries, Inc. for a total not to exceed $100,000 for the period 10/1/2024 to 9/30/2025 contingent on approval of FloridaCommerce, if applicable.

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

IX. Information Items

The Information Items were reviewed by staff. There was no discussion.

A. FloridaCommerce Financial Monitoring Q.A. Reports: LWDB 14 & LWDB 15
   Presenter: Anna Munro

B. Expenditure Reports for the Period Ending November 30, 2024
   Presenter: Sheila Doyle

C. PY'24 – 25 Statewide Performance Indicators
   Presenter: Chad Kunerth

D. Pinellas County Use of Unrestricted Funds
   Presenter: Stephanie Marchman

E. Filing Annual Financial Disclosure Form
   Presenter: Leah Geis

F. Legislative Brief

X. Open Discussion

There was none.

XI. Adjournment

The meeting adjourned at 11:34 a.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

DRAFT

Special CareerSource Hillsborough Pinellas Board of Directors Meeting Minutes

CareerSource Hillsborough Pinellas
2/14/2025 2:00 PMEST
@ Zoom Only

Board Members Attendance

Present:
Mitch Allen (remote), Commissioner Latava (remote), Brian Nathan (remote), Scott Thomas (remote), Robert Blount, III (remote), Warren Brooks (remote), Joseph Eletto (remote), David Fetkenher (remote), Benjamin Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless (remote), Gary Hartfield (remote), John Howell (remote), Mark Hunt (remote), Michael Jalazo (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), Esther Matthews (remote), Shawn McDonnell (remote), April Neumann (remote), Don Noble (remote), Jeremy Robinson (remote), Elizabeth Siplin (remote), Roy Sweatman (remote), Sophia West (remote)

Absent:
Members: Dr. Rebecca Sarlo, Belinthia Berry, Thayne Swenson, Kenneth Williams, Russell Williams, Ocea Wynn, Commissioner Wostal, Mercedes Young

CareerSource Hillsborough Pinellas Staff: Jay Burkey (remote), Sheila Doyle (remote), Keidrian Kunkel (remote), Steve Meier (remote), Samantha Shang (remote), Tammy Stahlgren (remote), Doug Tobin (remote), Michelle Zieziula (remote)
Legal Counsel: Stephanie Marchman (remote)
Hillsborough County Government: Ken Jones (remote), Jonathan Wolf (remote)
Pinellas County Government: Dr. Cynthia Johnson (remote)
Others In Attendance: Bill Young - St. Pete Catalyst (remote)

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

Barclay Harless, Chair called the meeting to order at 2:00p.m. There was a quorum present.

II. Public Comments (Presenters: Barclay Harless)

There were none.

III. Action/Discussion Items

A. Staff Severance Agreement

Motion:
To approve Steve Meier's resignation and severance agreement

Motion moved by Scott Thomas and motion seconded by Don Noble. Motion carried.

B. CSHP Grievance Policy

Motion:
To approve the Grievance Policy.

Motion moved by Michael Jalazo and motion seconded by Mitch Allen. Motion carried.

Barclay Harless announced Scott Thomas' resignation from the board, thanking him for his leadership. He praised Steve Meier for effectively leading through a challenging period as CEO of CareerSource Pinellas, highlighting his accomplishments and enhancing their organizational culture and reconnecting with community partners in Pinellas County. Steve Meier expressed gratitude for the support he received from the leadership team and board members.

IV. Adjournment

The meeting adjourned at 2:18 p.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

Action Item

WorkNet Pinellas, Inc.
2023 IRS Form 990
FYE June 30, 2024

Background

Per *Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas* ("By-Laws"), the Audit Committee's responsibilities include but are not limited to: "Reviewing and recommending for Board acceptance of the annual IRS Form 990 submission." [By-Laws, Article VII, Section 7.4(H)]

IRS Form 990, part VI, section B, Line 11B: The reviewed Form and accompanying schedules are provided to the board of directors for review and approval. All issues and questions are resolved with the independent accounting firm prior to filing with the Internal Revenue Service.

Information

The audit and tax firm Thomas Howell Ferguson P.A. has completed the 2023 IRS Form 990 of WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2024.

Enclosed is a copy of the 2023 IRS Form 990. A representative from Thomas Howell Ferguson P.A will present an overview to the Finance/Audit Committee.

Subject to the acceptance of the 2023 IRS Form 990 by the Finance/Audit Committee and Board of Directors at their March 20, 2025 meeting, the 990 will be filed before its extended filing due date of May 15, 2025.

Recommendation

The Finance Audit Committee recommends acceptance of the WorkNet Pinellas, Inc. 2023 IRS Form 990 for the fiscal year ending June 30, 2024.

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

June 30, 2024

Prepared For:

Worknet Pinellas Inc.
13805 58th street n SUITE 2-140
Clearwater, FL 33760

Prepared By:

Thomas Howell Ferguson P.A.
2615 Centennial Blvd., Suite 200
Tallahassee, FL 32308

Amount Due or Refund:

Not applicable

Make Check Payable To:

Not applicable

Mail Tax Return and Check (if applicable) To:

Not applicable

Return Must be Mailed On or Before:

Not applicable

Special Instructions:

This return has been prepared for electronic filing. If you wish to have it transmitted electronically to the IRS, please sign, date, and return Form 8879-TE to our office. We will then submit the electronic return to the IRS. Do not mail a paper copy of the return to the IRS. Return Form 8879-TE to us by May 15, 2025.

EXTENDED TO MAY 15, 2025

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning JUL 1, 2023 **and ending** JUN 30, 2024

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ termin-ated
- ☐ Amended return
- ☐ Applica-tion pending

C Name of organization
WORKNET PINELLAS INC.
Doing business as CAREERSOURCE PINELLAS

Number and street (or P.O. box if mail is not delivered to street address) 13805 58TH STREET N SUITE 2-140
Room/suite

City or town, state or province, country, and ZIP or foreign postal code
CLEARWATER, FL 33760

F Name and address of principal officer: SHEILA DOYLE
SAME AS C ABOVE

D Employer identification number
73-1678180

E Telephone number
813-397-2077

G Gross receipts $ 9,617,732.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: WWW.CAREERSOURCEPINELLAS.COM

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 2001 **M** State of legal domicile: FL

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: TO BUILD THE TALENT PIPELINE FOR TODAY & THE FUTURE BY PROVIDING EASY ACCESS TO WORKFORCE SOLUTIONS.

2 Check this box ☒ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	29
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	29
5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	75
6	Total number of volunteers (estimate if necessary)	6	29
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	9,221,292.	9,078,823.
9	Program service revenue (Part VIII, line 2g)	108,820.	48,724.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	36,550.	83,929.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,961.	406,256.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	9,370,623.	9,617,732.

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	373,521.	1,627,264.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	4,423,937.	4,775,367.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) 0.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,551,087.	3,825,972.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	9,348,545.	10,228,603.
19	Revenue less expenses. Subtract line 18 from line 12	22,078.	-610,871.

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	2,459,675.	1,760,680.
21	Total liabilities (Part X, line 26)	1,213,018.	1,124,894.
22	Net assets or fund balances. Subtract line 21 from line 20	1,246,657.	635,786.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

SHEILA DOYLE, SVP & CFO
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
STACEY T KOLKA			☐	P01371120

Firm's name THOMAS HOWELL FERGUSON P.A. — Firm's EIN 59-3186310

Firm's address 2615 CENTENNIAL BLVD., SUITE 200
TALLAHASSEE, FL 32308 — Phone no. 850-668-8100

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:
THE MISSION OF CAREERSOURCE PINELLAS IS TO BUILD THE TALENT PIPELINE FOR TODAY AND THE FUTURE BY PROVIDING EASY ACCESS TO WORKFORCE SOLUTIONS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 4,739,488. including grants of $ 509,781.) (Revenue $)
WORKFORCE INNOVATION AND OPPORTUNITY ACT - THE PURPOSE OF THE PROGRAM IS TO BUILD A SKILLED WORKFORCE THAT EMPLOYERS NEED. THIS PROGRAM IS DESIGNED TO PROVIDE TRAINING OPPORTUNITIES IN HIGH DEMAND OCCUPATIONS TO INCREASE EMPLOYMENT, RETENTION AND EARNINGS OF WIOA PROGRAM PARTICIPANTS.

4b (Code:) (Expenses $ 1,725,732. including grants of $ 4,752.) (Revenue $)
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES - THE PURPOSE OF THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM IS TO PROVIDE TEMPORARY FINANCIAL HELP TO ELIGIBLE LOW-INCOME FAMILIES. THE PROGRAM IS DESIGNED TO END DEPENDENCE BY NEEDY PARENTS ON GOVERNMENT BENEFITS BY PROMOTING TRAINING, JOB PREPARATION AND WORK.

4c (Code:) (Expenses $ 2,393,315. including grants of $ 41,661.) (Revenue $)
EMPLOYMENT SERVICE CLUSTER - THE PURPOSE OF THE PROGRAM IS TO IMPROVE THE FUNCTIONING OF THE NATION'S LABOR MARKETS BY BRINGING TOGETHER INDIVIDUALS SEEKING EMPLOYMENT WITH EMPLOYERS SEEKING WORKERS. THE SERVICES PROVIDED THROUGH WAGNER PEYSER ARE JOB SEARCH ASSISTANCE, RECRUITING ASSISTANCE FOR EMPLOYERS, MATCHING SERVICES FOR JOB SEEKERS AND EMPLOYERS AND WORK TEST REQUIREMENTS ASSISTANCE FOR UNEMPLOYMENT COMPENSATION CLAIMANTS.

4d Other program services (Describe on Schedule O.)
(Expenses $ 405,356. including grants of $ 1,071,070.) (Revenue $ 454,980.)

4e Total program service expenses 9,263,891.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4	X	
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21	X	

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32	X	
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	12		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		1c	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return **2a** 75			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	**2b**	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	**3a**		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	**3b**		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	**4a**		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	**5a**		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	**5b**		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	**5c**		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	**6a**		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	**6b**		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	**7a**		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	**7b**		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	**7c**		X
d	If "Yes," indicate the number of Forms 8282 filed during the year **7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	**7e**		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	**7f**		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	**7g**		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	**7h**		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	**8**		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	**9a**		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	**9b**		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 **10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities **10b**			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders **11a**			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) **11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	**12a**		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year **12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	**13a**		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans **13b**			
c	Enter the amount of reserves on hand **13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	**14a**		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	**14b**		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	**15**		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	**16**		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	**17**		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	29		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	29		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed FL

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

THE ORGANIZATION - 813-397-2077
13805 58TH STREET N SUITE 2-140, CLEARWATER, FL 33760

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) STEVEN MEIER CEO	50.00			X				161,018.	0.	22,897.
(2) DAVID ZIRILLI CFO	50.00			X				94,006.	0.	16,395.
(3) BARCLAY HARLESS TREASURER	1.00	X		X				0.	0.	0.
(4) BART DIEBOLD DIRECTOR	1.00	X						0.	0.	0.
(5) BELINTHIA BERRY DIRECTOR	1.00	X						0.	0.	0.
(6) BENJAMIN FRIEDMAN DIRECTOR	1.00	X						0.	0.	0.
(7) CANDIDA DUFF DIRECTOR	1.00	X						0.	0.	0.
(8) CELESTE FERNANDEZ DIRECTOR	1.00	X						0.	0.	0.
(9) DAVID FETKENHER DIRECTOR	1.00	X						0.	0.	0.
(10) DAWN PETERS DIRECTOR	1.00	X						0.	0.	0.
(11) ELIZABETH SIPLIN VICE CHAIR	1.00	X		X				0.	0.	0.
(12) ESTHER MATTHEWS DIRECTOR	1.00	X						0.	0.	0.
(13) GLENN WILLOCKS DIRECTOR	1.00	X						0.	0.	0.
(14) IVONNE ALVAREZ DIRECTOR	1.00	X						0.	0.	0.
(15) JACK GELLER DIRECTOR	1.00	X						0.	0.	0.
(16) JEREMY ROBINSON DIRECTOR	1.00	X						0.	0.	0.
(17) JOHN HOWELL DIRECTOR	1.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) KENNETH WILLIAMS SECRETARY	1.00	X		X				0.	0.	0.
(19) LARRY MORGAN DIRECTOR	1.00	X						0.	0.	0.
(20) MARK HUNT DIRECTOR	1.00	X						0.	0.	0.
(21) MICHAEL JALAZO DIRECTOR	1.00	X						0.	0.	0.
(22) NICK DICEGLIE DIRECTOR	1.00	X						0.	0.	0.
(23) NIKISHA LEZAMA DIRECTOR	1.00	X						0.	0.	0.
(24) PATRICIA SAWYER DIRECTOR	1.00	X						0.	0.	0.
(25) REBECCA SARLO DIRECTOR	1.00	X						0.	0.	0.
(26) RENE FLOWERS DIRECTOR	1.00	X						0.	0.	0.
1b Subtotal								255,024.	0.	39,292.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								255,024.	0.	39,292.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 1

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
MANPOWER 21271 NETWORK PL., CHICAGO, IL 60673	THIRD PARTY EMPLOYER OF RECORD	900,933.
LINK TECHNOLOGY SERVICES 11284 CALLISIA DR., ODESSA, FL 33556	IT SERVICE PROVIDER	250,340.
GALEN COLLEGE OF NURSING, 11101 ROOSEVELT BLVD. N., STE. 201, ST. PETERSBURG, FL	TRAINING PROVIDER	240,386.
CHAMPION TRUCK DRIVING SCHOOL 1501 LAKE AVENUE, LARGO, FL 33771	TRAINING PROVIDER	186,420.
ULTIMATE MEDICAL ACADEMY 9309 N. FLORIDA AVENUE, TAMPA, FL 33612	TRAINING PROVIDER	113,171.

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 8

SEE PART VII, SECTION A CONTINUATION SHEETS

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) RUSSELL WILLIAMS	1.00									
DIRECTOR		X						0.	0.	0.
(28) SCOTT THOMAS	1.00									
CHAIR		X		X				0.	0.	0.
(29) SHAWN MCDONNELL	1.00									
DIRECTOR		X						0.	0.	0.
(30) WILLIAM HOLLAND	1.00									
DIRECTOR		X						0.	0.	0.
(31) ZACHARY WHITE	1.00									
DIRECTOR		X						0.	0.	0.
Total to Part VII, Section A, line 1c										

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	9,078,823.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f					
	g Noncash contributions included in lines 1a-1f	1g	$				
	h **Total.** Add lines 1a-1f			9,078,823.			
Program Service Revenue			**Business Code**				
	2a TICKET TO WORK		561300	48,724.	48,724.		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a-2f			48,724.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			83,929.			83,929.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
			(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue			**Business Code**				
	11a LITIGATION SETTLEMENT		900099	402,190.	402,190.		
	b MISCELLANEOUS REVENUE		900099	4,066.	4,066.		
	c						
	d All other revenue						
	e **Total.** Add lines 11a-11d			406,256.			
	12 **Total revenue.** See instructions			9,617,732.	454,980.	0.	83,929.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	1,627,264.	1,627,264.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	303,528.		303,528.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	3,190,505.	2,953,157.	237,348.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	186,061.	173,768.	12,293.	
9 Other employee benefits	797,976.	753,061.	44,915.	
10 Payroll taxes	297,297.	258,044.	39,253.	
11 Fees for services (nonemployees):				
a Management				
b Legal	62,179.	10,297.	51,882.	
c Accounting	46,029.		46,029.	
d Lobbying	25,290.		25,290.	
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	160,204.	130,154.	30,050.	
12 Advertising and promotion	21,881.	20,946.	935.	
13 Office expenses	156,213.	135,138.	21,075.	
14 Information technology	479,300.	428,915.	50,385.	
15 Royalties				
16 Occupancy	351,840.	317,232.	34,608.	
17 Travel	58,802.	45,654.	13,148.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	12,868.	9,173.	3,695.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	84,799.	67,802.	16,997.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a CUSTOMER TRAINING	2,164,372.	2,164,372.		
b COMMUNICATIONS	97,855.	90,295.	7,560.	
c CUSTOMER SUPPORT SRVC.	52,497.	49,108.	3,389.	
d LICENSES	29,608.	21,355.	8,253.	
e All other expenses	22,235.	8,156.	14,079.	
25 **Total functional expenses.** Add lines 1 through 24e	10,228,603.	9,263,891.	964,712.	0.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	1,400,525.	1	1,022,058.
	2	Savings and temporary cash investments	181,249.	2	90,661.
	3	Pledges and grants receivable, net	359,982.	3	341,748.
	4	Accounts receivable, net	46,388.	4	10,155.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	59,724.	9	22,307.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 198,557.			
	b	Less: accumulated depreciation — 10b: 198,557.	0.	10c	0.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	411,807.	15	273,751.
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	2,459,675.	16	1,760,680.
Liabilities	17	Accounts payable and accrued expenses	793,951.	17	762,133.
	18	Grants payable		18	
	19	Deferred revenue	1,302.	19	80,625.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	417,765.	25	282,136.
	26	**Total liabilities.** Add lines 17 through 25	1,213,018.	26	1,124,894.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** ☒ **and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	1,246,657.	27	635,786.
	28	Net assets with donor restrictions		28	
		Organizations that do not follow FASB ASC 958, check here ☐ **and complete lines 29 through 33.**			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	1,246,657.	32	635,786.
	33	Total liabilities and net assets/fund balances	2,459,675.	33	1,760,680.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	9,617,732.
2	Total expenses (must equal Part IX, column (A), line 25)	2	10,228,603.
3	Revenue less expenses. Subtract line 2 from line 1	3	-610,871.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	1,246,657.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	635,786.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b	X	
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	X	
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a	X	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	X	

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
WORKNET PINELLAS INC.

Employer identification number
73-1678180

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations .....
g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	9441414.	8302926.	7501208.	9221292.	9078823.	43545663.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	9441414.	8302926.	7501208.	9221292.	9078823.	43545663.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						43545663.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	9441414.	8302926.	7501208.	9221292.	9078823.	43545663.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	19,106.	14,090.	7,772.	36,550.	83,929.	161,447.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	120,144.	118,778.	88,340.	112,781.	454,980.	895,023.
11 **Total support.** Add lines 7 through 10						44602133.

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f)) 14 97.63 %

15 Public support percentage from 2022 Schedule A, Part II, line 14 15 98.41 %

16a **33 1/3% support test - 2023.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test - 2022.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10% -facts-and-circumstances test - 2023.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10% -facts-and-circumstances test - 2022.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2022 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2023** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2022** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2023.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2022.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described on line 11a above?	**11b**		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* **(see instructions).**

a ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*

c ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No" provide details in* **Part VI.**	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* **Part VI** *the role played by the organization in this regard.*	**3b**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount		Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**	
2 Enter 0.85 of line 1.	**2**	
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**	
4 Enter greater of line 2 or line 3.	**4**	
5 Income tax imposed in prior year	**5**	
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**	

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions		**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	5	
6 Other distributions (*describe in* **Part VI**). See instructions.	6	
7 **Total annual distributions.** Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	8	
9 Distributable amount for 2023 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	**(i) Excess Distributions**	**(ii) Underdistributions Pre-2023**	**(iii) Distributable Amount for 2023**
1 Distributable amount for 2023 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2023 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2023			
a From 2018			
b From 2019			
c From 2020			
d From 2021			
e From 2022			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2023 distributable amount			
i Carryover from 2018 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2023 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2023 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6 Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7 **Excess distributions carryover to 2024.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2019			
b Excess from 2020			
c Excess from 2021			
d Excess from 2022			
e Excess from 2023			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE A, PART II, LINE 10, EXPLANATION FOR OTHER INCOME:

MISCELLANEOUS

2020 AMOUNT: $ 691.

2021 AMOUNT: $ 263.

2022 AMOUNT: $ 431.

2023 AMOUNT: $ 0.

TICKET TO WORK

2019 AMOUNT: $ 99,153.

2020 AMOUNT: $ 109,259.

2021 AMOUNT: $ 82,552.

2022 AMOUNT: $ 108,820.

2023 AMOUNT: $ 48,724.

SPONSORSHIPS

2019 AMOUNT: $ 4,466.

2021 AMOUNT: $ 2,000.

OTHER PROGRAM SERVICE REVENUE

2019 AMOUNT: $ 16,525.

2020 AMOUNT: $ 1,290.

TABACCO FREE FLORIDA REVENUE

2020 AMOUNT: $ 7,538.

2021 AMOUNT: $ 3,525.

2022 AMOUNT: $ 3,530.

2023 AMOUNT: $ 4,066.

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

LITIGATION SETTLEMENT

2023 AMOUNT: $ 402,190.

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Name of the organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[ ] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[X] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES 200 INDEPENDENCE AVENUE, S.W. WASHINGTON, DC 20201	$ 1,879,152.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	U.S. DEPARTMENT OF LABOR 200 CONSTITUTION AVE NW WASHINGTON, DC 20210	$ 6,803,675.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3	U.S. DEPARTMENT OF AGRICULTURE 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250	$ 395,996.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

Name of organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) $

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE C
(Form 990)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under Section 501(c) and Section 527

Complete if the organization is described below. Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

If the organization answered "Yes" on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then:

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes" on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then:

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes" on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then:

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization	Employer identification number
WORKNET PINELLAS INC.	73-1678180

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.
2 Political campaign activity expenditures ..... $
3 Volunteer hours for political campaign activities .....

Part I-B Complete if the organization is exempt under section 501(c)(3).

1 Enter the amount of any excise tax incurred by the organization under section 4955 ..... $
2 Enter the amount of any excise tax incurred by organization managers under section 4955 ..... $
3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ..... ☐ Yes ☐ No
4a Was a correction made? ..... ☐ Yes ☐ No
b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ..... $
2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ..... $
3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ..... $
4 Did the filing organization file **Form 1120-POL** for this year? ..... ☐ Yes ☐ No
5 Enter the names, addresses, and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	**(b)** Address	**(c)** EIN	**(d)** Amount paid from filing organization's funds. If none, enter -0-.	**(e)** Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.

Part II-A **Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

A Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

B Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)	(a) Filing organization's totals	(b) Affiliated group totals
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)		
b Total lobbying expenditures to influence a legislative body (direct lobbying)		
c Total lobbying expenditures (add lines 1a and 1b)		
d Other exempt purpose expenditures		
e Total exempt purpose expenditures (add lines 1c and 1d)		
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.		

If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:
not over $500,000,	20% of the amount on line 1e.
over $500,000 but not over $1,000,000,	$100,000 plus 15% of the excess over $500,000.
over $1,000,000 but not over $1,500,000,	$175,000 plus 10% of the excess over $1,000,000.
over $1,500,000 but not over $17,000,000,	$225,000 plus 5% of the excess over $1,500,000.
over $17,000,000,	$1,000,000.

g Grassroots nontaxable amount (enter 25% of line 1f)		
h Subtract line 1g from line 1a. If zero or less, enter -0-		
i Subtract line 1f from line 1c. If zero or less, enter -0-		

j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? ☐ Yes ☐ No

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.	(a) Yes	(a) No	(b) Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?		X	
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?		X	
c Media advertisements?		X	
d Mailings to members, legislators, or the public?		X	
e Publications, or published or broadcast statements?		X	
f Grants to other organizations for lobbying purposes?		X	
g Direct contact with legislators, their staffs, government officials, or a legislative body?	X		25,290.
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		X	
i Other activities?		X	
j Total. Add lines 1c through 1i			25,290.
2a Did the activities in line 1 cause the organization to not be described in section 501(c)(3)?		X	
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

		Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1		
2 Did the organization make only in-house lobbying expenditures of $2,000 or less?	2		
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3		

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures **(do not include amounts of political expenses for which the section 527(f) tax was paid).**		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditures next year?	4	
5 Taxable amount of lobbying and political expenditures. See instructions	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

PART II-B, LINE 1, LOBBYING ACTIVITIES:

AN OUTSIDE FIRM WAS HIRED TO ASSIST ORGANIZATION NAVIGATE THROUGH FLORIDA LEGISLATION IMPACTING WORKFORCE-RELATED PROGRAMS AND SERVICES, READ THROUGH EACH BILL TO HIGHLIGHT AREAS OF CONCERN, AND MEET WITH LEGISLATORS AND STAFF TO REPRESENT WORKNET PINELLAS.

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
WORKNET PINELLAS INC.

Employer identification number
73-1678180

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included on line 2a	2c	
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $ _____

(ii) Assets included in Form 990, Part X $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 $ _____

b Assets included in Form 990, Part X $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____%
b Permanent endowment _____%
c Term endowment _____%

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		67,859.	67,859.	0.
d Equipment		130,698.	130,698.	0.
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				0.

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) RIGHT OF USE ASSET	273,751.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	273,751.

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) LEASE LIABILITY	282,136.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	282,136.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... X

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	9,617,732.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	9,617,732.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	9,617,732.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	10,228,603.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	10,228,603.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	10,228,603.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

WITH FEW EXCEPTIONS, THE ORGANIZATION IS NO LONGER SUBJECT TO EXAMINATIONS BY MAJOR TAX JURISDICTIONS FOR YEARS ENDED JUNE 30, 2020, AND PRIOR.

SCHEDULE I (Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

Attach to Form 990.

Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
WORKNET PINELLAS INC.

Employer identification number
73-1678180

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ..... [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
PINELLAS EDUCATION FOUNDATION 12090 STAARKEY ROAD LARGO, FL 33773	59-2688253	501(C)(3)	157,410.	0.			FEDERAL GRANT SUBRECIPIENT EMPLOYMENT TRAINING
THE KAISER GROUP (DE), LLC DBA DYNAMIC - 237 SOUTH STREET - WAUKESHA, WI 53186	39-1354364		46,940.	0.			FEDERAL GRANT SUBRECIPIENT ONE STOP OPERATOR
SAIL FUTURE, INC 2154 27TH AVENUE N ST. PETERSBURG, FL 33713	46-3271817	501(C)(3)	419,100.	0.			FEDERAL GRANT SUBRECIPIENT EMPLOYMENT TRAINING
PINELLAS COUNTY 315 COURT STREET CLEARWATER, FL 33756		GOV'T	1,000,000.	0.			GENERAL SUPPORT

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ..... 2.

3 Enter total number of other organizations listed in the line 1 table ..... 2.

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

THE ORGANIZATION HAS ENGAGED PROFESSIONAL CONTRACTORS TO MONITOR THE ORGANIZATION RECEIVING GRANT FUNDS.

SCHEDULE J (Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

Part I Questions Regarding Compensation

		Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.		
	☐ First-class or charter travel ☐ Housing allowance or residence for personal use		
	☐ Travel for companions ☐ Payments for business use of personal residence		
	☐ Tax indemnification and gross-up payments ☐ Health or social club dues or initiation fees		
	☐ Discretionary spending account ☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain **1b**		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? **2**		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.		
	☒ Compensation committee ☒ Written employment contract		
	☐ Independent compensation consultant ☒ Compensation survey or study		
	☐ Form 990 of other organizations ☒ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:		
a	Receive a severance payment or change-of-control payment? **4a**		X
b	Participate in or receive payment from a supplemental nonqualified retirement plan? **4b**		X
c	Participate in or receive payment from an equity-based compensation arrangement? **4c**		X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.		
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.		
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:		
a	The organization? **5a**		X
b	Any related organization? **5b**		X
	If "Yes" on line 5a or 5b, describe in Part III.		
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:		
a	The organization? **6a**		X
b	Any related organization? **6b**		X
	If "Yes" on line 6a or 6b, describe in Part III.		
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III **7**		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III **8**		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? **9**		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) STEVEN MEIER	(i)	161,018.	0.	0.	10,317.	12,580.	183,915.	0.
CEO	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
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	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE N
(Form 990)

Department of the Treasury
Internal Revenue Service

Liquidation, Termination, Dissolution, or Significant Disposition of Assets

Complete if the organization answered "Yes" on Form 990, Part IV, lines 31 or 32, or Form 990-EZ, line 36.
Attach certified copies of any articles of dissolution, resolutions, or plans.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
WORKNET PINELLAS INC.

Employer identification number
73-1678180

Part I **Liquidation, Termination, or Dissolution.** Complete this part if the organization answered "Yes" on Form 990, Part IV, line 31, or Form 990-EZ, line 36. Part I can be duplicated if additional space is needed.

1	**(a)** Description of asset(s) distributed or transaction expenses paid	**(b)** Date of distribution	**(c)** Fair market value of asset(s) distributed or amount of transaction expenses	**(d)** Method of determining FMV for asset(s) distributed or transaction expenses	**(e)** EIN of recipient	**(f)** Name and address of recipient	**(g)** IRC section of recipient(s) (if tax-exempt) or type of entity

		Yes	No
2	Did or will any officer, director, trustee, or key employee of the organization:		
a	Become a director or trustee of a successor or transferee organization?	**2a**	
b	Become an employee of, or independent contractor for, a successor or transferee organization?	**2b**	
c	Become a direct or indirect owner of a successor or transferee organization?	**2c**	
d	Receive, or become entitled to, compensation or other similar payments as a result of the organization's liquidation, termination, or dissolution?	**2d**	

e If the organization answered "Yes" to any of the questions on lines 2a through 2d, provide the name of the person involved and explain in Part III.

Part I **Liquidation, Termination, or Dissolution** *(continued)*

		Yes	No
	Note: If the organization distributed all of its assets during the tax year, then Form 990, Part X, column (B), line 16 (Total assets), and line 26 (Total liabilities), should equal -0-.		
3	Did the organization distribute its assets in accordance with its governing instrument(s)? If "No," describe in Part III **3**		
4a	Is the organization required to notify the attorney general or other appropriate state official of its intent to dissolve, liquidate, or terminate? **4a**		
b	If "Yes," did the organization provide such notice? **4b**		
5	Did the organization discharge or pay all of its liabilities in accordance with state laws? **5**		
6a	Did the organization have any tax-exempt bonds outstanding during the year? **6a**		
b	If "Yes" to line 6a, did the organization discharge or defease all of its tax-exempt bond liabilities during the tax yr in accordance with the Internal Revenue Code and state laws? **6b**		
c	If "Yes" on line 6b, describe in Part III how the organization defeased or otherwise settled these liabilities. If "No" on line 6b, explain in Part III.		

Part II **Sale, Exchange, Disposition, or Other Transfer of More Than 25% of the Organization's Assets.** Complete this part if the organization answered "Yes" on Form 990, Part IV, line 32, or Form 990-EZ, line 36. Part II can be duplicated if additional space is needed.

1 (a) Description of asset(s) distributed or transaction expenses paid	(b) Date of distribution	(c) Fair market value of asset(s) distributed or amount of transaction expenses	(d) Method of determining FMV for asset(s) distributed or transaction expenses	(e) EIN of recipient	(f) Name and address of recipient	(g) IRC section of recipient(s) (if tax-exempt) or type of entity
CASH	06/28/24	1,000,000.	ACTUAL		PINELLAS COUNTY 315 COURT STREET CLEARWATER, FL 33756	GOV'T

		Yes	No
2	Did or will any officer, director, trustee, or key employee of the organization:		
a	Become a director or trustee of a successor or transferee organization? **2a**		X
b	Become an employee of, or independent contractor for, a successor or transferee organization? **2b**		X
c	Become a direct or indirect owner of a successor or transferee organization? **2c**		X
d	Receive, or become entitled to, compensation or other similar payments as a result of the organization's significant disposition of assets? **2d**		X
e	If the organization answered "Yes" to any of the questions on lines 2a through 2d, provide the name of the person involved and explain in Part III.		

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
WORKNET PINELLAS INC.

Employer identification number
73-1678180

FORM 990, PART VI, SECTION B, LINE 11B:

FORM 990 AND ACCOMPANYING SCHEDULES ARE PREPARED BY AN INDEPENDENT ACCOUNTING FIRM. THE FORM AND ACCOMPANYING SCHEDULES ARE REVIEWED BY THE ORGANIZATION'S FINANCE STAFF. THE REVIEWED FORM AND ACCOMPANYING SCHEDULES ARE PROVIDED TO THE BOARD OF DIRECTORS FOR REVIEW AND APPROVAL. ALL ISSUES AND QUESTIONS ARE RESOLVED WITH THE INDEPENDENT ACCOUNTING FIRM PRIOR TO FILING WITH THE INTERNAL REVENUE SERVICE CENTER.

FORM 990, PART VI, SECTION B, LINE 12C:

INTERNALLY, IT IS THE RESPONSIBILITY OF SENIOR MANAGEMENT TO REVIEW THE AGENDAS AND IDENTIFY ANY POSSIBLE CONFLICTS OF INTEREST PRIOR TO THE BOARD MEETINGS. THE ATTORNEY ATTENDS THE BOARD MEETINGS AND MONITORS RELATED PARTY TRANSACTIONS. BOARD MEMBERS ARE RESPONSIBLE FOR DISCLOSING ANY RELATED PARTY INTEREST AND ANNUALLY SIGN CONFLICT OF INTEREST FORMS.

FORM 990, PART VI, SECTION B, LINE 15:

THE ORGANIZATION DETERMINES COMPENSATION OF THE CEO AND OTHER EMPLOYEES OF THE ORGANIZATION BY UTILIZING A THIRD PARTY REPORT THAT COMPARES SALARY RANGES OF ALL COMPARABLE AGENCIES IN FLORIDA. AN EVALUATION PROCEDURE IS UTILIZED TO DETERMINE THE AMOUNT OF ANY SALARY INCREASES. THE SALARY INCREASES ARE RECOMMENDED BY THE COMPENSATION COMMITTEE AND/OR THE AD HOC CEO REVIEW COMMITTEE AND APPROVED BY THE BOARD OF DIRECTORS.

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

Action Item

Approval of CareerSource Hillsborough Pinellas Employee Handbook

Background

CareerSource Hillsborough Pinellas (CSHP) Employee Handbook provides employees information about CSHP's policies, procedures, and benefits. CSHP Human Resources and General Counsel completed a full review and consolidation of the two (CareerSource Tampa Bay and CareerSource Pinellas) existing employee handbooks to one updated and unified CSHP Employee Handbook. This effort ensures the handbook reflects current employment law and regulatory standards and provides clear guidance to employees across all departments.

A copy of the updated Employee Handbook is included with this action item for review. Upon Board approval, the handbook will be distributed to all staff along with an employee acknowledgment form and supported by internal communication.

Recommendation

Recommend approval of the CareerSource Hillsborough Pinellas Employee Handbook as presented.



CAREERSOURCE HILLSBOROUGH PINELLAS

EMPLOYEE HANDBOOK

Last Revised: March 2025

INTRODUCTION

This Employee Handbook gives you information about CareerSource Hillsborough Pinellas's policies, procedures, and benefits. It is a guide to help you understand the organization better and to help you understand our expectations of you as a member of our team. Please read it carefully and refer to it often.

No employee handbook can anticipate every circumstance or question about policies. As CareerSource Hillsborough Pinellas continues to grow, the need may arise to revise the Employee Handbook. CareerSource Hillsborough Pinellas reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time, with or without notice, as it deems appropriate in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Employee Handbook as they occur. Management cannot override these policies, unless otherwise stated. Any changes to the policies must be approved by the Board of Directors, except the CEO has the authority to make non-substantive changes to these policies.

No individual manager has the authority to enter into any agreement contrary to what is stated within this Employee Handbook, and nothing said before or during employment can change or modify these stated policies unless such modifications are approved by the Board of Directors.

Nothing in this Employee Handbook is meant to, or should be construed as, preventing employees from engaging in acts authorized by law, such as exercising rights to engage in concerted activities for the purpose of mutual aid or protection.

This Employee Handbook is not an employment contract and does not guarantee employment or the terms and conditions of employment. The information contained in this Employee Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

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CAREERSOURCE HILLSBOROUGH PINELLAS

EMPLOYEE HANDBOOK

Welcome to CareerSource Hillsborough Pinellas

A Message from the Board of Directors

This Employee Handbook is offered to long-term and recently hired staff of CareerSource Hillsborough Pinellas as an occasion to acquaint them with the employment environment in which they have chosen to work. The Board and management of CareerSource Hillsborough Pinellas are committed to including employees in the team effort to meet the goals and expectations of the organization. It is important that all employees are guided by common principles:

1. Our partners, customers, and the general public deserve prompt, courteous, and competent service.
2. We share the responsibility of contributing to the dynamics of the regions we serve.
3. We should continually strive to improve the quality of life of those we serve.
4. Each staff member's work is valuable and necessary for achieving the goals of the organization.

CareerSource Hillsborough Pinellas constantly strives to exemplify excellence in public service as it strives to meet the needs of the region's workforce and business communities. To that end, CareerSource Hillsborough Pinellas employs a qualified staff of which you are an integral part. This Employee Handbook is provided to assist you by –

- Making you feel welcome as a valued employee.
- Letting each employee know expectations in terms of department and basic organization rules.
- Informing each employee of the benefits provided by the organization.
- Letting the employee know how the organization complies with various employee related laws.
- Introducing the employee to the organization.

About CareerSource Hillsborough Pinellas

CareerSource Hillsborough Pinellas is a driving force in delivering workforce solutions that support economic development in Hillsborough and Pinellas Counties.

CareerSource Hillsborough Pinellas offers a full range of career planning services for professional and entry level candidates, including career orientation; turnkey resource centers that assist in the candidate's job search; career fairs; interviewing techniques; labor market information specific to occupations and industries in demand; as well as resume building tips, salary and wage information, and more; and professional networking.

CareerSource Hillsborough Pinellas strengthens the competitive edge of local businesses in measurable ways that lead to the economic vitality of the region. A team of business consultants, dedicated to specific industry sectors, works as a partner with local businesses to provide innovative, value-added workforce solutions. CareerSource Hillsborough Pinellas provides businesses with a wide range of professional services, including: employee referral and recruitment, training and retraining, workshops and business seminars on a variety of human resource and workforce topics, labor market statistics, targeted career fairs, downsizing and retention support strategies, tax credit information, and other customized support for a well-trained workforce. CareerSource Hillsborough Pinellas offers full-service centers and satellite centers throughout both Hillsborough and Pinellas Counties.

Philosophy

Mission of CareerSource Hillsborough Pinellas

CareerSource Hillsborough Pinellas shall strive to enhance the provision of workforce development services, increase the involvement of the business community, including small and minority business in workforce development activities, to increase private sector employment opportunities, and to ensure the economic health in and for Hillsborough and Pinellas Counties, Florida. Special emphasis shall be placed on service to welfare recipients, economically disadvantaged adults and youth, dislocated workers, individuals and employers needing workforce development services as identified in the CareerSource Hillsborough Pinellas Five Year Strategic Plan.

CareerSource Hillsborough Pinellas shall use available funding in ways that will most effectively satisfy the labor demand needs of the residents and business community of Hillsborough and Pinellas Counties to enhance the economic well-being of the community.

Core Values

Integrity – We maintain the highest standards of professional and ethical behavior, and value transparency and honesty in our communications, relationships, and actions.

Accountability – We hold ourselves accountable for the quality and lasting results of our work and for the commitments we make to our participants, employers, partners, stakeholders and each other.

Customer-Focused – We have a passion to serve. Our team is committed to understanding the needs of our customers through a results-oriented approach known as 'concierge service.'

Collaboration – We value and celebrate teamwork evident through our strong emphasis on partnership, engagement and community development.

Innovation – We go beyond conventional ideas and approaches so new possibilities and creativity can flourish to ensure real and lasting positive changes.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all qualified individuals, employment decisions at CareerSource Hillsborough Pinellas will be based on merit, experience, aptitude, qualifications, and abilities.

CareerSource Hillsborough Pinellas is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: a person's race, color, national origin, actual or perceived religion, shared ancestry, perceived ethnic characteristics; sex, sexual orientation,

gender identity, gender expression, sex stereotyping, disability, age, military status, citizenship, political affiliation or belief, familial status, sickle-cell trait, pregnancy, or any other characteristic protected by Federal and State laws is prohibited.

Any verbal or physical conduct which harasses any person with whom the employee may have contact, because of that person's race, color, national origin, actual or perceived religion, shared ancestry, perceived ethnic characteristics; sex, sexual orientation, gender identity, gender expression, sex stereotyping, disability, pregnancy, age, military status, citizenship, political affiliation or belief, familial status, sickle-cell trait, or any other characteristic protected by Federal and State laws is prohibited

This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all CareerSource Hillsborough Pinellas facilities, participation in all CareerSource Hillsborough Pinellas-sponsored activities, and all employment actions such as promotions, compensation, benefits, and termination of employment.

Any individuals with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employees and Customers of CareerSource Hillsborough Pinellas can also file a complaint with the EEO Officer. You can find the EEO information in the breakroom and main lobbies. You can also find this information on the main website, just search EEO.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, CareerSource Hillsborough Pinellas is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by CareerSource Hillsborough Pinellas as required by applicable law.

Disability Accommodations

CareerSource Hillsborough Pinellas is committed to complying fully with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAA), and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Consistent with this commitment, CareerSource Hillsborough Pinellas will provide a reasonable accommodation to applicants and employees with qualifying disabilities if the reasonable

accommodation would allow the individual to compete for a job or perform the essential functions of the job, unless doing so would create an undue hardship for CareerSource Hillsborough Pinellas.

Requesting a Reasonable Accommodation

If you believe you need accommodation because of a disability, you are responsible for requesting a reasonable accommodation from Human Resources. CareerSource Hillsborough Pinellas encourages applicants and employees to make their request in writing, such as by email.

After receiving your request, CareerSource Hillsborough Pinellas will engage in an interactive dialogue with you to determine the limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. CareerSource Hillsborough Pinellas encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job.

Medical Information

CareerSource Hillsborough Pinellas may ask you to provide supporting and reasonable medical documentation from a health care provider showing that you have a physical or mental condition that limits a major life activity or other medical condition covered by the ADA and other applicable state or local law, and a description of why you need a reasonable accommodation, including a description of your functional limitation(s) to perform the essential functions of your job. If the information provided in response to this request is insufficient, CareerSource Hillsborough Pinellas may require that you provide sufficient documentation so that it may determine whether you have a physical or mental condition that limits a major life activity or other medical condition covered by the ADA or if it can reasonably accommodate your disability. If, thereafter, there is still insufficient documentation, your request may be denied.

CareerSource Hillsborough Pinellas will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

Reasonable Accommodation Determinations

CareerSource Hillsborough Pinellas makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. CareerSource Hillsborough Pinellas strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact Human Resources.

Religious Accommodations

CareerSource Hillsborough Pinellas complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws, and is committed to ensuring that applicants and employees of all religions are successful with CareerSource Hillsborough Pinellas. Consistent with this commitment, CareerSource Hillsborough Pinellas will reasonably accommodate an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a job requirement, unless doing so would create an undue hardship for CareerSource Hillsborough Pinellas. An undue hardship exists when a burden is substantial in the overall context of CareerSource Hillsborough Pinellas's business, taking into account all relevant factors in the case at hand, including the particular accommodations at issue and their practical impact in light of the nature, size, and operating cost of CareerSource Hillsborough Pinellas.

If you believe you need an accommodation because of your religious beliefs or practices, you should request an accommodation from Human Resources. CareerSource Hillsborough Pinellas encourages employees to make their request in writing, such as by email.

CareerSource Hillsborough Pinellas makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Pregnancy Accommodations

To the extent that doing so does not impose an undue hardship, CareerSource Hillsborough Pinellas will provide a reasonable accommodation for an applicant's or employee's known temporary limitations on the individual's ability to perform the essential functions of the individual's job, based on a physical or mental condition related to the individual's pregnancy, childbirth, or related medical condition.

Applicants and employees must make known the temporary limitations (physical or mental condition) that are related to the individual's pregnancy, childbirth, or related medical conditions. It is not necessary for the employee's condition to meet the definition of disability as set out in the ADA to receive a reasonable accommodation under this policy.

Reasonable accommodations will be provided to individuals who are not able to perform the essential functions of the person's position: (i) if the inability to perform an essential function is for a temporary period; (ii) the essential function can be performed in the near future; and (iii) there is an available reasonable accommodation.

If you believe you need an accommodation because of a physical or mental condition related to pregnancy, childbirth, or related medical condition, you should request an accommodation from Human Resources. CareerSource Hillsborough Pinellas encourages employees to make your request in writing, such as by email. CareerSource Hillsborough Pinellas will keep confidential

any medical information that it obtains in connection with your request for a reasonable accommodation.

CareerSource Hillsborough Pinellas makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Harassment Policy

CareerSource Hillsborough Pinellas will provide a work environment which is free from verbal physical, or visual conduct that unreasonably harasses, disturbs, or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile work environment.

Inappropriate behavior becomes actionable in a court of law when it is severe or pervasive enough to create a work environment that is hostile or abusive. However, CareerSource Hillsborough Pinellas desires to provide for its employees and clients utilizing its services an environment that is free of all inappropriate behavior as described below as opposed to tolerating the inappropriate behavior until it becomes severe or pervasive. Thus, employees and managers should deal with inappropriate behavior as soon as it occurs so as to prevent any similar behavior from occurring.

All employees, contractors, volunteers, interns, vendors, and visitors are expected to avoid any activity which harasses or disrupts the work of employees, customers, or the general public. Any verbal or physical conduct which harasses any person with whom the employee may have contact, because of that person's race, color, national origin, actual or perceived religion, shared ancestry, perceived ethnic characteristics, sex, sexual orientation, gender identity, gender expression, sex stereotyping, disability, pregnancy, age, military status, citizenship, political affiliation or belief, familial status, sickle-cell trait, or any other characteristic protected by Federal and State laws is prohibited. Examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or other similar conduct. As with any other form of discrimination, CareerSource Hillsborough Pinellas will not tolerate inappropriate behavior by or against its employees based on any protected class.

Sexual Harassment

CareerSource Hillsborough Pinellas has zero tolerance for any form of sexual harassment of any employee, regardless of gender or sex.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a customer's receiving service;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or professional decisions affecting such individual;

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a customer's ability to receive services, or creating an intimidating, hostile, or offensive work environment.
- Examples of sexual harassment may include, but are not limited to, the following:
    i. Verbal harassment or abuse of a sexual nature;
    ii. Subtle pressure for sexual activity;
    iii. Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes, or sexual activity, etc.);
    iv. Unwelcome or inappropriate physical contact; such as, patting, pinching, or unnecessary touching;
    v. Suggesting or demanding sexual involvement accompanied by implied or explicit threats; and
    vi. Display of sexually suggestive objects, pictures, or written materials.
- Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- It is sexual harassment for a manager to use his or her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Managers who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary action.
- It is sexual harassment for a non-managerial employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary action.
- It is sexual harassment for a CareerSource Hillsborough Pinellas employee to use his or her authority to solicit sexual favors or attention from customers. Employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary action.

Enforcement of Policy

It is the responsibility of any employee to promptly report any occurrence of any and all forms of alleged harassment to his/her manager. Employees who believe they are being harassed by any employee may firmly and promptly notify the offender that the behavior is improper or unwelcome. At the same time, or in the alternative, if the employee does not desire to confront the offender, such employee may notify their Manager or Human Resources by emailing a written complaint, or, such employee can submit a written complaint to the EEO Officer. There is no requirement that employees must adhere to the 'chain of command' in making complaints under this policy. This policy on harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of harassment, that management will promptly investigate all alleged incidents of harassment, and appropriate corrective action will be taken.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when

this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or customer shall be retaliated against, in any manner, for reporting conduct, which is believed to be a violation of this rule, or for participating in an investigation of a possible violation of this rule. Nothing in this policy shall be construed as prohibiting CareerSource Hillsborough Pinellas from disclosing information obtained through its workplace investigations for purposes of defending itself in a lawsuit.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The CEO or his/her designee has the responsibility of investigating and resolving complaints of harassment. In the event the CEO or his/her designee is not deemed appropriate, the Board Chair, on behalf of the Board of Directors, will have such responsibility to direct an investigation. Necessary disciplinary action, up to and including termination, may result if harassment occurs. Any employee who makes false allegations of harassment will be subject to appropriate disciplinary action, up to and including termination.

Terms of Employment and Compensation

EMPLOYMENT "AT WILL"

CareerSource Hillsborough Pinellas staff are employees at-will. "Employment at-will" means that employees may resign their employment at any time, with or without notice, for any reason and CareerSource Hillsborough Pinellas has the right to release employees at any time, with or without notice, for any lawful reason.

Classes of Employment

It is the intent of CareerSource Hillsborough Pinellas to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will is retained by both the employee and CareerSource Hillsborough Pinellas.

CareerSource Hillsborough Pinellas designates each classification as either nonexempt or exempt based on federal and state wage and hour laws. An employee's nonexempt or exempt status may be changed from time to time by CareerSource Hillsborough Pinellas based on changes in job duties or the law.

a) **Non-Exempt Employee** -- An employee who is not exempt from the provisions of the Fair Labor Standards Act. A Non-Exempt employee is paid at least the minimum wage on an hourly basis and receives overtime pay at the rate of one and one-half times his or her normal hourly rate time for any hours worked in excess of forty (40) hours in any payroll week.

b) **Exempt Employee** -- Any employee who holds a position considered exempt under the provisions of the Fair Labor Standards Act. An employee classified as Exempt is paid a salary for the performance of the duties of his/her job and is not entitled to overtime pay. The CEO may approve special extra duty pay to Exempt Employees in certain instances that are approved in advance.

In addition to the nonexempt and exempt categories, each employee will belong to at least one other employment category:

a) **Regular Full-Time Employee** -- An employee whose normal work schedule is for a minimum of thirty (30) hours per week and who maintains continuous regular employment status.

b) **Regular Part-Time Employee** -- An employee whose normal work schedule is for less than thirty (30) hours per week and who maintains continuous regular employment status. Eligibility for benefits for employees will be in accordance with the restrictions defined by the current insurance policy provider/carrier. During brief periods, an individual's schedule of hours may be increased to cover the needs of CareerSource Hillsborough Pinellas, with written approval from the CEO.

c) **Temporary Employment** -- An employee whose services are intended to be of limited duration (i.e., filling in for illness, vacations, summer months, short-term program support, etc.) and whose employment is not expected to exceed 6 months in duration, or 1,000 payroll hours within a 12-month period.

d) **Probationary Employee** -- A newly hired or re-hired employee shall be termed "probationary" for the first one hundred and eighty (180) calendar days of employment. The purpose of this probationary period is to determine the ability of the employee to perform his or her new job. It also provides the employee with the opportunity to decide if he or she is satisfied with position. Passing the last date of the 180-day period provisions does not signify that a new employee has satisfactorily completed the probationary period. Satisfactory completion of the probationary period does not guarantee employment for any definite period of time and does not result in a raise in pay. Current employees who transfer or are promoted to a new position within CareerSource Hillsborough Pinellas may be subject to a new or extended probationary period in their new positions.

Completion of the probationary period will result in one of the following:

- The employee successfully completes the probationary period;
- The employee is not qualified for his/her present job but is recommended for transfer elsewhere within the organization; or
- The employee has not successfully completed the probationary period and will be terminated.

Probationary periods may be extended for up to an additional ninety (90) days should job performance warrant it. Extension of the probationary period requires the approval of the CEO. All exceptions to this policy must have prior approval of the CEO.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

1. *Resignation* – voluntary separation from employment initiated by an employee.

2. *Discharge* – involuntary employment termination initiated by the Company.

3. *Layoff* – involuntary employment termination initiated by the Company.

4. *Retirement* – voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement established by the Company.

It is our policy that all employees are employees “at-will.” This means that an employee may terminate his or her employment at any time for any reason, with or without notice and with or

without cause, at the sole will of the employee. Likewise, CareerSource Hillsborough Pinellas may terminate the employment of any employee at any time for any reason, with or without notice and with or without cause, at its sole will. Any representations to the contrary, whether written or verbal, are unauthorized and shall be considered null and void and without effect.

The CEO and/or Human Resources of CareerSource Hillsborough Pinellas shall have the sole authority to terminate an employee's employment with the organization.

Notice to CareerSource Hillsborough Pinellas

An employee who wishes to resign his or her position with CareerSource Hillsborough Pinellas is expected to submit a letter of resignation to the Human Resources Department and/or their supervisor. The letter of resignation should state the reason(s) for the resignation, the effective date, and provide the Company with at least two weeks' notice. Employees not giving the appropriate above stated notice may lose their eligibility for rehire. An employee may be considered as having resigned from his or her employment with CareerSource Hillsborough Pinellas if he or she has one (3) no-call, no-show absence from work without a reasonable, verifiable excuse.

An employee who plans to retire from CareerSource Hillsborough Pinellas is expected to submit a letter of retirement (resignation). The letter should be submitted at least thirty (30) days in advance of the date of retirement to ensure that the Human Resources Department can complete and process any required paperwork prior to the employee's last day of service.

Hiring

The CEO, or designee, is designated as the hiring authority for CareerSource Hillsborough Pinellas. No employment offer shall be made without the approval and action of the CEO of CareerSource Hillsborough Pinellas.

The applicant screening and employee selection process is the responsibility of the respective manager, with oversight from the CEO, when there is an approved opening. Current employees are given first consideration for positions that are consistent with their ability to perform the higher-level job and their performance in their present position.

All necessary staffing procedures relating to applications, interviewing, and job offers shall be reserved as the responsibility of the CEO to ensure conformance with CareerSource Hillsborough Pinellas policies and government standards, criteria, and practices relating to employment.

Hours of Work

The Work Week

The standard workweek for CareerSource Hillsborough Pinellas employees shall be a five (5) day, forty (40) hour week and shall generally be scheduled Monday through Friday.

For part-time employees, the manager will submit to Human Resources a schedule of the hours/day and days/week the employee will be expected to report to work each week. This schedule should be consistently adhered to as is required of any full-time employee. Any changes to the hours/day or days/week must be submitted to Human Resources in writing.

The Work Day

The normal office hours for CareerSource Hillsborough Pinellas shall be from 8:00 a.m. to 5:00 p.m. Some programs may require employees to work evening and weekend work hours as part of their normal work schedule. Work schedules may fluctuate depending upon CareerSource Hillsborough Pinellas's needs. Employees are expected to be flexible and cooperative if work schedules are changed to meet business needs. Employees will be expected to work at least eight hours on each regularly scheduled workday. Any modification of the hours of work for regular employees requires the approval of the appropriate manager.

Modified Work Schedule

A modified flextime schedule may be adopted wherever possible; thus, allowing employees to modify their hours of work to better accommodate their personal responsibilities when these modifications do not create hardships for clients, fellow employees, or the organization. Such schedule must ensure adherence to the forty (40) hour workweek for non-exempt employees.

- All flextime schedules must be coordinated with other employees and approved by the appropriate manager to assure that there is coverage for all normal hours of business operation.
- Some functional areas may not be eligible for flextime due to the limited number of employees available and the need for coverage of all normal hours of business operation.
- There may be times when the special needs of CareerSource Hillsborough Pinellas require that the hours of work be adjusted by management. All reasonable efforts will be made to accommodate both the needs of the operation and the needs of the employees.
- Employees who abuse flextime scheduling will lose flextime privileges.

With prior written approval from the CareerSource Hillsborough Pinellas CEO, a part-time employee may be scheduled to work more than his/her normal schedule for a temporary period of time lasting no longer than 8 weeks. Human Resources must be notified if such a request by a Director is approved by the CEO, along with the specific dates the employee will be scheduled to work more than the usual hours/week. This policy shall continue to apply during these temporary periods when scheduled hours may be increased.

Lunch and Break Periods

Employees receive either a 30- or 60-minute lunch break depending on schedule. Non-exempt employees will be relieved of all active job responsibilities and restrictions during the lunch break and will not be compensated for that time. The scheduling of the lunch periods shall be coordinated with other department employees and approved by the manager. Employees may take one paid fifteen (15) minute break in the morning and one paid fifteen (15) minute break in the afternoon. Breaks shall not be added to lunch hours, meaning that these breaks cannot be

taken adjacent to lunch breaks to extend the one-hour lunch break. Any modification of the lunch and break periods must be approved by the CEO or his/her designee.

Although not required by law, a part-time employee who works either 6 hours or more a day or whose schedule of work begins before 11:00 am and extends beyond 2:00 pm will be scheduled to take a thirty-minute unpaid meal break. During this meal break, the employee will be relieved of his/her job duties. This meal break may not be used to cover any late arrival to work or early departure from work, it may not be combined with a rest break for a longer period of time, nor may it be regarded as cumulative if not taken. Meal breaks are to be scheduled by the part-time employee's manager, who will advise the part-time employee of the scheduled time and place for such breaks.

During each consecutive 4-hour work period, a part-time employee is allowed one paid rest break, which is limited to 15 minutes of absence from his/her job duties. This rest break may not be used to cover any late arrival to work or early departure from work, it may not be combined for a longer meal break, it shall not be broken into smaller time periods (for example: for smoke breaks), nor may it be regarded as cumulative if not taken. Rest breaks are to be scheduled by the part-time employee's manager, who will advise the part-time employee of the scheduled time and place for such breaks.

Breakroom

A breakroom is available for employee use. Although CareerSource Hillsborough Pinellas provides general custodial care, employees are expected to clean up after eating. This room should be kept clean for the next person's use.

Lactation Breaks

To the extent that doing so does not impose an undue hardship, CareerSource Hillsborough Pinellas will provide a reasonable amount of break time and a private room to accommodate an employee desiring to express breast milk for the employee's child for the first year of the child's life. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be paid

In applying this policy, CareerSource Hillsborough Pinellas will provide employees with the use of a private room or location other than a bathroom for an employee to express milk in private that is free from intrusion from co-workers and the public that includes access to an electrical outlet. This location may be an employee's private office, if applicable. Please advise your manager or HR if you need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy. Employees who desire lactation accommodations or have questions about this policy should contact Human Resources.

Recording Hours Worked

It shall be the responsibility of each CareerSource Hillsborough Pinellas employee to keep an accurate record of his/her own time worked. Non-exempt employees are strictly prohibited from

working off the clock. Time worked must be recorded bi-weekly on the on-line time sheet & attendance program, electronically approved by both employee and manager, and submitted on the date designated by the Human Resource Department. Any overtime reported must be accompanied by pre-approved authorization by the manager.

Non-Exempt (Hourly) Time & Attendance Recordkeeping: CareerSource Hillsborough Pinellas policy allows accrued Paid Time Off (PTO) to compensate for un-worked hours under 40 hours in one week for non-exempt employees.
Exempt (Salaried) Time & Attendance Recordkeeping: As an Exempt employee, you are not specifically required to work strictly from 8:00 AM to 5:00 PM, but may be permitted variance based on job responsibilities, which must be pre-approved by the CEO or his/her designee.

Exempt employees may be subject to the following salary deductions, except where prohibited by state or federal law, but only for the following reasons:

- Absences of one or more full days for personal reasons; or
- Absences of one or more full days due to sickness or disability (because we have plans in place providing replacement compensation for such absences, such as the PTO Plan); or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the *Family and Medical Leave Act*; or
- Negative paid-time-off balances, in whole-day increments only.

Personnel Attendance Standards

Regular attendance is an essential job function for every position at CareerSource Hillsborough Pinellas. CareerSource Hillsborough Pinellas expects each of its employees to work everyday CareerSource Hillsborough Pinellas is open for business and to begin and end each work day and return from lunch break at the times established for his/ her schedule, except when the employee's absence is covered by other policies in this Employee Handbook. Maintaining acceptable standards for employee attendance are critical to the efficiency, productivity, and effectiveness of the organization. To assure high morale and to build an atmosphere of teamwork and develop mutual trust, every employee must bear a regular and reasonable share of the workload.

The standards and procedures in the following sections are established to ensure fair and consistent treatment of employees who are absent for work without using approved leave and who are late for work or leave work before their scheduled time.

Reporting Absences

Other than for emergency situations, pre-notice, and when applicable, pre-authorization of absence(s) shall be documented. Appropriate information shall be recorded on the employee's electronic "Time Off Request" which then must be electronically approved by the manager.

When an employee knows in advance that he/she will be absent from or late for work, or if he/she needs to leave early, the manager must be advised as early as possible.

If for any reason the employee is unable to be at work on his/her regularly scheduled day(s) or at his/her regular starting time, the employee must contact his/her manager as soon as possible but by no later than 30 minutes past your normal start time, so that, if necessary, work can be reassigned. Employees are expected to take responsibility for making these calls themselves unless they are physically unable to do so.

Three (3) no-call, no-show absences without a reasonable, verifiable excuse may be considered a voluntary resignation.

When an employee is out of the office for three days or more and such occurrences were not pre-approved, doctor's note to Human Resources may be required for the employee to return to work. Employer reserves the right to request documentation for any absence if deemed necessary.

Definitions

- **Absence** – All hours (paid or unpaid) an employee misses from his/her assigned work schedule.
- **Excused Absence** – An absence that is authorized by the Employee Handbook or which the CEO has authorized. Examples are:
    1. "Acts of God" as declared by the CEO.
    2. All leaves established by the Employee Handbook or required by law.
    3. Release from duty resulting from some event that will not let CareerSource Hillsborough Pinellas function.
    4. Observance of a religious holiday.
    5. Observance of CareerSource Hillsborough Pinellas established holidays
- **Unexcused Absence** – All hours an employee misses from his/her assigned work schedule that is not approved, can be defined as being tardy, leaving early, or multiple hours. An absence that is not authorized by the Employee Handbook and/or has not been approved by the Manager. Consecutive days of absence will be considered as one occurrence of unexcused absence for the purpose of disciplinary action. Being late for work or leaving early on more than three (3) occasions in any thirty (30) day period, without managerial approval, shall be defined as unexcused absence for the purpose of disciplinary action.

Disciplinary Procedures for Unexcused Absence

a) **First Occurrence in a "rolling twelve-month period"** – The employee must meet with his/her manager for "First Attendance Counseling". At this session a verbal warning will be given and documented as proof of counseling.

b) **Second Occurrence in a "rolling twelve-month period"** – The employee must meet with his/her manager for "Final Warning Counseling". The employee shall be given a written warning stating his/her employment may be terminated if there is another occurrence. This

written warning will serve as documentation of counseling. (An incidence of unexcused absence within ninety (90) days of this warning will result in disciplinary action, up to and including termination of employment.)

c) **Third Occurrence in a "rolling twelve-month period"** – The employee will be issued a Notice of Termination.

The foregoing disciplinary procedures are intended as guidelines only. CareerSource Hillsborough Pinellas applies the foregoing forms of discipline at its sole discretion and on a case-by-case basis.

Pay Period

The CareerSource Hillsborough Pinellas pay period covers two complete work weeks, beginning on a Saturday and ending on a Friday. Paychecks shall be distributed through direct deposit to employees' bank accounts every two weeks on the Friday immediately following the end of each two-week pay period. A non-negotiable copy of the paycheck with an attached earnings record will be available online on that same date to provide information regarding all deductions and any additional pay.

Payroll Procedures

Paychecks will be issued twenty-six times per year. Pay periods and pay dates will be established and published prior to the start of the year. Should a payday fall on a holiday, paychecks will be issued on the prior working day. To ensure timely and accurate pay, the following payroll procedures shall be followed.

- Each employee shall be responsible for submitting a bi-weekly time sheet to his/her manager on the date specified by the Human Resource Department. Hours worked each day, overtime hours, paid time off, and holidays shall be recorded and allocated to the appropriate functional department. After making any required calculations, the employee must electronically approve the time sheet.
- The manager shall verify the information on the employee's time sheet and give authorization for payment by electronically approving the time sheet.
- Payment of salaries shall be based on duly adopted salary schedules for each classification of personnel.
- Employees shall be paid on the regularly established pay date.
- Any salary adjustment will be paid in the next subsequent payroll period, provided proper documentation has been filed in the Human Resource Department.
- The Human Resource Department will maintain a list of authorized paycheck deductions, some which are required by law and some from which the employee may choose.
- The Human Resource Department will require written or electronic authorization from an employee prior to withholding any deduction that is voluntary on the part of the employee.
- CareerSource Hillsborough Pinellas shall make no payroll advances to employees.

Overtime Pay

In conformance with the Fair Labor Standards Act, Non-Exempt employees shall receive time and one-half pay for any hours worked in excess of forty (40) in one work week. Exempt employees are expected to perform such additional services and hours of work as are required and receive no additional compensation.

A part-time employee will be paid "straight-time" for all hours worked up to 40 hours each week. Overtime, at the rate of 1 ½ times the hourly rate of pay, will be paid for any hours worked over 40 hours in a single week if the employee is classified as non-exempt.

Overtime pay is based on actual hours worked. Time off on vacation leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.
All overtime for Non-Exempt employees must be approved by the employee's manager prior to the overtime being worked. Employees who work unauthorized overtime will be fully paid for all time worked but may be subject to discipline, up to and including termination, for violating this policy.

Overtime should only be assigned in those situations where the manager in charge is convinced that the work is essential in order to meet established schedules or deadlines. Advance notice will be given to employees whenever possible; however, employees should be aware of the fact that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the manager in charge will make every effort to notify the employees who are scheduled for overtime work as soon as possible.

Salaries

CareerSource Hillsborough Pinellas has developed a compensation plan that is reflective of the:

- Relative difficulty, responsibility, and training experience requirements existing between the various levels of positions.
- Prevailing rates of pay for the same or similar work in the area.
- Availability of candidates for recruitment for the various positions in the organization.
- Economic conditions in the area.
- Financial position of CareerSource Hillsborough Pinellas.

The compensation plan:

- Establishes wage and salary ranges that reflect the value to the organization of the various jobs determined by a system of continuing job evaluation and review, taking into account the duties and level of responsibility of each job.
- Establishes and maintains justifiable differentials between job levels.
- Ensures that, for comparable jobs, pay rates and benefits are equal to or better than those offered by other organizations providing similar employment, taking into consideration available budget.

- Provides equal pay for equal work under comparable working conditions without regard for race, color, religion, marital status, sex, age, national origin, disability, status as a veteran, or any other characteristic protected by law.
- Wherever possible, reflects a direct relationship to individual job performance.
- Adjusts pay ranges when warranted by changing economic and competitive factors, as determined by periodic reviews.

Evaluation/Coaching Process

Each employee will receive at a minimum an annual coaching session completed by his/her manager. Probationary employees will be coached during and at the end of their probationary period. Managers will use the evaluation tool provided by the Human Resources Department. Informal coaching discussions will be conducted as the need arises.

Personnel Records

An employee's "Personnel Record" consists of all records, information, data, or materials maintained by CareerSource Hillsborough Pinellas in any form or retrieval system, which is uniquely applicable to that individual employee. The Personnel Record shall contain but not limited to: 1) an application for employment; 2) personal and professional references; 3) annual evaluations; 4) probationary evaluations; 5) commendations; 6) reprimands; 7) professional credentials; and 8) other pertinent information.

- Employees shall have reasonable access to their personnel records during business hours
- It is the employee's responsibility to keep his/her personnel file up-to-date with such items as change of address or phone number, emergency notification information, additional training or education, etc. These corrections can be made in the HR and Payroll system by HR.
- The employee's manager and HR must approve changes or additions to absence reports, evaluations, termination information, and the like.
- Personnel records may be accessed by managers only in the course of performing their job functions.
- The public may have access to personnel files if requests are made in compliance with Chapter 119 of the Florida Statutes.

Personnel files are generally open to public inspection and subject to Public Records Laws of the State of Florida (Chapter 119, *Florida Statutes*), except any information designated as confidential and exempt such as social security numbers, bank account numbers, and medical information will be kept confidential by CareerSource Hillsborough Pinellas.

Medical Records

Medical Records shall be kept confidential and separate from other personnel records.

Verification of Employment

Any request for verification of employment of its present and former employees shall be directed to the Human Resources Department.

a) Personnel information which may be provided is –

- **Current employees** – date of employment, job title, and salary, and in response to a request for references and/or verification of employment.
- **Former employees** – dates of employment, job title(s), last salary, and in response to a request for references and/or verification of past employment.
- Other personnel records may be provided if requested, in accordance Public Records Laws of the State of Florida (Chapter 119, Florida Statutes), except any information designated as confidential and exempt such as social security numbers, bank account numbers, and medical information will be kept confidential by CareerSource Hillsborough Pinellas.

b) Only the Human Resources Department respond to all oral, informal, and written requests for verifications of employment.

Job Descriptions

Each employee of CareerSource Hillsborough Pinellas shall be given and required to sign a description of the position he/she will occupy with CareerSource Hillsborough Pinellas as a part of the on-boarding process. Each "Job Description" shall outline –

- The Nature of the Work to be performed;
- A list of Illustrative Tasks;
- Knowledge, Skills and Abilities needed;
- Minimum Qualifications;
- Pay Grade of the position;
- Essential and Nonessential Job Functions;
- Physical Requirement; and
- Environment/Conditions.

Job descriptions are intended to be general in nature and may not include all aspects of a job.

Expectations and Standards for the Workplace

Code of Ethics

The successful operation and reputation of CareerSource Hillsborough Pinellas is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Employees are expected to observe the highest standards of business ethics and are responsible for their role in our Company. Honesty and reliability are very important and we expect to be able to trust each employee. Except as allowed by law, staff members should endeavor to avoid situations where their personal interests may conflict or appear to conflict with Company policy. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to

determine the proper course of action, the matter should be discussed openly with the CareerSource Hillsborough Pinellas CEO.

The continuous success of CareerSource Hillsborough Pinellas is dependent upon our employees' trust and we are dedicated to preserve that trust. Employees owe a duty to the Company and its clients to act in a way that will merit the continued trust and confidence of the public. CareerSource Hillsborough Pinellas will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

CONFLICTS OF INTEREST

All employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of said employee as a result of CareerSource Hillsborough Pinellas' business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of conflict" is created by the mere existence of a relationship with outside business/agencies. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to a supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a company with which CareerSource Hillsborough Pinellas does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving CareerSource Hillsborough Pinellas.

Employees shall not accept any fees or other remuneration (i.e., gifts) from any organization or institution in conjunction with a project or program for which CareerSource Hillsborough Pinellas funds are being sought or have been granted.

NEPOTISM AND FAVORITISM

Employee relatives or non-related members of the employee's household will be considered for employment on an equal basis with other applicants for those positions where neither relative

nor non-related household member would be directly or indirectly supervising or checking the work of the other. An employee or appointing authority who has been given authority to appoint, employ (hire), promote or otherwise advance individuals or to recommend individuals for appointment, employment (hire), promotion or advancement in connection with employment is prohibited from appointing, employing, promoting or participating in an interview of any such relative or non-related member of household.

For the purposes of this policy, a relative is defined as spouse, domestic partner, child, step-child, mother, step-mother, father, step-father, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, first cousin, aunt, uncle, niece and nephew. Relatives include any "half-relatives." This policy applies to all relatives, whether by blood or adoption.

- Human Resources has the responsibility to review all employee promotions, transfers and offers of employment when the individual considered is related to a CareerSource Hillsborough Pinellas employee, or is a non-related member of the same household.
- If employees become related through marriage after employment or become members of the same household after employment, Human Resources and appropriate supervisor(s) will review their job assignments for conformance with this policy. Depending upon the scope of the respective job assignments, one or both of the relatives or non-related household members may be required to transfer to another department, or, if that is not possible, one of the employees may be asked to resign.
- It is the responsibility of the CareerSource Hillsborough Pinellas employee to inform Human Resources of situations when any relative or person who is a non-related household member has applied for or has been hired into a CareerSource Hillsborough Pinellas position, either regular or temporary.

Any failure to report relationships as required by this policy shall constitute misconduct and may subject an employee to disciplinary action, up to and including termination of employment.

Code of Conduct

CareerSource Hillsborough Pinellas has adopted this "Code of Conduct" to provide the manager a set of corrective discipline guidelines to ensure the employee is afforded objective, consistent and equitable treatment. Each employee of CareerSource Hillsborough Pinellas is expected to:

- Give willingly a full day's effort as demonstrated by punctual and regular attendance; apply individual skills, training, abilities and conscientious care in avoiding the waste of time, effort, facilities or materials in both scheduling and performing work.
- Deal fairly, reasonably, considerately and honestly with all engaged in CareerSource Hillsborough Pinellas activities or associated with it in any way -- fellow employees, including managers and subordinates as well as customers, suppliers, and the general public.

- Comply fully with the principles, policies, and instructions that are established for conducting the activities of CareerSource Hillsborough Pinellas and the approved methods and procedures provided to assure that standards of quality and accuracy are met.
- Act with the recognition that CareerSource Hillsborough Pinellas was organized for the purpose of serving the customers of the organization, and that the success of the individual employee and that of the organization are determined and measured by the extent to which the customer is served.
- Abide by the established ethical, moral, and legal codes, which govern the behavior of both individuals and associations of people in business or private life.

With the "Code of Conduct" as a framework, rules and regulations (see section related to discipline) are set forth as an attempt to assure fair practices for all employees.

Discipline

Each employee should be given the opportunity for his/her job execution to be consistent with expected standards and, thus, should be given clear information about what types of behavior are unacceptable. To ensure consistency of application, CareerSource Hillsborough Pinellas will utilize a disciplinary system, which is progressive in nature, and when corrective disciplinary action becomes necessary, it shall be applied consistently, shall be appropriate to the violation of standard, and shall be timely. CareerSource Hillsborough Pinellas shall deal constructively with problems and employee errors and handle employee discipline objectively and without discrimination.

CareerSource Hillsborough Pinellas reserves the right to terminate an employee immediately for infractions specified below; however, the lists are not exhaustive, and an employee may be disciplined or terminated without warning for a serious offense which is not listed. CareerSource Hillsborough Pinellas also reserves the right to use discretion in determining appropriate disciplinary action when mitigating circumstances are present. CareerSource Hillsborough Pinellas may act in sole discretion and without advance notice except as limited by provisions of valid Federal or State Statutes. Nothing in this policy is intended to be or should be construed as being contractual in nature.

CareerSource Hillsborough Pinellas will take disciplinary action in any case where the conduct of the employee is detrimental to the organization or other employees. Infractions are grouped into categories, dependent upon their relative seriousness. Each infraction results in a definite action depending upon the seriousness of the infraction, previous action taken, and thorough review of the circumstances of each individual case. All disciplinary actions as well as memos clearing the record must be clearly documented and shall become a permanent part of the employee's personnel folder, not subject to removal for any reason. Employees will be given every opportunity to explain their actions.

Infractions

Class I Infractions

Class I infractions are relatively minor in nature and generally call for a series of documented progressive disciplinary steps intended to train the employee and put him/her on notice that correction of the problem is expected. A period of twelve (12) consecutive months of active service after any of the following disciplinary steps without a further infraction "clears" the record. The progressive disciplinary procedure will ordinarily begin again with step one, should other infractions occur.

The following list represents examples of behavior or acts, which are unacceptable and classified as Class I infractions. This list is not exhaustive and conduct of a similar nature will also be a cause for corrective action.

- Excessive or repeated absenteeism (repeatedly going into leave without pay status), tardiness, failure to notify manager of an unscheduled absence or tardiness, and/or failure to observe work schedules.
- Failure to report for scheduled overtime or reporting late.
- Wasting time, material, or effort, or interfering with others by action, excessive noise, or non-work-related conversations.
- Failure to follow instructions.
- Failure or reluctance to adhere to safety rules or practices.
- Failure to be at his/her assigned workstation, ready for work, at the employee's assigned work time.
- Unsatisfactory work due to carelessness or continued inefficiency after a reasonable training period.
- Using CareerSource Hillsborough Pinellas telephones for non-work-related purposes (except in emergencies).
- Creating or contributing to unsafe, unsanitary, or unclean conditions on CareerSource Hillsborough Pinellas premises, including failure to keep working areas clean.
- Participating in gambling, lotteries, pools, or raffles while at work.
- Minor professional, unethical, or uncooperative behavior.
- Violation of any policy outlined in this Employee Handbook or other published policies, desk guide, procedures, and practices.
- A minor on the job auto accident where it is was determined the employee was at fault due to unsafe driving practices.

Class II Infractions

Class II infractions are serious in nature and will result in disciplinary action, which is likely to include, but is not limited to, one (1) final warning. The following list represents examples of

behavior or acts which are unacceptable. The list is not exhaustive and conduct of a similar nature will also be cause for corrective action.

- Using CareerSource Hillsborough Pinellas property, equipment, or materials for non-work-related purposes without prior approval from management.
- Harassment of another employee because of the person's race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, pregnancy, age, military status, citizenship, political affiliation or belief, familial status, sickle-cell trait, or any other characteristic protected by Federal and State laws, which CareerSource Hillsborough Pinellas determines, at its sole discretion, is not severe or pervasive enough to create a hostile or abusive work environment.
- Disorderly Conduct – Causing a disturbance on CareerSource Hillsborough Pinellas property resulting from horseplay, practical jokes, throwing objects, using foul or abusive language to another worker or manager, or any other disruptive activity.

Class III Infractions

Class III infractions are very serious in nature and generally result in termination. Disciplinary action taken for a Class III infraction will occur only after consultation between the CEO and the employee's immediate manager, who may conduct a thorough review of the situation, if deemed necessary. Employees shall normally not be released on the spot without such a review.

If a Class III infraction occurs when the appropriate reviewing managers are not present, the employee will normally be sent home and instructed to return at an appropriate time on the next scheduled working day for discipline resolution. While the discipline will usually be termination, in certain circumstances a final warning may be substituted. In either event, a final warning indicating the reasons for disciplinary action will be presented to the employee for signature. If the employee refuses to sign, the employee's manager will read the incident report to the employee in the presence of a witness. Both the employee's manager and the witness will then sign the incident report.

The following list represents examples of behavior or acts which are unacceptable and classified as Class III infractions. This list is not exhaustive and conduct of a similar nature will also be cause for corrective action.

- Possession of weapons or explosive materials in CareerSource Hillsborough Pinellas premises, other than legal firearms securely locked in the employee vehicles as permitted by law.
- Harassment of another employee because of the person's race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, pregnancy, age, military status, citizenship, political affiliation or belief, familial status, sickle-cell trait, or any other characteristic protected by Federal and State laws, which CareerSource Hillsborough Pinellas determines, at its sole discretion, to be severe or pervasive enough to create a hostile or abusive work environment.
- Deliberately vandalizing, damaging, defacing, misusing, or unauthorized removal of CareerSource Hillsborough Pinellas property or another employee's personal property.

- Unauthorized possession or inspection of CareerSource Hillsborough Pinellas records.
- Possession or use of alcoholic beverages or illegal drugs on CareerSource Hillsborough Pinellas premises.
- Violation of the Drug-Free Workplace Policy.
- Insubordination or the refusal to perform work or accept a work assignment when properly requested by another employee having the authority for such action.
- Falsification of CareerSource Hillsborough Pinellas employee records (timecards, expense reports, employment and personnel records, insurance claims, etc.).
- Misuse of CareerSource Hillsborough Pinellas documents, other than those documents available to the public, including reproduction, copying or altering any CareerSource Hillsborough Pinellas document without prior authorization from the official custodian of the document. Divulging confidential customer information.
- Conviction and sentencing of any felony under State or Federal Statutes, including guilty, nolo contendere, and no contest pleas to any felony charge.
- Any threatening, intimidating, coercing, discriminating, harassing, retaliating, bullying, violent, rude, discourteous, immoral, illegal, or unprofessional behavior, on or off CareerSource Hillsborough Pinellas premises, which is not protected by Section 7 of the National Labor Relations Act ("NLRA") and/or any actions which may reasonably be expected to adversely affect CareerSource Hillsborough Pinellas' services, operations, property, reputation, or goodwill in the community or interfere with its operations.
- Violent behavior, fighting, or threatening violence on CareerSource Hillsborough Pinellas premises at any time.
- Appropriation of CareerSource Hillsborough Pinellas material or funds for private gain, theft of another employee's property, or sale or purchase of stolen goods on CareerSource Hillsborough Pinellas premises.
- Failure to protect sensitive information including personnel records, customer information, etc.
- Deliberately concealing inaccurate data or information on CareerSource Hillsborough Pinellas reports or records.
- Removal of or tampering with any emergency equipment including security devices, fire alarms, first aid equipment, or fire extinguishers.
- Computer crime and/or misuse, including, but not limited to: introducing viruses, destroying or falsifying key records.

In addition, if there is reason to believe that the violation of civil or criminal law has taken place, CareerSource Hillsborough Pinellas may also file formal complaints to the appropriate police departments or pursue the matter through civil courts.

Disciplinary Procedures

The following disciplinary procedures are intended as guidelines only. CareerSource Hillsborough Pinellas applies the following forms of discipline at its sole discretion and on a case-by-case basis. Accordingly, the provision of different forms of discipline in this Policy is not a guarantee of their use or consideration.

Class I Infractions

a) **First Incident** – Oral warning from the manager. (Manager shall record date and subject of oral warning.)

b) **Second Incident** – Written and final warning from the manager. A summary of the discussion topics and date of the discussion must be recorded in the employee's department records. The manager, after consultation with the CEO, shall include a statement in the incident documentation that a further infraction within the next twelve (12) months may lead to further disciplinary action, up to and including termination. The employee must be given an opportunity to sign this summary or indicate an acknowledgement that the discussion has occurred. A copy of the written warning must be included as a permanent part of the employee's personnel record

c) **Third Incident within 12 months** – Termination of employment. This will be an action, which must be approved by the manager and the CEO. After approval, a statement summarizing the reasons for termination, including the dates of previous oral and written warnings, will be presented to the employee for signature. If the employee refuses to sign, the manager will read the statement to the employee in the presence of a witness, and both the manager and the witness will sign the form.

Class II Infractions

a) **First Incident** - Final warning. The manager, after consultation with the CEO, shall provide a written warning to the employee regarding the incident, which includes a statement that a further infraction within the next twelve (12) months may lead to further disciplinary action, up to and including termination. The employee will be asked to sign the statement. If the employee refuses, the manager will read the statement to the employee in the presence of a witness. Both the manager and the witness will sign the form.

Note: Should the first Class II Infraction committed by an employee be similar to a Class I Infraction for which the employee had previously received disciplinary action, the Class II Infraction shall be considered a second incident.

b) **Second Incident** - Termination of employment. This action shall be a last resort and must be approved by the manager and the CEO. After approval, a statement summarizing the reasons for termination, including the date of the final warning, will be presented to the employee for signature. If the employee refuses to sign, the manager will read the statement to the employee in the presence of a witness. Both manager and witness will sign the form.

Class III Infractions

First Incident - Termination of employment. This must be approved by the manager and the CEO. After approval, a statement summarizing the reason for termination will be presented to the

employee for signature. If the employee refuses to sign, the manager will read the statement to the employee in the presence of a witness. Both the manager and the witness will sign the statement.

There may be occasions where mitigating circumstances dictate a suspension from work instead of a termination. In these situations, the manager and CEO must review and approve the exception.

CareerSource Hillsborough Pinellas reserves the right to terminate employment at any time, with or without reason, at its sole discretion. CareerSource Hillsborough Pinellas also reserves the right to take legal action against any employee.

Suspension from Work

The CEO and /or Human Resources of Hillsborough Pinellas shall have sole authority to suspend, demote, or reduce the pay of an employee.

The CEO and/or Human Resources of Hillsborough Pinellas may authorize a manager to immediately suspend an employee who is viewed to present a danger to the manager, the employer, fellow employees, or others.

Violation of Policy or Governmental Law

Employees of CareerSource Hillsborough Pinellas are expected to adhere to all CareerSource Hillsborough Pinellas's policies, rules, and regulations, as well as all local, county, state, and federal laws while performing duties for or representing CareerSource Hillsborough Pinellas.

Any employee known to be violating a local, state, and/or federal law while on property used for the business of CareerSource Hillsborough Pinellas or at any function where the employee is representing CareerSource Hillsborough Pinellas may be subject to referral to the appropriate law enforcement agency.

Any employee of CareerSource Hillsborough Pinellas who willfully violates any CareerSource Hillsborough Pinellas policy, rule, or regulation may be subject to dismissal or such lesser penalty the CEO may prescribe.

CareerSource Hillsborough Pinellas respects its employees' right to privacy; however, for security purposes, CareerSource Hillsborough Pinellas reserves the right, when there is reasonable suspicion as determined by the CEO, to inspect personal belongings of employees, such as briefcases, lunch boxes, purses, and vehicles parked on any premises of the CareerSource Hillsborough Pinellas. CareerSource Hillsborough Pinellas further reserve(s) the right to inspect its property assigned to employees, such as desks, computer files, filing cabinets, and other such areas.

Drug-Free Workplace

CareerSource Hillsborough Pinellas (hereinafter referred to as CareerSource) is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. CareerSource recognizes that alcohol abuse and drug use pose a significant threat to our goals and mission, increases the risk of accidents to all employees, and is a significant factor leading to decreased productivity, high turnover, and decreased morale.

Background

Local area Workforce Boards and their program contractors are required to establish and maintain a drugfree workplace in accordance with the Drug-Free Workplace Act of 1988; Section 188 of the Workforce Investment and Opportunity Act (WIOA) and 29 Code of Federal Regulations Part 98, Subpart F.

The U. S. Drug-Free Workplace Act of 1988 promotes the goal of drug-free workplaces through fair and reasonable drug-testing methods for the protection of public employees and employers. The act also requires organizations and companies to agree to run a drug-free workplace before entering into a contract or grant program with the government.

Part 683.200 of the proposed rules for the Workforce Innovation and Opportunity Act states "All WIOA title I and Wagner-Peyser grant recipients and subrecipients must comply with the government-wide requirements for…a drug-free workplace, codified at 29 CFR part 98." CareerSource is a title I grant subrecipient.

Policy

This policy is implemented pursuant to the Drug-Free Workplace Program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

It is the policy of CareerSource to prohibit the unlawful manufacture, distribution, possession, use, or offering to sell a controlled substance; the abuse or unauthorized/inappropriate use of legal drugs; and the use or abuse of alcohol while on CareerSource business on CareerSource owned, leased, or supervised property, at an offsite location when located with a partner agency, or while out of the office conducting CareerSource Hillsborough Pinellas business. It shall also be the policy of CareerSource that no employee shall report to work while under the influence of alcohol or controlled substances.

Therefore, in support of this policy and at its own expense, CareerSource will test for use of controlled substances and abuse of alcohol under the following circumstances:

- All individuals who have applied for a job with CareerSource and have been extended a conditional offer of employment;
- if a reasonable suspicion exists that a current employee is in violation of this Policy as determined by the CEO;
- if an employee is involved in an accident during the employee's work hours which causes injury to himself or to any other person, damage to any property, or results in lost work time,

and there is a reasonable suspicion that drug or alcohol use was a factor in causing the accident; and
- as a follow-up procedure to any drug or alcohol treatment program.

All drug testing shall conform to the requirements of this Policy and to State and Federal law.

Applicability

This policy is applicable during all working hours, whenever anyone is representing or conducting business for CareerSource; to any individual who is conducting business on CareerSource-owned, leased or supervised property or at an offsite location when located with a partner agency; or to any individual who is applying for a position and has been extended an offer of conditional employment.

This includes, but is not limited to CareerSource employees, volunteers, interns, Florida Commerce employees located in CareerSource offices, applicants for employment, and partner agency staff located within CareerSource facilities.

Results of Failure to Comply with Policy

Failure of any individual listed above under "Applicability" to comply with this Drug-Free Workplace Policy shall result in disciplinary action in accordance with the provisions of this Employee Handbook and may result in a referral for legal prosecution. As an alternative to termination of employment, if deemed appropriate by CareerSource under the particular circumstances, an individual who violates this Drug-Free Workplace Policy may be offered a last chance in which the employee agrees to complete a substance abuse assistance or rehabilitation program to the satisfaction of CareerSource.

Failure by a partner agency that is located in a CareerSource facility to comply with this policy, or a similar drug-free workplace policy of their organization, may result in termination of any agreement or contract. Failure of a program contractor to establish and maintain a Drug-Free Workplace policy may result in termination of the contract.

Common Medications that May Alter or Affect a Drug Test

The Florida Agency for Health Care Administration has determined that the following over-the-counter and prescription drugs can alter or affect drug test results. Due to the large number of obscure brand names and constant marketing of new products, this list cannot and is not intended to be all-inclusive. Employees should feel free to report their use of prescription or non-prescription medications to the testing facility or medical review officer so such information may be considered along with the results of a drug test.

An employee or job applicant is responsible for notifying the testing laboratory of any administrative or civil action brought pursuant to Florida Statute 440.102 (2019). Employees and job applicants may consult with a medical review officer for technical information, regarding prescription or nonprescription medication.

Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof)
Amphetamines	Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine
Cannabinoids	Marinol (Dronabinol, THC)
Cocaine	Cocaine HCI topical solution (Roxanne)
Phencyclidine	Not legal by prescription
Methaqualone	Not legal by prescription
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, dilaudid (Hydromorphine), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbituates	Phenobarbitol, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax
Methadone	Dolphine, Metadose
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

Definitions

Following are definitions that pertain to this policy. Note: This section of the policy is intended to provide, so far as possible, a "plain English" explanation of relevant terms that are associated with the US Drug-Free Workplace Act of 1988 and other applicable regulations. This section is not intended to change the meanings assigned to these statutory terms.

Chain of custody: the process of control established by the drug testing laboratory to ensure that drug-testing samples remain tamper-free and properly identified; including ensuring that all times a designated individual has responsibility for the samples and tests. The laboratory may create forms for tracking and proving the chain of custody.

Controlled substance: a controlled substance includes the following and is updated through inclusion in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

- Amphetamines (speed, eve, Biphetamine, Desoxyn, Dexedrine, etc.)
- Cannabinoids (marijuana, hashish, hash, hash oil, pot, joint, reefer, roach, spleaf, grass, weed, etc.)
- Cocaine (coke, blow, snow, flake, crack, etc.)
- Phencyclidine (PCP, angel dust, hog, etc.)
- Hallucinogens (LSD, acid, mushrooms, shrooms, etc.)
- Methaqualone (Quaaludes, ludes, etc.)
- Opiates (heroin, codeine, morphine, opium, Dover's powder, paregoric, parepectolin, etc.)
- Barbiturates (phenobarbital, butabarbital, secobarbital, tuinal, amytal, etc.)
- Benzodiazepine (Librium, Valium, Ativan, Azene, Clonopin, Dalmone, Diozepam, Halcion, Poxipam, Restoril, Serax, Transene, Vertron, Xanax, etc.)
- Synthetic narcotics, including methadone (dolophine, methadose, etc.)
- Designer drugs (ecstasy, etc.)

Conviction: a finding of guilt (including a plea of no contest or nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

Drug test: testing for the presence of the metabolites of controlled substances will be conducted by the analysis of urine. This drug test will be conducted by a 3rd party laboratory contracted by CareerSource at the lab's location using their approved procedures.

Drug testing results:

- A positive result means that the presence of alcohol or a controlled substance was detected, and the person failed the test.
- A negative result means the threshold levels for alcohol or a controlled substance were not met, and the person passed the test.
- An invalid test is one in which the test results cannot be used for some reason such as improper documentation.

Illegal drug: any drug that (a) is not legally obtainable; (b) may be legally obtainable but which has not been legally obtained; or (c) is being used in a manner or for purposes other than as pre-scribed or intended.

Legal drug: prescribed drugs and over-the-counter drugs that have been legally obtained to be used solely for the purpose for which they were prescribed or manufactured.

Medical review officer (MRO): is an impartial person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by a drug-testing

program and evaluating medical explanations for certain drug test results. This function is contracted out by CareerSource to an independent 3rd party.

Reasonable suspicion: a belief that an individual covered by this policy is using or has used drugs or alcohol in violation of this policy. A reasonable suspicion will be based on specific, objective, and easily stated facts and reasonable inferences drawn, as evidenced by the following examples:

- Direct observation of drug and/or alcohol use.
- Erratic behavior or abnormal conduct from the employee's normal behavior while at work and consistent with behavior of a person under the influence of drugs and/or alcohol. Examples of erratic behavior and abnormal conduct include, but are not limited to:
  - slurred speech
  - physical and motor impairment
  - difficulty concentrating
  - memory problems
  - poor decision-making abilities
  - risky behavior
  - blackouts
- Significant deterioration of work performance over a period of time.
- A report of drug use, provided by a reliable and credible source, which has been confirmed by a third party.
- An arrest or conviction of an alcohol or drug related offense.

Work hours: the hours each week an employee is scheduled to work. Work hours may include special events that occur before or after a normal workday starting or ending time.

Details

The following are details and processes/procedures that pertain to this policy.

A. Staff Responsible for this Drug-Free Workplace Policy

Human Resources shall be responsible for overseeing this Drug-Free Workplace Policy.

B. Assistance

CareerSource recognizes that alcohol and drug abuse and addiction are treatable illnesses. It is also understood that early intervention and support improve the success of rehabilitation. To support the CareerSource employees, CareerSource:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to

the employee and employees are otherwise obligated to comply with this Drug-Free Workplace Policy.

C. Notices

CareerSource shall post a notice of this Drug-Free Workplace Policy on the intranet. In addition, CareerSource shall include a statement on all job vacancy announcements that a drug test will be required after a conditional offer of employment is made.

D. Pre-employment drug testing

If CareerSource extends an offer of employment to a job applicant who otherwise satisfactorily meets CareerSource's standards for employment, the offer will be conditional upon the job applicant submitting to a drug test to determine the presence of controlled substances.

A positive drug test result indicating the use of controlled substances or alcohol abuse will result in revocation of an offer of employment. Job applicants will have the right to challenge any drug test or request a retest at the job applicant's expense. The procedures for challenging a drug test or requesting a retest can be obtained from the Director of Human Resources.

E. Active employee drug testing

CareerSource reserves the right to ask any employee to submit to drug testing under the following conditions:

- If an employee is involved in an accident during the employee's work hours which causes injury to himself or to any other person, damage to any property, or results in lost work time, and there is a reasonable suspicion that drug or alcohol use was a factor in causing the accident;
- When an employee is directly observed drinking alcohol or using a controlled substance.
- When, in the opinion of two managers or a manager and an additional competent coworker, a reasonable suspicion exists that an employee may be abusing or under the influence of a controlled substance or alcohol. In such circumstances, the managerial personnel will document, in writing, the basis for their reasonable suspicion. If the reasonable suspicion is based on a report by another person, this report must be confirmed by a manager.
- When an employee has sold or otherwise solicited any other person to obtain, use, or purchase illegal drugs, controlled substances or alcohol during working hours, or there is a reasonable suspicion by a manager that such activities have taken place. In such circumstances, the managerial personnel will document, in writing, the basis for the reasonable suspicion. If the reasonable suspicion is based on a report by another person, this report must be confirmed by a manager.
- When it is a follow-up procedure that is part of a referral to the Employee Assistance Program or enrollment in a drug or alcohol abuse program.

- If follow-up testing is required, it must be conducted at least once a year for a 2-year period after completion of the program.

F. Consequences of Refusing a Drug Test or Treatment or Tampering with a drug test

- Refusal to Cooperate - Job Applicants
  Any person receiving a conditional offer of employment who refuses to submit to drug and alcohol testing, or who alters, changes in any way, or otherwise interferes with drug-testing collection, samples, or analysis, will have the job offer withdrawn and is immediately disqualified from employment by CareerSource.
- Refusal to Cooperate - Employees
  Any employee who refuses to submit to drug and alcohol testing when required may be terminated or referred to a Life Assistance Program at the discretion of the CEO. An employee who alters, changes in any way, or otherwise interferes with drug-testing collection, samples, or analysis, will be immediately terminated and may forfeit any medical or indemnity benefits available under the workers' compensation regulations (F.S. 440.101 (2)).
- Refusal to Accept Treatment or Failure to Rehabilitate
  Any employee who rejects a treatment program offered through the Life Assistance Program or who leaves a treatment program prior to being properly terminated will may be immediately terminated from employment with CareerSource.
- Limitations on Referral to Life Assistance Program
  CareerSource wishes to make every effort to rehabilitate an employee who may be experiencing drug or alcohol problems. However, should an employee be referred to a Life Assistance Program for drug or alcohol treatment or self-enroll in a drug or alcohol 39 treatment program two times within a three-year period, that employee will may be immediately terminated.

G. Notification of positive drug test results

Within five working days after the receipt of the positive confirmed test results from the MRO, CareerSource or the MRO shall inform the applicant or employee in writing of such positive test results, the consequences of such results, and the options available including the right to file an administrative or legal challenge. (F.A.C. 38F-9.008(3)). A determination of next steps to be taken shall be made by the CEO.

H. Contesting drug test results

An applicant or employee has the right to contest positive drug test results. In the event that a job applicant or employee tests positive for one or more illegal drugs, CareerSource or the MRO will inform the employee or job applicant of the positive result within five working days after receipt of the test result from the testing laboratory or clinic. The employee or job applicant will have five working days after notification to discuss the test results with the MRO, submit documentation of any prescription drugs relevant to the test result to the MRO, or request a retest at the employee or job applicant's expense. Should the MRO determine that the challenge or explanation offered by the employee or job applicant regarding the

positive result is unsatisfactory, the MRO shall report a positive test result back to CareerSource Human Resources.

Should the job applicant or employee present satisfactory documentation that serious illness, injury, or other circumstances unavoidably prevented contact with the MRO within the specified time limit, the MRO may authorize a retest or take other acceptable and appropriate actions. If, however, the job applicant or employee refuses to communicate with the MRO regarding a positive test result, or fails to offer a satisfactory explanation for failing to contact the MRO within the specified time limit, the MRO shall notify CareerSource Human Resources of such job applicant or employee's refusal

I. Reporting to work under the influence

Any employee who reports to work under the influence of controlled substances or alcohol or becomes visibly impaired while at work will not be allowed to continue working that day. Human Resources and the employee's Manager shall be notified immediately. The employee's Manager shall send the employee home immediately by taxi or other safe transportation including transportation by another employee at the expense of the employee who reported to work under the influence. Human Resources may arrange for the affected employee to submit to drug testing as outlined in this policy.

An employee or other manager/manager who observes another employee who appears to be visibly impaired should seek the opinion of the employee's manager. The manager of the allegedly impaired employee should consult privately with that employee to determine if there is an impairment and the reason for the impairment. The results of this discussion will be brought to the department Manager who shall contact Human Resources if it appears the employee's visible impairment is the result of alcohol or illegal drugs. Human Resources may arrange for the employee to submit to drug testing as outlined in this policy.

J. Loss of worker's compensation benefits

If an employee is injured on-the-job while conducting CareerSource business and drug tests or other medical evidence indicates the presence of drugs or alcohol in the employee's body at the time of the accident, the employee may be required to forfeit any medical or indemnity benefits available under the Florida Workers' Compensation Statute (F.S. 440.101(2)). This penalty is in addition to any others that might apply either under this policy or under applicable law.

K. Searches

Entering CareerSource-owned, leased, supervised property or an offsite location when located with a partner agency constitutes consent to searches and inspections. If an individual is suspected of violating the Drug-Free Workplace Policy, he or she may be asked to submit to a search or inspection at any time.

L. Notification of Convictions

Any employee who is convicted of, pleads guilty, nolo contendere or no contest to, a criminal charge, arrest, and/or substance abuse violation, including DUIs, must notify CareerSource in writing within five calendar days of the conviction. CareerSource will take appropriate action, including notifying state and federal agencies where and when appropriate. A failure to report a drug conviction to CareerSource within the applicable time periods will result in immediate termination of the employee, unless good cause exists for the employee's failure to report the conviction to CareerSource. The determination of good cause is at the sole discretion and interpretation of the CareerSource CEO and/or HR.

M. Confidentiality

All test results of employees will be kept strictly confidential with access to this information limited to those who have a legitimate need to know in compliance with relevant laws and management policies, except in the following circumstances:

- When the employee has given consent to make test results known; or
- When placed at issue by the employee in any legal, administrative, or other proceeding to determine compensability of a workers' compensation claim or as otherwise provided by law.

Action Steps Required

Following are the action steps that must be taken by each CareerSource staff, Florida Commerce staff located in CareerSource offices, volunteers and interns.

A. Each individual must review this policy directive. If the individual has a question about anything contained herein, it is his/her responsibility to immediately bring the question to the attention of his/her manager. If not resolved, the manager will contact Human Resources.

B. CareerSource contract managers and appropriate Directors shall provide this policy to all partner agencies located in a CareerSource facility and Program Contractors and require that each submit a letter stating that this policy was provided to all appropriate staff and that the partner or program contractor shall abide by this policy or submit their own to Human Resources for review.

C. It is the responsibility of each individual to immediately report any breach of this policy to their Manager or to the attention of Human Resources.

D. Each manager and director is responsible for informing employees of this policy.

E. Each individual must replace previous drug free workplace policies with this policy reissuance.

Policy Amendments of revocation

Notwithstanding any of the foregoing, CareerSource reserves the right to revise or revoke this policy at any time.

This policy is written to establish local procedures and is not intended to supersede any applicable laws or regulations. Nothing in this policy shall be construed as creating any legal rights for any individual beyond the rights such persons may have under the Drug-free Workplace Act of 1988 or the Workforce Innovation and Opportunity Act. Failure of CareerSource to adhere strictly to the steps outlined within this policy shall not be construed as a violation of rights or administrative procedures.

Weapon-Free Workplace

CareerSource Hillsborough Pinellas maintains a workplace safe and free of violence for all employees. Possession of a weapon by employees on property owned or leased by CareerSource Hillsborough Pinellas or any other place while on duty is prohibited, except where authorized by law or management. "Weapon" as used herein includes, but is not limited to, guns, knives, explosives, and other things which may be used to cause significant harm to a person, except that chemical spray shall not be considered a weapon. "Chemical spray" as used herein means a device containing mace or pepper spray that is compact in size, designed to be carried on or about the employee, solely for purposes of lawful self-defense, and contains not more than two ounces of chemical.

In accordance with Florida Statues, Section 790.251, an employee is permitted to possess and store legally owned firearms and ammunition, which the employee lawfully possesses, within their private motor vehicle, for self-defense and other lawful purposes. Such firearm(s) must be:

- Lawfully possessed by the employee; and
- Locked inside a private motor vehicle in a parking lot; and
- Stored out of sight within the private motor vehicle

Any employee who threatens to bring a weapon to the workplace will be subject to discipline up to and including termination of employment.

All employees are subject to this provision on Employer-owned or leased property. Failure or refusal to abide by this policy will be subject to discipline up to and including termination.

Employee Problem Resolution

Good morale among staff is necessary, and problems can be solved as they arise by the sincere efforts of all persons concerned if they work toward constructive solutions to such problems in an atmosphere of courtesy and cooperation. When a staff member has a concern, resulting from discipline or any other event, every effort shall be made to satisfactorily resolve that problem by informal procedures. However, there are occasions when informal resolution may not be possible; therefore, formal procedures for resolution are set forth within CareerSource Hillsborough Pinellas's Grievance and Compliant procedure policies that have been approved by the Board of Directors.

Garnishment/Child Support

When an employee's wages are garnished by a court order, CareerSource Hillsborough Pinellas is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. CareerSource Hillsborough Pinellas will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Whistle-Blower Policy

All CareerSource Hillsborough Pinellas directors, officers, employees, volunteers, interns, contractors, and training vendors are expected to act in accordance with all applicable laws, regulations, and the policies of CareerSource Hillsborough Pinellas at all times and to assist in ensuring that CareerSource Hillsborough Pinellas conducts its business and affairs accordingly.

Every CareerSource Hillsborough Pinellas employee and Florida Commerce employee located in CareerSource Hillsborough Pinellas's offices who has knowledge of any conduct, practice, or activity of CareerSource Hillsborough Pinellas that is in violation of a law, rule or regulation is obligated to report it as soon as possible by submitting a written complaint to the CEO of CareerSource Hillsborough Pinellas, or, if the allegation concerns the CEO, to the Board Chair, for investigation and corrective action. Intentional and unintentional violations of laws, regulations, rules, internal controls, policies and procedures may occur and may constitute improper activities as defined within this policy.

In making a report, the reporting party is requested to be as specific as possible, including identifying witnesses, documents and other sources of information. This reporting may be the employee's only form of complaint or it may be supplemented by a further complaint to outside authority.

CareerSource Hillsborough Pinellas will not retaliate against any employee who makes such a report. It is a violation of this policy, however, for an employee to report information that the individual knows to be false. Any employee who believes he or she is being retaliated against for making a report under this Policy should contact Human Resources immediately. This Policy does not provide an exhaustive description or recitation of the various laws that may provide protection against retaliation CareerSource Hillsborough Pinellas complies with any and all laws, including those that encourage reporting of misconduct and prohibit retaliation. CareerSource Hillsborough Pinellas takes this obligation very seriously. As a result, CareerSource Hillsborough Pinellas has established this Policy an initial administrative process for employees who allege that they have been retaliated against in response to activity protected by law. Additionally, any violation of this policy may result in disciplinary action up to and including termination.

Smoking and Tobacco Products

Florida's Clean Indoor Air Act prohibits smoking in enclosed public places, including enclosed indoor places of business. Therefore, smoking in the workplace (including the use of e-cigarettes and vaping) is prohibited except in specifically designated locations outside. In situations where

the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. This policy applies equally to employees, customers, and visitors.

Parking

Free parking facilities are available to employees. You are required to park within the designated areas. CareerSource Hillsborough Pinellas is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your car doors.

Dress Code Policy

Professionalism is reflected by the appearance and manner of our employees. Consequently, it is necessary to establish guidelines for maintaining and enhancing CareerSource Hillsborough Pinellas image. This Dress Policy is intended to allow flexibility and comfort for the employees of CareerSource Hillsborough Pinellas, while providing examples and boundaries of attire considered acceptable, and unacceptable for the image we wish to present to our customers.

The following includes a chart of acceptable business attire. Questions should be directed to your manager and in the event your manager is unable to address the issue then contact Human Resource Department. CareerSource Hillsborough Pinellas reserves the right for flexibility and to require specific dress for scheduled days and events.

Fridays may be business casual days which allow for jeans that are not torn or ripped to be worn with a business appropriate top.

<u>Acceptable Business Attire</u>

- Long or short-sleeved dress or sport shirts
- Sweaters/cardigans
- Skirts/dresses (no higher than 4" above knee)
- Dress Slacks
- Suits
- Sport coats or blazers
- Dress shoes
- Necktie (when appropriate)

All clothing must be clean, neat, pressed, and project a well-groomed appearance.

Employees must consider their individual schedule/assignment for that day when deciding what to wear to work. In order to project a high level of professionalism, meetings with vendors, customers, or other individuals outside the organization may require a higher standard of dress than what is common for the office on a given date. Positions dealing with facilities issues such as a custodian or maintenance person may be required to wear specific clothing based on the handling the nature of the duties. Good personal hygiene and personal habits are also very important. **Although tattoos are generally permitted, if any tattoo is deemed inappropriate the employee will be required to cover it.**

Prohibited Attire

The following are examples of articles and types of clothing which are not acceptable in the workplace at any time unless an exception is noted below:

- Athletic jerseys, tank tops, tube tops, halter tops, backless or bare midriff shirts, shirts with written slogans, expressions or depictions
- Spandex/lycra garments, leggings, jeggings, sweat pants, running or warm-up suits, workout clothes and overalls or coveralls
- Underwear as outerwear, excessively tight, provocative or revealing attire (braless or mini look) or off-the-shoulder garments
- Wrinkled, stained, ripped or "distressed" clothing
- Any form of casual denim unless specified
- Hats, caps, sweatbands and similar headwear
- Any form of flip-flops or work boots

Please note that this list is not exhaustive. Manager will have final decision of what is not acceptable.

Accommodations Related to Dress Code Policy

This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing CareerSource Hillsborough Pinellas. Every effort will be made to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for that employee to comply fully with the dress code policy. Employees should contact their manager or Human Resources to discuss the employee's specific needs.

Use of Electronic Media

The purpose of this policy is to maximize the understanding of electronic communications, including social media, for CareerSource Hillsborough Pinellas employees, Florida Commerce staff located in CareerSource Hillsborough Pinellas offices, volunteers, interns, and other authorized users; describe all associated requirements that are necessary to ensure compliance with federal, state, and local laws; and outline potential performance issues caused by the improper or unauthorized use of the systems made available to carry out the workforce development business of this local workforce area.

Florida's Public Records Act (Sunshine Law)

Chapter 119 of Florida Statutes, or the Sunshine Law, provides that any records made or received by any public agency in the course of its official business are available for inspection unless specifically exempted or declared confidential by the Florida Legislature. CareerSource Hillsborough Pinellas, by virtue of its history and mission, must comply with the Sunshine Law.

Over the years, the definition of what constitutes “public records” has come to include not just traditional written documents such as papers, maps, and books, but also tapes, photographs, film, sound recordings and records stored in computers, smartphones and the cloud. By way of example, computer records, e-mails, social media entries, tape recordings, text messages, voicemails and instant messages are public records when they are made or received by an employee in connection with official government business and are used to perpetuate, communicate or formalize knowledge.

The Sunshine Law establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. Under certain circumstances, records of CareerSource Hillsborough Pinellas may or may not be subject to public records requests.

All public records requests shall be handled by the CEO (or his/her designee) who is the official public records custodian for CareerSource Hillsborough Pinellas. When CareerSource Hillsborough Pinellas receives a public records request, the CEO or such supervisory personnel as he/she may designate, will acknowledge receipt of the request promptly and then locate the requested records, determine if the records contain confidential or exempt information and redact the records as appropriate. The records will then be made available for inspection and/or copying at any reasonable time, under reasonable conditions and under supervision by the CEO (or designee). Inspection of records may be limited to the hours during which CareerSource Hillsborough Pinellas offices are open to the public.

If the CEO (or designee) asserts that an exemption applies to a part of such record, he or she will redact that portion of the record to which an exemption has been asserted and validly applies and produce the remainder of such record for inspection and copying. If requested, CEO (or designee) will also state in writing and with particularity the reasons for the conclusion that the record is exempt.

Florida law contains numerous exemptions from inspection or copying of public records. For instance, social security numbers and bank account information of all employees are exempt from disclosure. The CEO (or designee) will refer to Florida law and the Government-In-The-Sunshine Manual to determine if records are exempt from disclosure.

Florida law also provides that certain public records are confidential. For example, medical records of employees are confidential pursuant to Florida Statute Section 112.08(7). If a record is confidential, CareerSource Hillsborough Pinellas will not disclose the entire record (i.e., redaction is not necessary) unless the disclosure of such a record to certain entities or persons is permissible by law.

Prior to filling any requests for materials, the CEO (or designee) will notify the requesting party of any charges, such as actual charges for copies or extensive staff time in locating, reviewing, redacting and copying records.

Any person who submits a public records request is not required to submit such a request in writing, nor is such a person required to provide his or her name or other personal information, sign for the receipt of the records or provide a reason for requesting records. In addition, CareerSource Hillsborough Pinellas employees are not required to give out information from the public records or answer questions about public records. CareerSource Hillsborough Pinellas employees are also not required to create new public records in response to a public records request or reformat the public records.

CareerSource Hillsborough Pinellas employees who have public records in their custody are required to retain such records in accordance with the records retention schedules established by the Florida Department of State. For example, the current record retention schedule provides that administrative correspondence and memoranda, the record category which many e-mails will fall into, must be maintained for three (3) fiscal years. In addition, the current record retention schedule provides that transitory messages, the record category which many e-mails will also fall into, must be retained until obsolete, superseded, or until their administrative value is lost. The records retention schedules, which may be amended from time to time, are currently available online at https://dos.myflorida.com/library-archives/records-management/general-records-schedules/. The CEO (or designee) will ensure CareerSource Hillsborough Pinellas' records are retained and destroyed in accordance with Florida law.

Policy

CareerSource Hillsborough Pinellas is committed to providing an environment that encourages the use of computers and electronic communications, including but not limited to email, internet access, and social media, as essential tools to support CareerSource Hillsborough Pinellas's workforce development efforts. It is the responsibility of each individual to ensure that this technology is used for proper business purposes and in a manner that 1) is responsible, professional, and legal; 2) does not compromise the confidentiality of sensitive information; 3) does not compromise the security of CareerSource Hillsborough Pinellas's computer resources; 4) is consistent with the workforce development business of CareerSource Hillsborough Pinellas; and 5) is in accordance with the guidelines written within this policy and all other CareerSource Hillsborough Pinellas policies.

Applicability

This policy on electronic communications and social media applies to CareerSource Hillsborough Pinellas staff, volunteers, interns, and Florida Commerce employees located in CareerSource Hillsborough Pinellas facilities, whether they are on CareerSource Hillsborough Pinellas property or off-site; partner agency staff located within CareerSource Hillsborough Pinellas facilities; program contractors; and other authorized users.

Results of Failure to Comply with Policy

Failure of any of the individuals listed above under "Applicability" to comply with this electronic communications and social media policy shall result in disciplinary action in accordance with this Employee Handbook. Failure by a partner agency that is located in a CareerSource Hillsborough

Pinellas facility or a program contractor to comply with this policy may result in termination of any MOU, agreement or contract.

Details and Definitions

Following are definitions and details of this policy. Note, use of the term "employee" or "staff" shall mean any of the individuals listed above under "Applicability".

A. CareerSource's Electronic Communication Systems

1. **Ownership.** All aspects and components of CareerSource Hillsborough Pinellas's electronic communications systems, including but not limited to hardware, software, website, telephones, copiers/scanners, cell phones, fax machines, all communications/messages that are sent or handled by these systems, and documents stored on any of these devices are considered to be the property of CareerSource Hillsborough Pinellas. These electronic communications systems, including e-mail and Internet access, are business tools provided by CareerSource Hillsborough Pinellas.
2. **No Right to Privacy.** Employees do not have a right to privacy in any communication or document created, received, sent, stored or accessed by CareerSource Hillsborough Pinellas's electronic resources, whether or not the communication or document is designated as private or confidential. An employee's access code or password does not give him or her any right to privacy with respect to using CareerSource Hillsborough Pinellas's electronic resources, including equipment, email, and Internet systems.
3. **Monitoring.** CareerSource Hillsborough Pinellas reserves the right to access, monitor, and review, without prior notice and at any time, all CareerSource Hillsborough Pinellas electronic resources for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the management of CareerSource Hillsborough Pinellas's information systems. This includes but is not limited to the right to monitor emails, Internet sites visited, duration of employee(s) Internet use, Internet files and pages which have been viewed, accessed, or downloaded, voice messages, and documents stored on any CareerSource Hillsborough Pinellas electronic resources.
4. **Authorized Usage.** CareerSource Hillsborough Pinellas's electronic communications systems must be used to solely to facilitate the workforce development business of the organization. Employees are forbidden from using CareerSource Hillsborough Pinellas's electronic communication systems for private business activities, for personal use, or for amusement/entertainment purposes, except as provided by applicable law.
5. **Inappropriate Use.** Employees are reminded that the use of corporate resources, including electronic communications, should never create either the appearance or the reality of inappropriate use. Inappropriate use may result in loss of access privileges and disciplinary action. Some specific examples of inappropriate and therefore prohibited uses include, but are not limited to, the following:
    - Transmitting, retrieving, downloading, or storing messages or images from or to another employee or authorized user, or to a vendor, training provider, program contractor, customer, or other outside party, that are offensive, discriminatory,

inflammatory, derogatory, off-color, abusive, profane, sexual in content, harassing in nature, threatening, or otherwise inappropriate in a business environment. This includes messages that are about an individual or group's race, age, disability, religion, marital status, national origin, physical attributes or sexual orientation. Such remarks, even when made in jest, are not appropriate and must be avoided.

- Transmitting, retrieving, downloading, or storing messages or images for any purpose that is illegal, against CareerSource Hillsborough Pinellas policy, or contrary to CareerSource Hillsborough Pinellas's best interest.
- Conducting personal business, soliciting personal business opportunities, or personal advertising.
- Gambling, monitoring sports scores, or playing electronic games.
- Downloading or distributing pirated software, music, or data.
- Using CareerSource Hillsborough Pinellas's electronic communication resources to propagate a virus, worm, Trojan horse, trap door program code, or other similar potential threats.
- Uploading software licensed to CareerSource Hillsborough Pinellas's or data owned or licensed by CareerSource Hillsborough Pinellas without authorization to do so.

6. **Password Accountability.** Regardless of the circumstances, an individual's password(s) to CareerSource Hillsborough Pinellas's electronic communication systems or the State systems such as OSST, EF, etc. must never be shared or revealed to anyone else. To do so exposes the employee to responsibility for actions the other individual takes with the password. If employees need to share computer resident data, they should utilize public directories on CareerSource Hillsborough Pinellas network servers and other authorized information-sharing mechanisms.

   To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords which are difficult to guess (for example, not a dictionary word, not a personal detail, and not a reflection of work activities).

7. **User Identity.** Misrepresenting, obscuring, suppressing, or replacing a user's identity on an electronic communications system is not allowed. The username, electronic mail address, organizational affiliation, and related information included with electronic messages or postings must reflect the actual originator of the messages or postings.

8. **Protection of Confidential Information.** Employees and other authorized users are reminded that CareerSource Hillsborough Pinellas's electronic communication systems are not encrypted by default; therefore, the confidential information is not automatically protected. If confidential or sensitive information must be sent by electronic communication systems, encryption or similar technologies to protect the data must be employed.

B. Social Media within CareerSource Hillsborough Pinellas

1. **Definition.** Any online tool or application that goes beyond simply providing information, instead allowing collaboration, interaction, and sharing. Examples of social media include, but are not limited to, the following:
   - social networking sites (i.e. Facebook, LinkedIn, Bebo, Yammer)
   - Florida Commerce and photo sharing websites (i.e. Flickr, Snapchat, Shutterfly, YouTube, Instagram)
   - blogs, including corporate blogs, media outlet blogs and personal blogs
   - micro-blogging (i.e. Twitter)
   - wikis and online collaborations (i.e. Wikipedia)
   - forums, discussion boards and groups (i.e. Google groups, Whirlpool)
   - vod and podcasting
   - online multiplayer gaming platforms (i.e. World of Warcraft, Second life)
   - instant messaging (including SMS)
   - geo-spatial tagging (Foursquare)
2. **Encouraging Use of Social Media.** CareerSource Hillsborough Pinellas encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of CareerSource Hillsborough Pinellas's workforce development business. By openly sharing knowledge, best practices, and lessons learned with and from other federal, state, and local partners, other regional boards, the public, other employees, and our customers, we can provide more effective solutions and efficiencies to enhance excellence in the business of workforce development.

   The use of social media technology follows the same standards of professional practice and conduct mentioned above under "Electronic Communications Systems." Common sense and sound judgment help avoid the most vexing issues.
3. **Guidelines on Use of Social Media.** The following apply to the use of social media by an employee:
   - The CareerSource Hillsborough Pinellas Marketing Team are the staff solely responsible for commenting, updating, creating and managing all CareerSource Hillsborough Pinellas social media outlets, including Facebook, Twitter, YouTube, and any future social media sites.
   - No employee, with the exception of the CareerSource Hillsborough Pinellas Marketing Team, is authorized to comment as a representative of CareerSource Hillsborough Pinellas at any time on any social media outlet.
   - No staff is authorized to create any accounts in social media outlets using the CareerSource Hillsborough Pinellas logo or CareerSource Hillsborough Pinellas name unless approved in advance by the Marketing Team.
   - All staff, with the exception of the Marketing Team, are prohibited from using social media to contact customers unless approved in advance by the Director of Business

Services. This is to ensure that all communication with customers is done using our electronic communications systems to ensure proper archival of the message in accordance with Florida's public records law and the CareerSource Hillsborough Pinellas policy on Records Management.

4. **Personal Use of Social Media.** CareerSource Hillsborough Pinellas recognizes that staff may wish to use social media in their personal life. This policy does not intend to discourage nor unduly limit their personal expression or online activities. However, staff should recognize the potential for damage to be caused (either directly or indirectly) to CareerSource Hillsborough Pinellas in certain circumstances via staff's personal use of social media when staff can be identified as an employee. Accordingly, staff should comply with this policy to ensure that the risk of such damage is minimized.

   Staff are personally responsible for the content that they publish in a personal capacity on any form of social media platform. When in doubt, staff should seek guidance from their immediate manager on how to comply with this policy.

5. **Restrictions.** Where CareerSource Hillsborough Pinellas employees or program contractors can be identified as a staff or program contract's staff of CareerSource Hillsborough Pinellas, they will be held responsible for anything they post to social media sites regarding any aspect of the CareerSource Hillsborough Pinellas organization, its programs and services, its customers or its partners. The following guidelines must be adhered to:

   - Only publicly available information should be disclosed and/or discussed;
   - Ensure that all content published is accurate, not misleading and complies with all relevant CareerSource Hillsborough Pinellas policies;
   - Expressly state on all postings (where staff are identified as an employee or program contractor) the stated views are the staff's own and are not those of CareerSource Hillsborough Pinellas or the program contractor; use a disclaimer such as this: "The postings on this site are my own and do not necessarily represent the views or opinions of CareerSource Hillsborough Pinellas."
   - Be polite and respectful to all people you interact with;
   - Adhere to the Terms of Use of the relevant social media platform/website;
   - Respect copyright and disclosure laws;
   - Be aware of your association with CareerSource Hillsborough Pinellas in online social networks. If you identify yourself as an employee, ensure the profile and related content is consistent with how you wish to present yourself to CareerSource Hillsborough Pinellas management, colleagues and customers;
   - Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory such as politics and religion;
   - Do not post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or is unlawful;

- Do not imply that you are authorized to speak as a representative of CareerSource Hillsborough Pinellas, nor give the impression that the views you express are those of CareerSource Hillsborough Pinellas;
- Do not use your CareerSource Hillsborough Pinellas email address or CareerSource Hillsborough Pinellas logos or insignia that may give the impression of official support or endorsement of your personal comment;
- Do not use the identity or likeness of another employee, program contractor or other member of CareerSource Hillsborough Pinellas;
- Do not publish, disclose or report on any conversations or information that is deemed confidential or personally identifiable information or deals with matters that are internal in nature; and
- Do not make any comment or post any material which may reasonably be expected to adversely affect or interfere with CareerSource Hillsborough Pinellas's services, operations, property, or goodwill in the community.

Action Steps Required:

Following are the action steps each individual listed under "Applicable" must take.

1. Each individual must review this policy directive. If the individual has a question about anything contained herein, it is his/her responsibility to immediately bring the question to the attention of his/her manager. If not resolved, the manager will contact Human Resources.
2. CareerSource Hillsborough Pinellas contract managers and appropriate Directors shall provide this policy and any subsequent revisions to all partner agencies located in a CareerSource Hillsborough Pinellas facility and to program contractors and require that each submit a letter stating that this policy was provided to all appropriate staff and that the partner or program contractor shall abide by this policy.
3. Each individual must replace previous policies associated with electronic communications and social media with this new policy document.
4. It is the responsibility of all individuals to immediately report any breach of this policy to Human Resources, including any accidental disclosure or suspected misuse.
5. Each manager and director is responsible for informing employees of this policy.

Policy Amendments or Revocation

Notwithstanding any of the foregoing, CareerSource Hillsborough Pinellas reserves the right to revise or revoke this policy at any time.

This policy is written to establish local procedures and is not intended to supersede any applicable laws or regulations. Failure of CareerSource Hillsborough Pinellas to adhere strictly to the steps outlined within this policy shall not be construed as a violation of rights or administrative procedures.

Non-interference with Employee Rights

These policies are not intended to and should not be interpreted as discouraging or preventing employees from engaging in legally required or legally protected activities. For example, nothing in this Employee Handbook should be interpreted as prohibiting or limiting employees from engaging in protected concerted activities regarding the terms and conditions of their employment to the extent that such activities are protected by the National Labor Relations Act (NLRA), including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, to discuss terms and conditions of employment, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

Cell Phone Policy

a) **Cellular Service Vendors:** To facilitate accomplishment of the above objectives, CareerSource Hillsborough Pinellas may, at its discretion, enter into contracts with cellular telephone service providers. During this period when one or more of these contracts is in force, CareerSource Hillsborough Pinellas will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.

b) **Eligibility and Approval:** Cellular telephones and services may be provided to employees to conduct activities incident to their employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone.

c) **Distribution of the various types of Cellular telephones will be controlled:**
   - **Cellular Telephones** – Director or above approval needed. This type of cellular telephone is for CareerSource Hillsborough Pinellas employees and Florida Commerce staff who are mobile a minimum of at least 30% (thirty percent) of their time.
   - **Wireless Cards** – Director or above approval needed. Wireless cards are used for personnel that utilize a laptop and must have the ability to connect at any location to complete assignments.

d) **Personal Calls:** Cellular telephones are provided to employees for the purpose of conducting CareerSource Hillsborough Pinellas business. Business use is any use in the course of performing specific job-related duties on behalf and for the benefit of CareerSource Hillsborough Pinellas.

e) **Other Restrictions:** An employee may not operate a personal business (i.e. selling Tupperware, Avon, etc.) from a CareerSource Hillsborough Pinellas provided cellular telephone, PDA or other assigned device. Further, employees must utilize Password Protection on all devices to protect CareerSource Hillsborough Pinellas data.

f) **Plans, Handsets, Features, and Accessories:** CareerSource Hillsborough Pinellas will contract for a set of usage plans, handsets, features, and telephone accessories that will serve the needs of most employees. Normal usage plans will include voice or voice and data. Plans will be set to restrict text messaging, picture sending/receiving, and use of the Internet unless explicitly authorized to conduct official business.

g) **Safety Precautions:** Employees must follow Florida State laws regarding cellular telephone uses while operating a motor vehicle, including the prohibition of texting while driving.

h) **Damage, Loss, or Theft:** Lost or stolen cellular equipment should be immediately reported to the employee's manager, and to the department issuing the equipment (Finance Department) so the service can be suspended or cancelled. If more than two losses, employee will be responsible for the insurance deductible (whatever the prevailing rate is at the time). Reasonable wear and tear is expected of any cellular device however, if abuse is suspected, CareerSource Hillsborough Pinellas reserves the right to prohibit future issuance and use of a cellular device.

i) **Penalties for Misuse:** Imprudent use of conventional telephones, cellular telephones, PDAs, or other equipment shall be cause for removing the cellular telephones or PDAs from the individual and/or cause for disciplinary action in accordance with CareerSource Hillsborough Pinellas's disciplinary policy.

j) **Changes in Usage of Equipment:** Any changes in the usage of cellular telephones or PDAs are processed through the Finance Department. The most common examples for changes are equipment upgrades, rate plan changes, disconnection of services, and lost or stolen equipment.

k) **Usage Monitoring.** Directors and managers are responsible for educating personnel about appropriate cellular telephone procedures and monitoring their usage. In emergency situations, Directors may grant exceptions to these usage policies. In such circumstances, the employee must reimburse any charges incurred for personal use on a timely basis.

l) **Program Management:** The relationship with cellular providers shall be managed through the Finance Department. CareerSource Hillsborough Pinellas will select service plans/providers and will select and standardize all telephones for use.

m) **Auditing:** All cellular telephone bills will be subject to auditing at any time to ensure enforcement of this policy.

n) **Acquisition:** To obtain a PDA/Cellular Telephone, a request must be completed which outlines the basic request along with the written justification of why the position must have such a device as well as its intended usage.

o) **Safety Guidelines:**
   - Use a hands-free set when available.
   - Use features such as speed dial and voice-activated dialing.
   - Do not use a cell phone when refueling a vehicle.
   - Do not use a cell phone while driving.

Employees that fail to exercise proper judgment and follow the safety guidelines when using a cell phone is subject to disciplinary action, up to and including termination.

Personal Cell Phone Use While Working

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of the CareerSource Hillsborough Pinellas's phones. Excessive personal calls or texting during working time, regardless of the phone used, can interfere with

productivity and be distracting to others, particularly customers. Employees should restrict their personal calls and texts during work time. Employees are therefore asked to make any other personal calls or texts on non-work time where possible and to ensure that friends and family members are aware of CareerSource Hillsborough Pinellas's policy.

Flexibility will be provided in circumstances demanding immediate attention. CareerSource Hillsborough Pinellas will not be liable for the loss of personal cellular phones brought into the workplace. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phones while driving. Safety must be the first priority. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Safe Driving Policy

It is the policy of CareerSource Hillsborough Pinellas that all individuals who drive a vehicle in the course and scope of conducting CareerSource Hillsborough Pinellas business must obey all State of Florida laws while driving, must maintain an acceptable driving record, and must follow the reporting requirements included within this policy.

Failure to comply with this policy may result in disciplinary action.

Definition of Key Terms

Acceptable driving record – the employee does not have any of the following violations on his/her driving record within the last three years:

- Operating a vehicle with a suspended or revoked license
- Operating a motor vehicle without the owner's consent
- Driving while under the influence
- Negligent homicide with a motor vehicle
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Fleeing or trying to elude a police officer
- Hit and run
- Leaving the scene of an accident with injury or death resulting, or property damage in excess of $2500
- Four or more of the following violations within the last three years:
    - A moving violation
    - An at-fault accident
    - Reckless driving
    - Careless/negligent driving

CareerSource Hillsborough Pinellas business – Any actions planned or taken, meetings or events attended, etc. that are done as an employee of CareerSource Hillsborough Pinellas, Florida Commerce staff located in a CareerSource Hillsborough Pinellas office, volunteers, or interns during scheduled work hours. When used within this policy, driving on CareerSource Hillsborough Pinellas business does not include an employee's commute time to and from work.

Details

The following are details, processes/procedures, and safety rules that pertain to this policy and are incorporated into this policy. This policy is intended to coordinate with and not contradict the employee handbook and all other applicable CareerSource Hillsborough Pinellas policies such as the Drug-Free Workplace policy, the Travel policy, and the Marketing and Public Relations policy.

A. Safety Rules

1. CareerSource Hillsborough Pinellas employees, Florida Commerce employees located in a CareerSource Hillsborough Pinellas office, volunteers, and interns must follow all laws of the State of Florida while driving on CareerSource Hillsborough Pinellas business. This includes, but is not limited to,
   - having, carrying and maintaining a valid/current State of Florida Driver's License;
   - keeping any vehicle that is driven on CareerSource Hillsborough Pinellas business registered within the State of Florida;
   - having insurance that meets the minimum insurance requirements of the State of Florida; and
   - conforming to all traffic laws
2. CareerSource Hillsborough Pinellas employees, Florida Commerce employees located in a CareerSource Hillsborough Pinellas office, volunteers, and interns must have an acceptable driving record to drive a vehicle while on CareerSource Hillsborough Pinellas business. See definition of "Acceptable driving record" under "Definitions" above.

B. Accidents. Any CareerSource Hillsborough Pinellas employee, Florida Commerce employee located in a CareerSource Hillsborough Pinellas office, volunteer, or intern who is involved in an accident while driving on CareerSource Hillsborough Pinellas business is required to follow the steps shown below, to the extent that such actions may safely be taken:

- If there are injuries, call 911 immediately.
- Notify the local police, no matter how insignificant the accident or damage.
- Attempt to obtain the following information, especially if the police do not show.
  - Names, addresses, and contact information of the other vehicle owner(s) and driver(s)
  - Details of the other vehicle(s) such as tag number, make and model of car, etc.
  - Names and contact information of any witnesses
  - Name of insurance company of the other driver(s)

- Make no statements of fault or any other details pertaining to the accident to anyone other than the police and representatives of CareerSource Hillsborough Pinellas.
- If you have a camera or a cell phone with a camera with you, take pictures of the accident scene.
- Contact your manager as soon as possible, but by no later than the start of the next business day. You may be instructed to go directly to a lab for a drug test.
- Complete a CareerSource Hillsborough Pinellas Accident or Incident Report form within 24 hours or as soon is practical after leaving the scene of the accident by following the instructions issued with this report form, including attaching any paperwork created by the police, information exchanged with other drivers, or any other information obtained.

If a CareerSource Hillsborough Pinellas employee, Florida Commerce employee located in a CareerSource Hillsborough Pinellas office, volunteer, or intern damages another vehicle while conducting CareerSource Hillsborough Pinellas business and that vehicle is unattended, he/she must leave a note on the other vehicle with his/her business card or contact information and then follow the report instructions in #4 above.

C. Employee reporting. A CareerSource Hillsborough Pinellas employee, Florida Commerce employee located in a CareerSource Hillsborough Pinellas office, volunteer, or intern must report the following to Human Resources within 24 hours or by the start of the next business day, whichever is earlier, or as soon as reasonably possible.

- All traffic violations received while driving on CareerSource Hillsborough Pinellas business. Note, CareerSource Hillsborough Pinellas will not reimburse employees who receive a traffic citation or parking ticket while conducting CareerSource Hillsborough Pinellas business.
- Any of the violations described under the definition “Acceptable driving record” whether this violation was received during work time or on personal time.
- Any motor vehicle accident that occurs while conducting CareerSource Hillsborough Pinellas business.
- Any change in driver’s license status, including temporary or permanent suspensions, restrictions, limitations, and/or revocation.
- Any penalty, fine, imprisonment, or other adverse action imposed by the police or a court in connection with any incident that occurred while driving.

D. Review. The Human Resources Department may conduct a periodic review to ensure that CareerSource Hillsborough Pinellas employees, Florida Commerce employees located in a CareerSource Hillsborough Pinellas office, volunteers, and interns are in compliance with this policy; however, it is the responsibility of the individual to report as is required within this policy.

Action Steps Required

Following are the action steps that must be taken by each CareerSource Hillsborough Pinellas employee, Florida Commerce employee located in a CareerSource Hillsborough Pinellas office, volunteer, or intern.

A. Each individual must review this policy directive. If the individual has a question about anything contained herein, it is his/her responsibility to immediately bring the question to the attention of his/her manager. If not resolved, the manager will contact Human Resources.
B. It is the responsibility of each individual to immediately report any breach of this policy to the attention Human Resources.
C. Each Manager and Director is responsible for informing employees of this policy.
D. If an employee reports an accident to his/her manager, that manager is responsible for reporting the accident to the department Director and Human Resources.
E. Each individual must replace previous safe driving policies with this policy reissuance.

Policy Amendments or Revocation

Notwithstanding any of the foregoing, CareerSource Hillsborough Pinellas reserves the right to revise or revoke this policy at any time.

This policy is written to establish local procedures and is not intended to supersede any applicable laws or regulations. Failure by CareerSource Hillsborough Pinellas to adhere strictly to the steps outlined within this policy shall not be construed as a violation of any rights or administrative procedures.

Public Communications

It is CareerSource Hillsborough Pinellas's policy that all news media inquiries be directed to the office of the CEO and/or Public Relations Officer to:

- Maximize our ability to increase general awareness, understanding and support for CareerSource Hillsborough Pinellas, its people, policies, programs, participants, and mission;
- Speak clearly and consistently and with one "voice" so that critical information is recognized, understood, and reinforced through multiple media channels;
- Ensure that the information shared with media is properly vetted and disseminated in an accurate, consistent, and timely manner in keeping with best practices;
- Protect and respect participants and their families in what sometimes can be delicate, highly personal, and even confidential circumstances.

When the media calls

If a news media representative, on any matter concerning CareerSource Hillsborough Pinellas, its people, policies, programs, contacts a CareerSource Hillsborough Pinellas staff or Board member or shows up at a CareerSource Hillsborough Pinellas location, he or she should be greeted respectfully and immediately referred to the CEO and/or Public Relations Officer's

office before any statements are made or information offered. The CEO and/or Public Relations Officer's office must be contacted immediately to alert them to the situation.

It is CareerSource Hillsborough Pinellas's policy that members of the news media, photographers, or production teams must be accompanied by the CEO, Public Relations Officer or his or her designee at any CareerSource Hillsborough Pinellas location. If you see roaming reporters or cameras, please contact your manager and the CEO and/or Public Relations Officer's office immediately.

If you are confronted by a reporter or camera person asking for comment about CareerSource Hillsborough Pinellas, it is entirely appropriate to excuse yourself from comment by saying, *"It is our policy that any media requests be handled through the office of the CEO. Let me contact someone for you."*

Should a CareerSource Hillsborough Pinellas staff member speak at an off-site conference or event where media is present, the office of the CEO should be notified as soon as possible. If you are invited to participate in a media interview, please clear all such requests through the office of the CEO before any action is taken or decision to participate made.

Should a CareerSource Hillsborough Pinellas staff member believe they have a story of interest to the news media, members of the CareerSource Hillsborough Pinellas staff are encouraged to contact the Marketing Department immediately and may be asked to work collaboratively – upon CEO's approval – to develop the story with the Marketing Coordinator as the sole liaison with the news media throughout the project.

Procedures for CareerSource Hillsborough Pinellas's clients

Permission for the media to photograph, film, record, and/or interview non- CareerSource Hillsborough Pinellas personnel on location may be given only if non- CareerSource Hillsborough Pinellas personnel are willing and only if they give permission in writing on a CareerSource Hillsborough Pinellas "Consent to Photograph/Film/Record and/or Interview" form, available only through the Marketing Coordinator. In the case of minors, parents can consent for their children younger than 18 years of age. If news media want to video tape in the facility, an announcement will be made in the area(s) where they will be taping to notify those who may end up on camera.

Nothing in this Policy is meant to prohibit any employee from providing factual information to governmental authorities.

Public Records Requests

There shall be no attempt to limit access to public records by a claim of interference with the day-to-day conduct of public business. To ensure that all requests for records are handled consistently and appropriately all employees shall follow the Public Records policy approved by the Board of Directors.

When a request for public records is made, it will be forwarded to the office of the CEO for timely processing.

Political Activities

No employee of CareerSource Hillsborough Pinellas shall take any active part in a political campaign while on duty or within any period of time during which the employee is expected to perform services for which compensation is received from CareerSource Hillsborough Pinellas. This prohibition against employees taking an active part in any political campaigns shall include but not be limited to circulation of or seeking signatures to any petition provided for by any charter or law, distributing badges or other such materials indicating the favoring or opposing of a candidate for election or nomination to a federal, state, county, or municipal public office during duty hours or while on CareerSource Hillsborough Pinellas premises.

Nothing in this policy should be deemed to prohibit an employee from expressing his/her opinions on any candidate or issue, or from participating in any political campaign during off-duty hours so long as such activities are not in conflict with State of *Florida Statutes* and opinions of the Florida Division of Elections.

An employee may also serve as a member of the state executive committee or county executive committee of a political party.

Employees whose principal employment is in connection with an activity, which is financed in whole or in part by loans or grants, made by the United States or a Federal Agency are subject to the provisions of the Hatch Act.

Solicitation and Distribution

CareerSource Hillsborough Pinellas has established rules to govern employee solicitation and distribution of written materials. CareerSource Hillsborough Pinellas has established rules to:

- Maintain and promote safe and efficient operations, employee discipline, and an attractive, clutter-free workplace.
- Minimize non-work-related activities that could interfere with customer satisfaction, product quality, and teamwork.

Besides imposing lawful restrictions on employee solicitation during working time and employee distribution of written materials during working time and in working areas, this policy is not intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment.

Employees may not:

- Solicit other employees during working time
- Distribute literature during working time
- Distribute literature at any time in working areas

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, e-mail systems, and intranets for any of the following purposes:

- Offering anything for sale
- Asking for donations
- Collecting funds or pledges
- Seeking to promote, encourage, or discourage participation in or support for any organization, activity, or event, or membership in any organization, except that such conduct shall not be considered solicitation if made for purposes of forming, promoting, or operating labor organizations, to the extent that such conduct is protected by the NLRA.
- Distributing or delivering membership cards or applications for any organization other than labor organizations.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, e-mails, and intranets any literature or other materials including circulars, notices, papers, leaflets, or other printed, written, or electronic matter.

Travel

CareerSource shall make reimbursement and/or payment for the authorized travel expenses of its officers and employees in accordance with the published travel policy. To be eligible for expense reimbursement and/or payment, travel shall be for official business or welfare of the CareerSource Hillsborough Pinellas.

Safety

Chronic Communicable Diseases

It is the intent of CareerSource Hillsborough Pinellas to protect its employees from exposure to infectious diseases, to risk occasioned by infectious diseases, and to provide reasonable accommodations to infected employees.

It is recognized that employees with any illness may wish to continue work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or to others, such illness will not impact the individual's employment. If it becomes necessary, reasonable accommodations shall be made to enable the qualified individual to continue to work. Such employees shall remain subject to CareerSource Hillsborough Pinellas's employment policies, including, but not limited to, sick leave, medical examinations, temporary and permanent disability, and termination.

Employment decisions will be made by utilizing general legal standards in conjunction with current available health department guidelines concerning the particular disease in question. Individual cases will not be prejudged. Decisions will be made based on the facts of the particular case. The determination of an employee's continued employment status shall be a shared health

management decision involving the physician, public health personnel, the employee, and the CEO of CareerSource Hillsborough Pinellas.

All information regarding personnel matters involving employees and communicable disease shall be held in strict confidence and released only to those who have a legitimate need to know.

CareerSource Hillsborough Pinellas will not discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history).

Safety Responsibilities

Employees shall exercise due care in the course of their work to prevent injuries to themselves or other workers and loss of material resources. Each employee shall –

- Report all unsafe conditions to one's manager.
- Keep work areas clean and orderly at all times.
- Report all accidents within 24 hours or as soon as practical to one's manager.
- Avoid engaging in any horseplay and avoid distracting others.
- Obey all safety rules and follow work instructions. If any doubt exists about the safety of a job, work shall be stopped until further instructions are received from a manager.
- Operate only machines and equipment for which they have been trained and authorized to use.
- Use only the prescribed equipment for the job.
- Wear required protective equipment if working in hazardous areas.

Hazard Communication

CareerSource Hillsborough Pinellas may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. Employees should receive training and be familiar with the handling, use, storage, and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspection in your work area. You must follow all labeling requirements.

Visitors on Premises

If employees are expecting a visitor, please notify a Manager or Human Resources. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized, or potentially hazardous areas.

On-the-Job Injuries

If an employee sustains a work-related injury or illness, he/she must report that injury to their Manager/Director within 24 hours or as soon as practical. Depending on the nature of work-

related injury or illness and consistent with CareerSource Hillsborough Pinellas's Drug-Free Workplace policy, an employee may be required to undergo drug testing.

Emergencies

Employees who become aware of an emergency at the workplace must notify their manager immediately. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, acts of god, fires, and the smell of smoke. If a manager is unavailable, contact the nearest CareerSource Hillsborough Pinellas official. Should an emergency result in the need to communicate information to employees outside of business hours, Human Resources will contact employees. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify Human Resources when this information changes.

When events warrant an evacuation of the building, employees should follow the instructions of their manager or any other member of management. Employees should leave the building in a quick and orderly manner. Employees should assemble at the pre-determined location as communicated to them by Human Resources to await further instructions or information.

Benefits

CareerSource Hillsborough Pinellas is committed to providing employees with a benefits program that is both comprehensive and competitive, as set forth below.

Paying for Your Benefits

CareerSource Hillsborough Pinellas contributes on a full-time employee's behalf towards the cost of health and welfare benefits. Eligibility for group insurance shall be the first day of a month after 30 days of full-time employment.

The benefits offered are medical/prescription drug, dental, vision, life and AD&D insurance, short-term disability, and long-term disability. Employer-provided benefits and contribution amounts are reviewed annually and will be based on available budget.

Opting out of the plan makes the employee ineligible for medical/prescription drug and mental health benefits.

A part-time employee *is not eligible* for the following benefits:

- Medical, vision, or dental insurance
- Short-term and long-term disability
- Life insurance

401(k) Retirement Plan

CareerSource Hillsborough Pinellas offers you access to a *401(k) Retirement Plan* that makes saving for retirement easy and convenient through payroll deductions. Employees are eligible to enroll after completing 6 full months of employment.

Upon becoming eligible to participate in this plan, employees will receive a summary plan description (SPD) describing the plan in greater detail. Please refer to the SPD for detailed plan information. Should you have any further questions, please contact Human Resources.

Worker's Compensation

CareerSource Hillsborough Pinellas shall provide Workers' Compensation insurance coverage for all employees.

Educational Reimbursement

As an organization that has as one of its goals to upgrade the workforce of the region, CareerSource Hillsborough Pinellas provides its own employees the opportunity to enrich and enhance their value to themselves and to CareerSource Hillsborough Pinellas by providing them with assistance for educational expenses when budget considerations permit. CareerSource Hillsborough Pinellas will reimburse up to $1,000 per calendar year toward resident tuition costs, laboratory fees, and textbook rentals or purchases to non-probationary, full-time employees who enroll in accredited college, university, or continuing education courses provided –

- The employee has 6 months of service with CareerSource Hillsborough Pinellas unless the training is required for the employee to fulfill job duties and is approved by the CEO.
- Credit courses are directly related to the employee's current work assignment or count toward a formal degree program that relates to the mission of the organization.
- Non-credit courses are directly related to the employee's current work assignment.
- At the completion of a course(s), the employee submits an official grade report indicating completion of the course with a grade of C or better. A receipt for expenditures must be submitted.
- The employee has received prior approval from the CEO that the course(s) to be taken is eligible for reimbursement. A request for educational assistance shall be submitted in writing.
- The course is not to be taken during the employee's work duty hours.
- When tuition, fees, and textbooks can be paid by other financial aid sources, CareerSource Hillsborough Pinellas will reimburse only the difference between the actual cost and the financial assistance.

The CEO shall have authority to deviate from this policy in terms of the amount of tuition reimbursement provided to an employee based on the needs of the organization and availability of funds

Personal Paid Time Off (PTO)

CareerSource Hillsborough Pinellas recognizes the need to provide employees time off with pay in order to maintain employee health, morale, and efficiency. Therefore, CareerSource Hillsborough Pinellas hereby establishes Paid Time Off (PTO), which includes time off for vacations, sick leave, and personal reasons. Such combined leave will provide employees maximum flexibility in planning for and taking time off. In establishing this policy, CareerSource

Hillsborough Pinellas is providing a mere gratuity to its employees; PTO time is not considered an amount due or wage owed to employees.

Paid Time Off hours shall be accrued according to the number of hours paid each pay period (to a maximum of 80).

The accrual schedule is as follows:

Length of Service	Maximum Annual Accrual of Hours	Hours Accrued per 80 Hours Worked
Year 1	136 hours	5.23 hours
Years 2-3	160 hours	6.15 hours
Years 3-5	184 hours	7.07 hours
Years 6+	208 hours	8.00 hours

Guidelines for Use of Personal Time Off (PTO)

a) Employees may use PTO for unscheduled absences due to illness, illness in the family, personal business, and other necessary causes for absences from work.

b) Employees may accumulate PTO hours for use or payout in the future. However, accumulation of PTO hours may not exceed a total of 480 hours. If an employee exceeds 480 hours of accrued PTO, the excess over 480 hours will be lost to the employee at the end of the calendar year if not otherwise used by the employee.

c) It shall be the policy of CareerSource Hillsborough Pinellas to encourage employees to take some of their PTO each year for vacation purposes.
   i. Requested time off for vacations will be approved only when arrangements can be made to assure required staff coverage, and time off for vacation must be requested in accordance with departmental procedures. The employee's manager must approve other scheduled absences at least 24 hours in advance.
   ii. Vacation time may be taken at any time as long as the employee's manager approves. When there is a conflict, scheduling will be at the manager's discretion. Preference in scheduling will normally be given to the employee who requested the time off first.

d) Employees may use PTO hours down to a zero balance. Employees may not take PTO that has not yet been earned; that is, employees may not "borrow" against future accruals of PTO in order to take paid time off.

e) PTO will be charged (that is, the employee's accrued PTO balance will be reduced) according to the actual number of hours used by the employee for the days that the employee would normally work.

f) PTO hours used during a pay period shall not be counted as hours worked for the purpose of computing overtime.

g) At the end of each calendar year, if funds are available and the CEO approves, CareerSource Hillsborough Pinellas may allow employees to request a payout of unused PTO hours with the following restrictions:

6. The employee PTO balance must exceed 104 hours, and the employee must retain an 80-hour balance after the election of a payout.
7. Subject to the above, the employee must request a minimum payout of 24 hours or more.
8. PTO hours selected for payout will be paid at the employee's compensation rate in effect on December 1 of the year the election is made.
9. Payouts to employees will be made in the first pay period in February.

h) PTO shall be paid at the employee's current hourly rate.

i) Accrued but unused PTO will be paid to terminating employees that have completed their initial probationary period.

j) Records of PTO accumulation and use will be based upon and maintained in accordance with the CareerSource Hillsborough Pinellas *Financial Policy*. No PTO shall be granted except on the basis of these records.

k) PTO runs concurrently with FMLA leave. As such, any accrued and unused PTO will be substituted for unpaid FMLA leave and run concurrently with FMLA leave.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, or disability, appointments, emergencies, or other needs that require time off from work.

Except for employees eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act, or other applicable law, employees who have exhausted PTO and employees in their probationary period have no right to take unpaid leave and are not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination.

This policy addresses absences for PTO leave. It does not cover other absences, such as absences for personal leave, family and medical leave, military service leave, military family leave, short- or long-term disability leave, workers' compensation leave, bereavement leave, jury duty leave, voting leave, or other types of leave addressed in the Employee Handbook.

Holidays

Employees of CareerSource Hillsborough Pinellas are entitled to the paid holidays recorded below; however, the holidays recognized by CareerSource Hillsborough Pinellas may be modified in the sole discretion of the CEO. CareerSource Hillsborough Pinellas will be closed for business on these days, and no employee is expected to report for duty.

1. New Year's Day.....January 1
2. Martin Luther King, Jr.'s Birthday.....Third Monday in January
3. Memorial Day.....Last Monday in May
4. Juneteenth .....June 19
5. Independence Day.....July 4
6. Labor Day .....First Monday in September

7. Veterans' Day .....November 11
8. Thanksgiving Day.....Fourth Thursday in November
9. Friday after Thanksgiving Day .....Fourth Friday in November
10. Christmas Day.....December 25

- *If any holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.*
- *If any holiday falls on a Sunday, the following Monday shall be observed as a holiday.*

Full-time employees are entitled to 8 hours of holiday pay at their regularly scheduled rate of pay. Part-time employees are entitled to 4 hours of holiday pay at their regularly scheduled rate of pay.

In the event a recognized holiday is observed while an employee is on approved paid leave, such day shall not be charged against the employee's leave.

Personal Days (PD)

CareerSource Hillsborough Pinellas shall grant employees of CareerSource Hillsborough Pinellas leaves of absence days with pay for four personal days selected by the employee.

a) The personal days shall be used in the same fiscal payroll year they were gained, between July 1 and June 30 of the next year.
b) Personal Days shall not be cumulative.
c) Employees will not be paid for unused personal days.
d) Personal Days must be scheduled and approved in advance by the employee's manager, (except for emergency).
e) Personal Days can be taken in one-hour increments.
f) During an employee's initial year of hire, the number of personal days awarded shall be based on date of hire.

   Between July 1 and September 30.....Four personal days
   Between October 1 and December 31.....Three personal days
   Between January 1 and March 31.....Two personal days
   Between April 1 and June 30.....One personal day

A part-time employee does not accrue any Personal Leave Day benefits.

Benefits – Leaves

All leaves taken by an employee (paid or unpaid) must be documented in the CareerSource Hillsborough Pinellas's payroll and work duty time records; therefore, all leave requests and absence reports shall be submitted to the employee's manager for authorization and/or approval. Planned leave requests must be submitted to the manager in advance to allow the Human Resource Department to verify availability of leave time. When a leave is an emergency, the employee must file an absence report on the day he/she returns to work to allow the Human

Resource Department to determine any effects the absence will have on the employee's next pay period, if any.

Bereavement Leave

Bereavement Leave of Absence of up to five (5) non-consecutive workdays shall be granted to a full-time employee following the death of a member of that employee's immediate family. The amount of time taken, to a maximum of three days, will be left to the discretion of the employee and the CEO's approval.

Restrictions

1. For the purposes of this policy, immediate family is defined as the employee's spouse, child/stepchild, parent, step-parent, sister, brother, step-sister, step-brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, immediate grandparent, or other person whose association with the employee was similar to any of the above relationships (i.e. fiancé).
2. Employees on layoff or unpaid leave of absence when the death occurs are not eligible for bereavement leave.
3. Employees who are on paid leave of absence when the death occurs will be eligible for bereavement leave and not have that time counted against their paid leave of absence.

Jury/Witness Duty Leave

Jury/Witness Duty Leave shall be available to provide salary protection for full-time employees who must be absent from work because they are legally obligated to serve as jurors or subpoenaed to serve as witnesses. Employees must notify their manager immediately when they receive a Jury summons or subpoena.

- Employees who are summoned and perform jury duty are eligible for a paid leave up to a maximum of 15 workdays every 12 months.
- Employees who are subpoenaed and serve as witnesses are eligible for paid leave for the time that they miss work because of witness duty.
- Employees will receive pay at their regular pay rate (excluding overtime) for the time spent on jury or witness duty.
- A copy of the summons or subpoena must be submitted by the employee to the Human Resource Department. Employees are expected to report to work if they are excused from jury duty, during any time of postponement, or other delay while serving as a juror.
- Absence due to jury/witness duty is not considered as time worked in computing overtime pay. Absence for jury/witness duty is treated as an authorized absence on the attendance records of the employee.
- In no case shall pay be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

A part-time employee may be eligible for Jury/Witness Duty Leave, in accordance with CareerSource Hillsborough Pinellas policies and dependent upon meeting specific eligibility requirements.

Military Leave

Short Term Military Leave Policy

Employees who are members of the Armed Forces Reserve or National Guard shall be eligible for pay continuation for up to thirty (30) days per year while they are on active, legally required, short term military service. Employees must notify their manager immediately when they receive reporting instructions.

A regular employee who is a commissioned reserve officer or reserve enlisted person in a reserve component of the Armed Forces or the National Guard of the United States will be entitled to a leave of absence with full pay and without loss of benefits on all days during which they are engaged in training under the provisions of the U.S. military or naval training regulations up to a maximum of 240 hours any one calendar year.

Long Term Military Leave Policy

CareerSource Hillsborough Pinellas's policy is intended to conform to the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, which in all cases shall be the guiding principles.

Long Term Military Leave of Absence is interpreted to mean a leave of absence for the purpose of performing active military duty with the United States Armed Forces for a period of 31 or more consecutive days, but not more than five years unless extended involuntarily by law. Such leave beyond 30 days is unpaid, although employees may use any or all of their accrued but unused PTO during Military Leave.

- A leave of absence for military service will be granted to employees who received orders to report for induction or have enlisted in the Armed Forces of the United States.
- Employees who wish to go on Military Leave status must give written or verbal notice to their manager as far in advance as possible.
- Employees who have served 31 to 180 days of active duty in the ready reserves must notify CareerSource Hillsborough Pinellas of their availability to return to work within 14 days of the date active duty was completed, or if hospitalized as a result of military service, up to two years after discharge, in order to be eligible for reinstatement.
- Employees who serve 181 days or more of active duty must notify CareerSource Hillsborough Pinellas of their availability to return to work within 90 days of their date of completion of active duty to be eligible for reinstatement.
- Employees must report to their manager within 90 days after discharge and present suitable proof that they have completed their training and service in the Armed Forces in a satisfactory manner. They must be eligible for reinstatement under the conditions provided in the USERRA and other applicable legislation.

- USERRA provides that an employee who leaves a position to enter military service shall be reinstated into the job he/she had or would have held if he/she had remained continuously employed, including promotions and step advancements. If absent for 91 days or greater, all bonuses, financial, and advancement opportunities must be offered as if the member never left.
- Employees returning from Military Leave of Absence will be entitled to such benefits as they would have had if they had not been on military absence or leave and as provided for by the USERRA.

In all cases, employees must provide copies of official orders prior to receiving benefits under these policies. Additionally, employees are required to provide notification of their military leave obligations as soon as possible, unless such notice is prohibited or unreasonable.

Civil Air Patrol

- Eligible employees who are members of the Civil Air Patrol will be allowed up to 15 days of unpaid leave annual for the purpose of participating in Civil Air Patrol training or missions. Employees are not required to use accrued PTO but may choose to.
- Employees are eligible for leave if they are senior members of the Florida Wing of the Civil Air Patrol with at least emergency services qualifications and have worked for the CareerSource Hillsborough Pinellas for at least 90 days prior to the start of the leave.

Family and Medical Leave

Under the Family and Medical Leave Act of 1993 (FMLA), employees are afforded certain rights concerning family care and medical leave. CareerSource Hillsborough Pinellas posts mandatory FMLA Notices at all locations and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act.

Under this policy, CareerSource Hillsborough Pinellas will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month rolling period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for CareerSource Hillsborough Pinellas for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by CareerSource Hillsborough Pinellas within 75 miles of the location of CareerSource Hillsborough Pinellas.

Types of Leave Covered

To qualify as FMLA under this policy, the employee must be taking leave for one of the following reasons:

- The birth of a child and to care for that child.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child, or parent with a serious health condition (described below).
- The serious health condition (described below) of the employee.
- A qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

If an employee takes paid PTO for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, CareerSource Hillsborough Pinellas may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave is for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation. An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12

weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor). This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military Caregiver Leave (also known as covered service member leave) is available for an employee to care for an ill or injured service member. This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent, or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Employee Status and Benefits during Leave

While an employee is on leave, CareerSource Hillsborough Pinellas will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, CareerSource Hillsborough Pinellas will require the employee to reimburse CareerSource Hillsborough Pinellas the amount it paid for the employee's health insurance premium during the leave period.

Paid and Unpaid FMLA Leave

CareerSource Hillsborough Pinellas requires the use of accrued paid time-off (PTO) prior to any unpaid leave. The FMLA leave time frame will not be increased by the length of any paid leave. Paid leave and unpaid leave cannot be stacked to increase leave time; instead, such leave must run concurrently. Any paid leave due to a serious health condition will be designated as FMLA leave and will be counted against the employee's annual FMLA entitlement. In addition, any worker's compensation or other disability leave resulting from a serious health condition will be designated as FMLA leave. In other words, all FMLA qualifying paid leave will be designated as FMLA leave.

PTO: An employee must use accrued PTO concurrently with FMLA leave.

Short Term Disability ("STD"): An employee may be eligible for STD payments during FMLA leave for his/her own serious health condition, including pregnancy. Employees must apply and be approved for STD. PTO is used during any STD elimination period. STD amounts received

may be used to reduce PTO usage as needed to try and equate total gross pay to 100% of base and/or ensure pay sufficient to cover employee's benefit premiums.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, or, if medically necessary, intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

CareerSource Hillsborough Pinellas may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, CareerSource Hillsborough Pinellas and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

Where intermittent or reduced schedule leave is medically necessary for a planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt unduly the employer's operations.

Certification

CareerSource Hillsborough Pinellas may require certification for the employee's or family member's serious health condition, or for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

CareerSource Hillsborough Pinellas may directly contact the employee's health care provider for verification or clarification purposes through a CareerSource Hillsborough Pinellas representative; this contact will not made through the employee's manager for this contact. In compliance with HIPAA Medical Privacy Rules, CareerSource Hillsborough Pinellas will obtain the employee's permission for clarification of individually identifiable health information.

CareerSource Hillsborough Pinellas has the right to ask for a second opinion if it has reason to doubt the certification. CareerSource Hillsborough Pinellas will pay for the employee to get a certification from a second doctor, which CareerSource Hillsborough Pinellas will select. CareerSource Hillsborough Pinellas may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second

opinion, CareerSource Hillsborough Pinellas will require the opinion of the third doctor. CareerSource Hillsborough Pinellas and the employee will mutually select the third doctor, and CareerSource Hillsborough Pinellas will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Re-Certification

Generally, CareerSource Hillsborough Pinellas may request recertification for the serious health condition of the employee or the employee's family member no more often than every thirty days. CareerSource Hillsborough Pinellas may request recertification in less than thirty days if the circumstances described in the previous certification have changed significantly, the employer receives information casting doubt on the reason given for the absence, or the employee seeks an extension of his or her leave. Otherwise, CareerSource Hillsborough Pinellas may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. CareerSource Hillsborough Pinellas may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Return From Leave

- On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Employees who timely return from leave are generally entitled to be restored to the position held when leave began or to an equivalent position.
- An employee returning from a Medical Leave of Absence for his or her own serious health condition will not be permitted to resume active employment without a release furnished by his/her doctor. The organization reserves the right to require the employee to submit to an examination by a physician chosen (and paid for) by CareerSource Hillsborough Pinellas, and to be guided by that physician's diagnosis in determining whether or not to permit the employee to return to work.
- If an employee has restrictions verified by the attending physician, which prevents him/her from performing all the normal duties of a job, CareerSource Hillsborough Pinellas will work with the employee to provide a reasonable accommodation if doing so will enable the employee to perform the essential functions of the job.
- Employees who fail to return to work upon the expiration of their leave of absence and fail to contact CareerSource Hillsborough Pinellas will be considered to have voluntarily terminated their employment.

Leave for Victims of Domestic Violence

CareerSource Hillsborough Pinellas allows employees to take up to three (3) days of leave in any twelve (12) month period if the employee, family, or household member is a victim of domestic

violence. To be eligible for the leave, an employee must have worked for CareerSource Hillsborough Pinellas for at least three (3) months.

To qualify, the leave must be taken for one of the following:

- Seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence;
- Obtain medical care or mental health counseling or both for the employee or a family or household member to address physical or psychological injuries resulting from domestic violence;
- Obtain services from a victim services organizations such as a domestic violence shelter or rape crisis center;
- Make the employee's home secure from the perpetrator of domestic violence or find a new home to escape the perpetrator;
- See legal assistance to address issues arising from domestic violence or attend or prepare for court related proceedings arising from the act of domestic violence.

Employees must exhaust any and all available PTO or personal leave before requesting domestic violence leave. CareerSource Hillsborough Pinellas will maintain the confidentiality of the requested leave as well as any information related to the employee's leave under this law.

Employee Rights

Nothing in this Employee Handbook or policies is intended to prevent employees from exercising their legal rights. For example, if an employee wishes to contact a government agency with a concern about matters such as (but not limited) discrimination, harassment, safety, or wages, or if he or she is asked to participate in a government investigation, our policies do not prohibit the employee from doing so. Employees are also encouraged to raise any such concerns through appropriate channels within CareerSource Hillsborough Pinellas as provided in our policies. Moreover, nothing herein shall be construed to prevent employees from engaging in activity protected by the National Labor Relations Act (NLRA) including discussing working condition concerns and work relate issues and/or engaging in other protected concerted activities, to the extent that such activities are protected by the NLRA

Employee Handbook Acknowledgement

I acknowledge that I have received a copy of CareerSource Hillsborough Pinellas's Employee Handbook. I understand that it is my responsibility to read, familiarize myself, and comply with the policies and procedures contained in this Handbook. I also understand that this Employee Handbook provides general information that relates to my employment with CareerSource Hillsborough Pinellas and that it does not represent a contract of employment.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I acknowledge that I have received a copy of CareerSource Hillsborough Pinellas's Handbook. I understand that it is my responsibility to read, familiarize myself, and comply with the policies and procedures contained in this Handbook. I will remain familiar with and agree to abide by these policies.

I understand that the provisions of this Handbook are guidelines and do not establish a contract or any terms or conditions of employment between CareerSource Hillsborough Pinellas and myself. None of the policies constitute or are intended to constitute a promise of employment. I further understand that CareerSource Hillsborough Pinellas may periodically, at its discretion, change, rescind, or add to any policies, benefits or practices with or without prior notice.

I understand that my relationship with CareerSource Hillsborough Pinellas is "at-will" and is based upon the mutual consent of CareerSource Hillsborough Pinellas and myself. Accordingly, I agree that CareerSource Hillsborough Pinellas or I may terminate the employment relationship at any time and for any reason, with or without prior notice or discipline.

I specifically acknowledge that I have received and reviewed the Harassment Policy. I understand CareerSource Hillsborough Pinellas's complaint procedure under this Policy.

I specifically acknowledge that I have received and reviewed the Equal Opportunity Policy. I understand CareerSource Hillsborough Pinellas's position on discriminatory conduct and the types of conduct prohibited under this Policy.

Employee Signature:

_____ Date: _____

Printed Name:

_____

(PLEASE SIGN AND RETURN TO CAREERSOURCE HILLSBOROUGH PINELLAS
FOR PLACEMENT IN ITS FILES)

Action Item

2024-2025 Planning Budget Modification #3

Background Information:

Total budgeted revenue increased from $30,137,627 to $30,412,627 for an overall increase of $275,000.

Workforce Innovation & Opportunity Act (WIOA) Programs:

- New award - Dislocated Worker Grant (DWG) Fostering Opioid Recovery of $275,000.
    - CSHP was one of five Local Workforce Development Boards (LWDBs) in the state to receive an award to assist with opioid recovery. The purpose of this award is 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.

Additionally, there was an increase in expenditures of $149,462.

Recommendation:
The Finance Audit Committee recommends approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

2024-2025 Budgeted Revenues – Modification #3
Funding by County and Combined

Pinellas County
2024-2025 Planning Budget - Modification #3
Revenues

Funding Streams	Proposed Budget 2024-2025 Mod #3	Approved Budget 2024-2025 Mod #2	$ Change	% Change
Workforce Innovation & Opportunity Act				
Adult	1,258,707	1,258,707	-	0.0%
Dislocated Worker	1,672,679	1,672,679	-	0.0%
Total Adult/Dislocated Worker	**2,931,386**	**2,931,386**	**-**	**0.0%**
Youth	1,085,180	1,085,180	-	0.0%
Rapid Response	75,952	75,952	-	0.0%
HOPE Funding Initiative	128,127	128,127	-	0.0%
Board Consolidation Funding	12,599	12,599	-	0.0%
AI Incumbent Worker	75,000	75,000	-	0.0%
Sector Based Training	62,500	62,500	-	0.0%
DWG - Hurricane Helene/Milton	185,000	185,000	-	0.0%
Opioid Recovery	82,500	-	82,500	100.0%
Total WIOA	**4,638,244**	**4,555,744**	**82,500**	**1.8%**
Employment Services				
Wagner-Peyser	816,717	816,717	-	0.0%
Veterans Services	168,000	168,000	-	0.0%
Apprenticeship Navigator	48,000	48,000	-	0.0%
HOPE Navigator	118,387	118,387	-	0.0%
RESEA	477,724	477,724	-	0.0%
Supplemental Nutrition Assistance Program	206,965	206,965	-	0.0%
Trade Adjustment Assistance	27,000	27,000	-	0.0%
Total Employment Services	**1,862,793**	**1,862,793**	-	0.0%
Welfare Transition	**2,092,311**	**2,092,311**	-	0.0%
TOTAL Florida Commerce Grant Funding	**8,593,348**	**8,510,848**	**82,500**	1.0%
TOTAL Grants Federal, State & Local	**8,593,348**	**8,510,848**	**82,500**	1.0%
Other Revenue				
Ticket to Work	90,000	90,000	-	0.0%
Tobacco Free Florida	2,400	2,400	-	0.0%
Interest	12,000	12,000	-	0.0%
Total Other Revenue	**104,400**	**104,400**	**-**	0.0%
TOTAL 2024-2025 BUDGETED REVENUE	**8,697,748**	**8,615,248**	**82,500**	1.0%

Hillsborough County
2024-2025 Planning Budget - Modification #3
Revenues

Funding Streams	Proposed Budget 2024-2025 Mod #3	Approved Budget 2024-2025 Mod #2	$ Change	% Change
Workforce Innovation & Opportunity Act				
Adult	2,455,100	2,455,100	-	0.0%
Dislocated Worker	3,209,411	3,209,411	-	0.0%
Total Adult/Dislocated Worker	**5,664,511**	**5,664,511**	-	0.0%
Youth	2,911,889	2,911,889	-	0.0%
Rapid Response	275,000	275,000	-	0.0%
HOPE Funding Initiative	128,127	128,127	-	0.0%
Board Consolidation Funding	740,617	740,617	-	0.0%
Get There Faster - Veterans & Military Spouses	821,109	821,109	-	0.0%
AI Incumbent Worker	75,000	75,000	-	0.0%
Sector Based Training	62,500	62,500	-	0.0%
DWG - Hurricane Helene/Milton	185,000	185,000	-	0.0%
Opioid Recovery	192,500	-	192,500	100.0%
Total WIOA	**11,056,253**	**10,863,753**	**192,500**	**1.8%**
Employment Services				
Wagner-Peyser	1,860,344	1,860,344	-	0.0%
Veterans Services	296,673	296,673	-	0.0%
Apprenticeship Navigator	49,000	49,000	-	0.0%
HOPE Navigator	110,529	110,529	-	0.0%
RESEA	1,166,720	1,166,720	-	0.0%
Supplemental Nutrition Assistance Program	728,906	728,906	-	0.0%
Trade Adjustment Assistance	50,359	50,359	-	0.0%
Military Family	275,937	275,937	-	0.0%
Total Employment Services	**4,538,468**	**4,538,468**	-	0.0%
Welfare Transition	**4,117,059**	**4,117,059**	-	0.0%
TOTAL Florida Commerce Grant Funding	**19,711,780**	**19,519,280**	**192,500**	**1.0%**
Direct Grants/Special Projects				
Hillsborough County Re-entry Program	202,474	202,474	-	0.0%
Hillsborough County ACE Program	1,033,073	1,033,073	-	0.0%
Hillsborough County Sector Strategies Initiative	549,234	549,234	-	0.0%
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-	0.0%
Good Jobs Initiative	25,250	25,250	-	0.0%
FL Medical - Foundation for Caring	5,201	5,201	-	0.0%
Total Direct Grants/Special Projects	**1,901,899**	**1,901,899**	-	0.0%
TOTAL Grants Federal, State & Local	**21,613,679**	**21,421,179**	**192,500**	**0.9%**
Other Revenue				
Ticket to Work	90,000	90,000	-	0.0%
Tobacco Free Florida	10,000	10,000	-	0.0%
Interest	1,200	1,200	-	0.0%
Total Other Revenue	**101,200**	**101,200**	-	0.0%
TOTAL 2024-2025 BUDGETED REVENUE	**21,714,879**	**21,522,379**	**192,500**	**0.9%**

CareerSource Hillsborough Pinellas
2024-2025 Planning Budget - Modification #3
Combined Budgeted Revenues

Funding Streams	Pinellas County Budget 2024- 2025 Mod #3	Hillsborough County Budget 2024- 2025 Mod #3	Combined Budget 2024-2025 Mod #3	Approved Budget 2024-2025 Mod #2
Workforce Innovation & Opportunity Act				
Adult	1,258,707	2,455,100	3,713,807	3,713,807
Dislocated Worker	1,672,679	3,209,411	4,882,090	4,882,090
Total Adult/Dislocated Worker	**2,931,386**	**5,664,511**	**8,595,897**	**8,595,897**
Youth	1,085,180	2,911,889	3,997,069	3,997,069
Rapid Response	75,952	275,000	350,952	350,952
HOPE Funding Initiative	128,127	128,127	256,254	256,254
Board Consolidation Funding	12,599	740,617	753,216	753,216
Get There Faster - Veterans & Military Spouses	-	821,109	821,109	821,109
AI Incumbent Worker	75,000	75,000	150,000	150,000
Sector Based Training	62,500	62,500	125,000	125,000
DWG - Hurricane Helene/Milton	185,000	185,000	370,000	370,000
Opioid Recovery	82,500	192,500	275,000	-
Total WIOA	**4,638,244**	**11,056,253**	**15,694,497**	**15,419,497**
Employment Services				
Wagner-Peyser	816,717	1,860,344	2,677,061	2,677,061
Veterans Services	168,000	296,673	464,673	464,673
Apprenticeship Navigator	48,000	49,000	97,000	97,000
HOPE Navigator	118,387	110,529	228,916	228,916
RESEA	477,724	1,166,720	1,644,444	1,644,444
Supplemental Nutrition Assistance Program	206,965	728,906	935,871	935,871
Trade Adjustment Assistance	27,000	50,359	77,359	77,359
Military Family	-	275,937	275,937	275,937
Total Employment Services	**1,862,793**	**4,538,468**	**6,401,261**	**6,401,261**
Welfare Transition	**2,092,311**	**4,117,059**	**6,209,370**	**6,209,370**
TOTAL Florida Commerce Grant Funding	**8,593,348**	**19,711,780**	**28,305,128**	**28,030,128**
Direct Grants/Special Projects				
Hillsborough County Re-entry Program	-	202,474	202,474	202,474
Hillsborough County ACE Program	-	1,033,073	1,033,073	1,033,073
Hillsborough County Sector Strategies Initiative	-	549,234	549,234	549,234
United Way - Tampa Bay Summer Hires Program	-	86,667	86,667	86,667
Good Jobs Initiative	-	25,250	25,250	25,250
FL Medical - Foundation for Caring	-	5,201	5,201	5,201
Total Direct Grants/Special Projects	**-**	**1,901,899**	**1,901,899**	**1,901,899**
TOTAL Grants Federal, State & Local	**8,593,348**	**21,613,679**	**30,207,027**	**29,932,027**
Other Revenue				
Ticket to Work	90,000	90,000	180,000	180,000
Tobacco Free Florida	2,400	10,000	12,400	12,400
Interest	12,000	1,200	13,200	13,200
Total Other Revenue	**104,400**	**101,200**	**205,600**	**205,600**
TOTAL 2024-2025 BUDGETED REVENUE	**8,697,748**	**21,714,879**	**30,412,627**	**30,1**

2024-2025 Planning Budget (Revenues & Expenses) – Modification #3 by County and Combined

Pinellas County
2024-2025 Planning Budget
Modification #3

Budget Category	Approved 2024-2025 Planning Budget Mod #2	Budget Mod #3	Proposed 2024-2025 Planning Budget - Mod #3
Grant Revenue - Federal	8,510,848	82,500	8,593,348
Grant Revenue - Local	-	-	-
Total Grant Revenue	**8,510,848**	**82,500**	**8,593,348**
Other Income	104,400	-	104,400
Total Revenues	**8,615,248**	**82,500**	**8,697,748**
Expenses			
Salaries	3,331,390	(116,980)	3,214,410
Payroll Tax & Fringe	1,112,081	(210,191)	901,890
Retirement	283,393	(6,040)	277,353
Staff Training & Education	38,350	-	38,350
Accounting & Professional fees	248,646	28,730	277,376
Occupancy	355,618	26,342	381,960
Contract Labor	264,834	69,282	334,116
Office Expense	187,626	(4,455)	183,171
Insurance	79,000	2,974	81,974
Communications	96,276	-	96,276
Community Outreach	35,132	(2,523)	32,609
Travel	48,650	17,000	65,650
Meetings & Conferences	24,500	4,200	28,700
License, Dues & Other Fees	40,999	-	40,999
Other expense	4,500	3,240	7,740
Customer Training & Related Costs	2,123,914	145,561	2,269,475
Service Provider Contract	327,000	-	327,000
Total Expenses	**8,601,909**	**(42,859)**	**8,559,050**
Net Income/(Loss)	**13,339**	**-**	**13,339**
Unobligated Balance	**-**	**125,359**	**125,359**

Hillsborough County
2024-2025 Planning Budget
Modification #3

Budget Category	Approved 2024-2025 Planning Budget Mod #2	Budget Mod #3	Proposed 2024-2025 Planning Budget - Mod #3
Grant Revenue - Federal	19,519,280	192,500	19,711,780
Grant Revenue - Local	1,901,899	-	1,901,899
Total Grant Revenue	**21,421,179**	**192,500**	**21,613,679**
Other Income	101,200	-	101,200
Total Revenues	**21,522,379**	**192,500**	**21,714,879**
Expenses			
Salaries	7,986,580	(61,204)	7,925,376
Payroll Tax & Fringe	2,098,537	(14,244)	2,084,293
Retirement	526,700	(3,737)	522,963
Staff Training & Education	113,000	-	113,000
Accounting & Professional fees	788,872	(61,855)	727,018
Occupancy	1,580,652	-	1,580,652
Contract Labor	565,856	(36,900)	528,956
Office Expense	901,692	57,217	958,909
Insurance	134,140	1,290	135,430
Communications	124,400	(3,020)	121,380
Community Outreach	534,600	(1,290)	533,310
Travel	109,450	-	109,450
Meetings & Conferences	71,500	50,000	121,500
License, Dues & Other Fees	35,200	-	35,200
Other expense	-	5,000	5,000
Customer Training & Related Costs	5,604,000	261,063	5,865,063
Service Provider Contracts	130,000	-	130,000
Total Expenses	**21,305,179**	**192,321**	**21,497,500**
Net Income/(Loss)	**10,700**	**-**	**10,700**
Unobligated Balance	**206,500**	**179**	**206,679**

CareerSource Hillsborough Pinellas
2024-2025 Planning Budget Combined
Modification #3

Budget Category	Approved 2024-2025 Planning Budget Mod #2	Budget Mod #3	Proposed 2024-2025 Planning Budget - Mod #3
Grant Revenue - Federal	28,030,128	275,000	28,305,128
Grant Revenue - Local	1,901,899	-	1,901,899
Total Grant Revenue	**29,932,027**	**275,000**	**30,207,027**
Other Income	205,600	-	205,600
Total Revenues	**30,137,627**	**275,000**	**30,412,627**
Salaries	11,317,970	(178,184)	11,139,787
Payroll Tax & Fringe	3,210,618	(224,435)	2,986,184
Retirement	810,093	(9,777)	800,316
Staff Training & Education	151,350	-	151,350
Accounting & Professional fees	1,037,518	(33,125)	1,004,394
Occupancy	1,936,270	26,342	1,962,612
Contract Labor	830,690	32,382	863,072
Office Expense	1,089,318	52,762	1,142,080
Insurance	213,140	4,264	217,404
Communications	220,676	(3,020)	217,656
Community Outreach	569,732	(3,813)	565,919
Travel	158,100	17,000	175,100
Meetings & Conferences	96,000	54,200	150,200
License, Dues & Other Fees	76,199	-	76,199
Other expense	4,500	8,240	12,740
Customer Training & Related Costs	7,727,914	406,624	8,134,538
Service Provider Contracts	457,000	-	457,000
Total Expenses	**29,907,088**	**149,462**	**30,056,550**
Net Income/(Loss)	24,039	24,039	24,039
Unobligated Balance			332,038

2024-2025 Planning Budget by Funding Type - Modification #3 by County and Combined

Pinellas County
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget FY 2024-2025	Prior Approved Budget FY 2024-2025	Modification #3
Revenue:									
Fiscal Year 2025 New Allocations	3,066,346	1,406,635	1,628,500	-	6,101,481	-	6,101,481	6,030,481	71,000
Carryforward from Prior Year Allocations	1,571,898	456,158	463,811	-	2,491,867	-	2,491,867	2,491,867	-
Projected Unrestricted Revenue	-	-	-	-	-	104,400	104,400	92,900	11,500
Total Revenue	4,638,244	1,862,793	2,092,311	-	8,593,348	104,400	8,697,748	8,615,248	82,500
Expenditures:									
Program Services - Allocated Costs:									
Business Services	590,475	123,090	361,435	-	1,075,000	-	1,075,000	1,299,284	(224,284)
Case Management	883,953	561,234	320,813	-	1,766,000	-	1,766,000	2,115,186	(349,186)
Program Services	941,953	1,681	258,323	-	1,201,957	-	1,201,957	1,281,829	(79,872)
One Stop Operating/Facilities Costs	5,763	450,437	-	-	456,200	-	456,200	338,012	118,188
Technology	-	285,973	14,027	-	300,000	-	300,000	174,157	125,843
Community Outreach	2,540	111,460	-	-	114,000	-	114,000	136,897	(22,897)
Program Staff Training & Professional Development	613	23,315	3,572	-	27,500	-	27,500	27,500	-
Subtotal - Program Services Allocated	2,425,297	1,557,190	958,170	-	4,940,657	-	4,940,657	5,372,865	(432,208)
Program Services - Direct Costs:									
Participant & Work Based Learning	1,412,000	23,000	909,476	-	2,344,476	-	2,344,476	2,120,674	223,802
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	-	-	-	-	-	-
Direct Costs - Other	10,956	-	-	-	10,956	91,061	102,017	90,517	11,500
Subrecipient Contracts	315,752	73	11,175	-	327,000	-	327,000	327,000	-
DEO Staff Travel	-	15,500	-	-	15,500	-	15,500	15,500	-
Subtotal - Program Services Direct	1,738,708	38,573	920,651	-	2,697,932	91,061	2,788,993	2,553,691	235,302
Total Program Service Costs:	4,164,005	1,595,763	1,878,821	-	7,638,589	91,061	7,729,650	7,926,556	(196,906)
Indirect Costs									
Indirect Costs	450,850	174,435	204,115	-	829,400	-	829,400	675,353	154,047
Total Indirect Costs	450,850	174,435	204,115	-	829,400	-	829,400	675,353	154,047
Total Expenditures	4,614,855	1,770,198	2,082,936	-	8,467,989	91,061	8,559,050	8,601,909	(42,859)
Projected Net Income/(Loss)	-	-	-	-	-	13,339	13,339	13,339	-
Unobligated Balance	23,389	92,595	9,375	-	125,359	-	125,359	-	125,359

Hillsborough County
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget	Prior Approved Budget FY	Modification #3
Revenue:									
Fiscal Year 2025 New Allocations	6,476,711	3,458,363	3,735,853	1,140,417	14,811,344	-	14,811,344	14,618,844	192,500
Carryforward from Prior Year Allocations	4,579,542	1,080,105	381,206	761,482	6,802,335	-	6,802,335	6,802,335	-
Projected Unrestricted Revenue	-	-	-	-	-	101,200	101,200	101,200	-
Total Revenue	11,056,253	4,538,468	4,117,059	1,901,899	21,613,679	101,200	21,714,879	21,522,379	192,500
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,061,997	104,744	233,259	-	1,400,000	-	1,400,000	1,365,000	35,000
Case Management	2,366,499	1,273,815	1,013,204	-	4,653,518	-	4,653,518	4,699,535	(46,017)
Program Services	1,778,827	326,882	751,984	-	2,857,693	-	2,857,693	3,010,418	(152,725)
One Stop Operating/Facilities Costs	112,584	1,422,354	-	115,062	1,650,000	-	1,650,000	1,650,000	-
Technology	44,377	467,773	53,882	33,968	600,000	-	600,000	600,000	-
Community Outreach	11,560	268,956	-	19,484	300,000	-	300,000	300,000	-
Program Staff Training & Professional Development	5,974	41,764	-	2,262	50,000	-	50,000	50,000	-
Subtotal - Program Services Allocated	5,381,818	3,906,288	2,052,329	170,776	11,511,211	-	11,511,211	11,674,953	(163,742)
Program Services - Direct Costs:									
Participant & Work Based Learning	3,618,000	40,000	1,545,000	957,063	6,160,063	-	6,160,063	5,904,000	256,063
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	428,726	428,726	-	428,726	428,726	-
Direct Costs - Other	650,000			92,000	742,000	90,500	832,500	832,500	-
Subrecipient Contracts	80,921	14,870	34,209	-	130,000	-	130,000	130,000	-
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000	35,000	-
Subtotal - Program Services Direct	4,348,921	89,870	1,579,209	1,477,789	7,495,789	90,500	7,586,289	7,330,226	256,063
Total Program Service Costs:	9,730,739	3,996,158	3,631,538	1,648,565	19,007,000	90,500	19,097,500	19,005,179	92,321
Indirect Costs									
Indirect Costs	1,228,810	505,405	456,442	209,343	2,400,000	-	2,400,000	2,300,000	100,000
Total Indirect Costs	1,228,810	505,405	456,442	209,343	2,400,000	-	2,400,000	2,300,000	100,000
Total Expenditures	10,959,549	4,501,563	4,087,980	1,857,908	21,407,000	90,500	21,497,500	21,305,179	192,321
Projected Net Income/(Loss)	-	-	-	-	-	10,700	10,700	10,700	-
Unobligated Balance	96,704	36,905	29,079	43,991	206,679	-	206,679	206,500	179

CareerSource Hillsborough Pinellas
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget FY 2024-2025	Prior Approved Budget FY 2024-2025	Modification #3
Revenue:									
Fiscal Year 2025 New Allocations	9,543,057	4,864,998	5,364,353	1,140,417	20,912,825	-	20,912,825	20,649,325	263,500
Carryforward from Prior Year Allocations	6,151,440	1,536,263	845,017	761,482	9,294,202	-	9,294,202	9,294,202	-
Projected Unrestricted Revenue	-	-	-	-	-	205,600	205,600	194,100	11,500
Total Revenue	15,694,497	6,401,261	6,209,370	1,901,899	30,207,027	205,600	30,412,627	30,137,627	263,500
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,652,472	227,834	594,694	-	2,475,000	-	2,475,000	2,664,284	(189,284)
Case Management	3,250,452	1,835,049	1,334,017	-	6,419,518	-	6,419,518	6,814,721	(395,203)
Program Services	2,720,780	328,563	1,010,307	-	4,059,650	-	4,059,650	4,292,247	(232,597)
One Stop Operating/Facilities Costs	118,347	1,872,791	-	115,062	2,106,200	-	2,106,200	1,988,012	118,188
Technology	44,377	753,746	67,909	33,968	900,000	-	900,000	774,157	125,843
Community Outreach	14,100	380,416	-	19,484	414,000	-	414,000	436,897	(22,897)
Program Staff Training & Professional Development	6,587	65,079	3,572	2,262	77,500	-	77,500	77,500	-
Subtotal - Program Services Allocated	7,807,115	5,463,478	3,010,499	170,776	16,451,868	-	16,451,868	17,047,818	(595,950)
Program Services - Direct Costs:									
Participant & Work Based Learning	5,030,000	63,000	2,454,476	957,063	8,504,539	-	8,504,539	8,024,674	479,865
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	428,726	428,726	-	428,726	428,726	-
Direct Costs - Other	660,956	-	-	92,000	752,956	181,561	934,517	923,017	11,500
Subrecipient Contracts	396,673	14,943	45,384	-	457,000	-	457,000	457,000	-
DEO Staff Travel	-	50,500	-	-	50,500	-	50,500	50,500	-
Subtotal - Program Services Direct	6,087,629	128,443	2,499,860	1,477,789	10,193,721	181,561	10,375,282	9,883,917	491,365
Total Program Service Costs:	13,894,744	5,591,921	5,510,359	1,648,565	26,645,589	181,561	26,827,150	26,931,735	(104,585)
Indirect Costs									
Indirect Costs	1,679,660	679,840	660,557	209,343	3,229,400	-	3,229,400	2,975,353	254,047
Total Indirect Costs	1,679,660	679,840	660,557	209,343	3,229,400	-	3,229,400	2,975,353	254,047
Total Expenditures	15,574,404	6,271,761	6,170,916	1,857,908	29,874,989	181,561	30,056,550	29,907,088	149,462
Projected Net Income/(Loss)	-					24,039	24,039	24,039	-
Unobligated Balance	120,093	129,500	38,454	43,991	332,038	-	332,038	206,500	114,038

Action Item

Approval of CSHP Policies

Information

Policies and procedures provide guidance to the organization's employees and programs to ensure they are operating in compliance with local, state, and federal law and regulation guidelines. Policies are created to offer high-level guidance and clarification, while procedures outline the day-to-day operational duties of a program, service, or activity.

As independent local workforce development boards, CareerSource Hillsborough Pinellas develops its own local policies in accordance with local, state, and federal guidance, as approved by the CSHP Boards of Directors.

The following programmatic policies were developed in accordance with these guidelines and an analysis of the needs and resources of the local area.

Policy No.	Title	Description
P-01-V2	Supportive Services	This policy provides guidance regarding supportive services, need-related payments, and incentives that may be provided under the requirements of the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth and Temporary Assistance to Needy Families (TANF)/Welfare Transition (WTP), and special grant programs.
P-02-V3	Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL)	This policy establishes guidelines for the development of CareerSource Hillsborough Pinellas's (CSHP) annual Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL).
P-03-V2	Limited English Proficient Services	This policy provides guidance to the CareerSource Hillsborough Pinellas's (CSHP) staff, partners, and contractors regarding the obligation to provide language assistance to Limited English Proficient (LEP) persons.

Recommendation

The Workforce Solutions Committee recommend approval of the Supportive Services, Targeted Occupation List and Regional Targeted Occupation list and the Limited English Proficient Services policies.

Policy No.:	**P-01-V2**
Policy Title:	**Supportive Services**

Issue Date:	TBD
Revision Date(s):	Upon approval by the CSHP Board of Directors
Program Area:	WIOA; WIOA Youth; TANF/WTP; Special Grants
Subject:	Supportive Services
Purpose:	This policy provides guidance regarding supportive services, need-related payments, and incentives that may be provided under the requirements of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth and Temporary Assistance to Needy Families (TANF)/Welfare Transition (WTP), and special grant programs.
Distribution:	CSHP Staff
Contact:	Vice President of Program Services, or their designee

Purpose

This policy provides guidance regarding supportive services, need-related payments, and incentives that may be provided under the requirements of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth and Temporary Assistance to Needy Families (TANF)/Welfare Transition (WTP), and special grant programs.

Background

The Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance to Needy Families (TANF) legislation and guidance provide for the provision of supportive services to participants enrolled in WIOA and TANF funded programs. WIOA provides local areas with the authority to make policy and administrative decisions and the flexibility to tailor their provision of services to meet the needs of the local community.

Supportive services are defined under WIOA as services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under this Act.

Supportive services are for eligible individuals with barriers to employment. Section 133(b) defines funds allocated to the local area for dislocated workers under section (b)(2)(B), may be used to provide supportive services to adults and dislocated workers, respectively,

1. Who are participating in programs with activities authorized in paragraph (2) or (3) of subsection (c); and
2. Who are unable to obtain such supportive services through other programs providing such services.

Section 134(2)(d)(A) of WIOA requires that adults and dislocated workers must be program clients to receive supportive services. Support services are provided based on need and eligibility.

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Section 129(vii) defines youth supportive services necessary to enable individuals to participate in the program and to assist individuals, for a period not to exceed 12 months after the completion of training, in obtaining or retaining employment, or applying for and transitioning to postsecondary education or training; and follow-up services for not less than 12 months after the completion of participation, as appropriate.

Chapter 414, Florida Statutes (F.S.), sets forth provisions for receipt of Temporary Cash Assistance (TCA) and requires all individuals who do not meet TCA exemptions to participate in work or alternative plan activities. Chapter 445, F.S., consolidates the state workforce policy direction, oversight, and welfare support functions under one board, CareerSource Florida, Inc., (CSF) and designates the Florida Department of Commerce (FloridaCommerce) as the administrative, fiscal, and implementing agency for TCA work activities and supportive services, the WT program.

The Department of Health and Human Services has provided final approval of the TANF State Plan which authorizes support services assistance. These benefits are designed to deal with a specific crisis or episode of need and other services such as childcare and transportation, transitional services, job retention, job advancement, and other employment-related services.

WIOA Youth Incentive Payments

WIOA encourages the use of incentive payments whenever appropriate to support successful participation in work experiences, education, or training. 20 CFR § 681.640 states that incentive payments to WIOA youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.

Needs-Related Payments

WIOA Sections 134(d)(3) authorizes needs-related payments for adults, dislocated workers, and out-of-school youth. Needs-related payments are a supportive service that provides financial assistance to participants to enable their participation in training. Unlike other supportive services, Local Workforce Development Boards (LWDBs) may only provide needs-related payments to eligible WIOA participants who are enrolled in training or accepted in a training program that will begin within 30 calendar days.

Policy

Based on individual assessment and availability of funds, supportive services may be provided to eligible program participants to enable an individual to participate in workforce-funded programs and activities and to secure and retain employment.

Supportive services and referrals are provided based on need as determined by staff working with the participant and may include but are not limited to:

- Linkages to community services.
- Assistance with transportation.
- Assistance with childcare and dependent care.

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- Assistance with housing.
- Needs-related payments.
- Assistance with educational testing.
- Reasonable accommodation for individuals with disabilities.
- Legal aid services.
- Referrals to medical services.
- Assistance with interview clothing, uniforms or other work attire and work-related tools, including such items as eyeglasses and protective eye gear.
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes.
- Payments and fees for employment and training-related applications, tests, and certifications.

CSHP/service provider program staff must ensure that the participant is in need and eligible for all requested supportive services and that the supportive service is necessary for ongoing participation in the program.

Requirements for WIOA Adults and Dislocated Workers: Supportive services for Adults and Dislocated Workers can only be provided when necessary to enable individuals to participate in career services or training services. Follow-up services, though types of career services, are not qualifying services for the purposes of receiving supportive services. Adults and Dislocated Workers who are only receiving follow-up services cannot receive supportive services.

Requirements for WIOA Youth: Supportive services for youth must be offered as one of the required program elements for youth participants. Unlike Adults and Dislocated Workers, Youth are eligible to receive supportive services when participating in follow-up services.

Requirements for TANF/WTP Participants: FloridaCommerce and the Florida Department of Health and Human Services provide guidance in policy and the TANF State Plan and TANF Work Verification approving provision of support services assistance. WTP support services are designed to meet definition of need, employment, and participation-related barriers by provision of supported services and other assistance such as childcare and transportation, transitional services, job retention, job advancement, and other employment-related services delineated in the CSHP Supportive Services Procedure.

Notice of Availability: Staff must ensure participants are provided accurate information about the availability of supportive services in the local area, as well as referral to services available from partners or other sources.

Allowable Supportive Services

Services may include, but are not limited to, financial assistance with or referral in accordance with the current Supportive Services Procedure.

Limits to the Amount or Duration of Supportive Services: Supportive services have a maximum of $700 per program year, per participant. which is inclusive of all supportive service types. The Chief Executive Officer may waive the $700 cap, up to a maximum of $1,500, if circumstances warrant. If an excess of $1,500 is needed, a request must be approved by CSHP Board Chair's Authorization to increase the limit above established cap of $700 per participant. Supportive services are based on funding availability each program year (July 1 – June 30) and career seekers are not automatically entitled to these funds. It is the responsibility of staff to

ensure that the career seeker understands the supportive services policy and that a tracking mechanism is in place that ensures the cap is not exceeded.

CSHP and/or the service provider will establish internal controls that result in equitable treatment of participants, documentation requirements and assurance of coordination with other community resources. As part of the determination of need, documentation must be included in the case file showing the participant's denial of assistance from other community resources to ensure coordination.

WIOA Youth Incentive Payments

Incentive payments are allowable for youth participants only and, unlike supportive services, are permitted for recognition of achievements directly tied to training activities and work experiences. Opportunities for WIOA Youth to earn incentives are provided in writing and reviewed with the customer to ensure a thorough understanding of program requirements. Supporting documentation of the activities completed or milestones achieved is documented in the participant's file as verification of achievement.

TANF Program Incentive Payments

TANF participants may receive TANF funded incentives as program milestones and defined benchmarks are achieved and documented. Within the Support Services Procedure, detailed information is available of milestones and benchmarks such as the attainment of a High School Diploma or GED, completion of CSHP workshops, etc.

Needs-Related Payments (WIOA Only)

Needs-related payments may be provided when it is determined that ongoing resources and income from all other sources are insufficient to support participants in WIOA-funded training. Participants will be required to complete a financial analysis/budget worksheet reflecting their current financial situation and meet eligibility requirements as outlined in the Needs-Related Payments Procedure.

Payment Levels

1) **WIOA Adults and Out-of-School Youth (OSY)**
   a) Payment levels will be established by CSHP in local operating procedures.
   b) For statewide projects, the payment level will be determined by the state workforce development board.

2) **Dislocated Workers**
   a) The payment level of needs-related payments must not exceed the greater of:
      i) The applicable weekly level of Reemployment Assistance (RA) benefits for participants who were eligible for RA benefits; or
      ii) The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation because of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income.

Special Grants Supportive Services

Special grants that provide for the provision of supportive services to participants will develop specific program procedures, allowability and limitations in accordance with the grant agreement and funder specifications.

Determination of Need

Providing accurate information about available supportive services in the local area is a crucial element of the service delivery system for career seekers. Supportive services should be used to address the career seeker's barriers identified through the initial or objective assessment process. The plan for addressing these barriers, to include the provision of supportive services, must be documented in the career seeker's Individual Employment Plan (IEP) or Individual Service Strategy (ISS), as appropriate. The Act states that supportive services may be provided if not available from any other source; therefore, the case file and appropriate management information system case notes must document the need of the career seeker and the fact that the services are not available from another source.

Payment Methods For Supportive Services

A variety of payment methods may be used for the provision of supportive services, depending upon the type of supportive service provided. For each supportive service provided, CSHP must opt to use a payment method that allows for the highest level of oversight, accountability, and internal controls to ensure the supportive service provided is used for the intended purpose. Payment methods may include reloadable or pre-paid debit or gift cards; direct deposit; reimbursement; or direct vendor payments.

Supportive services will be issued in accordance with CSHP local operating procedures that outline the specific categories of supportive services allowable, description, and maximum payment rate.

Details regarding specific payment methods are outlined in the Supportive Services Procedure.

Cancellation of Support Services

This policy and some or all its categories of support services may be cancelled or changed, in whole or in part, by CSHP at any time without notice, effective immediately, or at any time CSHP determines necessary. Exceptions may be made to this policy by CSHP if it is in the best interest of CSHP or its participants and compliance with state and federal requirements.

Monitoring

Programmatic monitoring will be conducted throughout the program year under the direction of the CSHP Vice President of MIS and Data Services. This will include a formal review of supportive service issuance, activities, and case noting for all programmatic funding to comply with federal, state, and local policies and procedures.

Financial monitoring will be conducted under the direction of the CSHP Vice President of Fiscal and Administrative Compliance.

Policy Exceptions

Any exceptions to the above stated policy or any part thereof must be documented and approved by the CSHP CEO or their designee for consideration.

CSHP may receive federal, state, and local grant awards that may not be subject to the requirements outlined above. Those awards will be governed by the rules and guidelines set forth as defined in the grant documents. Desk guides, procedures, or other internal documents will be established to outline the processes specific to the awards.

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References

- 20 CFR Subpart G: Supportive Services 681.570; 681.640
- CareerSource Florida Administrative Policy 109: Supportive Services and Needs-Related Payments
- Florida Department of Children and Families, Temporary Assistance for Needy Families: State Plan Renewal, October 1, 2020 – September 30, 2023
- Training and Employment Guidance Letter (TEGL) 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules
- TEGL 21-16: Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance
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- Workforce Innovation and Opportunity Act, Public Law (WIOA) Sections 3(59); 106(c)(1)(F); 133(b)(2)(B);133(b)(3);134(c)(3);134(d)(3); 134(d)(4); 134(c)(1)(A)(ii);134(c)(1)(A)(iii)

History

Date	Action	Description
5/30/2024	Issuance	Initial Release approved by the CSHP Board of Directors for Hillsborough County only, until the board can approve a policy that covers Hillsborough and Pinellas Counties. This policy replaces the following: • 020-C01000-Supportive Services (Issued 2/18/2021) • 020-C0102-Needs-Related Payments (Issued 2/18/2021) • 020-C0103-WIOA Youth Incentive Payments (Issued 2/18/2021)
TBD	Revision 1	Approval by the CSHP Board of Directors

Attachments

- Procedure Documents
  - Supportive Services Procedure (TBD)
  - Needs-Related Payments Procedure (TBD)
  - Other Procedures (TBD)

Other Resources

- N/A

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Policy No.:	**P-02-V2**
Policy Title:	**Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL)**

Issue Date:	1/22/2020
Revision Date(s):	Upon approval by the CSHP Board of Directors
Program Area:	WIOA; WTP
Subject:	Targeted Occupations List
Purpose:	This policy establishes guidelines for the development of CareerSource Hillsborough Pinellas's (CSHP) annual Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL).
Distribution:	CSHP Staff
Contact:	Vice President of Program Services, Vice President of MIS and Data Services, or their designee

Purpose

This policy establishes guidelines for the development of CareerSource Hillsborough Pinellas' (CSHP) annual Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL).

Background

On November 7, 2013, the CareerSource Florida (CSF) Board of Directors approved a local TOL process and transferred the identification and selection of occupations relevant to local areas. This process was adopted to promote greater strategic business and industry involvement in resource allocation, target training funds for workers needing improved employment and earning opportunities, and to better and more expeditiously serve employers in industry sectors lacking skilled workers. The Florida Department of Commerce (FloridaCommerce), Bureau of Workforce Statistics and Economic Research annually publishes Florida's statewide demand occupations list and local area demand occupations lists of high growth/high wage occupations. Each local workforce development board is responsible to analyze their lists, along with other resources, and develop their annual RTOL.

Policy

The TOL is required to develop strategies to target high-growth and emerging occupations that are critical to Hillsborough County's local economy. With occupations identified and listed for Hillsborough County, CSHP can direct training resources for occupations in demand to assist job seekers, as well as local workers seeking better employment and higher-earning opportunities.

As outlined in CSF Administrative Policy 82, CSHP is required to develop its own local TOL, in consultation with local business and industry representatives, using the Bureau of Workforce Statistics and Economic Research generated Demand Occupations Lists, as well as including additional occupations to their lists that are based on local demand and that provide career entry and pathways for Welfare Transition, Apprenticeship, and other targeted populations. The

Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage and is used as a baseline for establishing the local TOL, which is referred to as the RTOL.

To develop its own RTOL, CSHP may utilize the following, but not limited to:

- Use the statewide and regional Demand Occupations Lists published by DEO, Bureau of Workforce Statistics and Economic Research as a starting point,
- Solicit the input of business and industry representatives in their area regarding the need to add occupations to or remove occupations from these lists,
- Use additional labor market resources available to assist with developing local RTOL,
- Add additional occupations to their lists beyond what is on DEO Bureau of Workforce Statistics and Economic Research list, as needed, based on local demand.
- Consult with CSHP Board members to gauge their input on demand occupational areas and identify new and emerging occupations for inclusion.

CSHP develops and uses their RTOL to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). WIOA funded training includes occupational skills training through individual training accounts (ITAs), and Work Based Learning training such as On-the-Job (OJT) training and Paid Work Experience (PWE). This process and revised Local Area Targeted Occupations Lists do not require approval by CSF.

Additional Requirements

1. Local policies must provide priority for training that is linked to job openings for businesses in Florida's targeted and infrastructure industries and local economic development priorities.
2. All training is limited to two years in duration and must lead to the attainment of an industry-recognized certificate or certification, an associate degree or a bachelor's degree. The two-year duration is not required to be consecutive.
3. LWDBs must make available to the public information regarding the process implemented in producing the TOL.
4. LWDBs shall publish their updated TOLs on their websites and submit to FloridaCommerce a link to their updated TOLs by June 30th of each year.
5. LWDBs must update their TOL when occupations are added or deleted, or when there is a change in demand for occupations.

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References

- CareerSource Florida Administrative Policy 82: Local Targeted Occupations List Requirements
- CareerSource Florida Strategic Policy 2013.11.07.A.1: Local Area Targeted Occupations List Process Policy
- Florida Department of Economic Opportunity Division of Workforce Services One Stop and Program Support Final Guidance FG OSPS-82: Regional Targeted Occupations List Process
- Florida Statutes, Chapter 445: Workforce Services
- Florida Statutes, Section 1003.492 (2)(b)
- WIOA Public Law 113-128 Sections 3(23)(B) and 134(c)(3)(G)(iii)

History

Date	Action	Description
1/22/2020	Issuance	Approved by the CSTB Board of Directors
5/30/2024	Revision 1	Approved by the CSHP Board of Directors for Hillsborough County only, until the board can approve a policy that covers Hillsborough and Pinellas Counties.
TBD	Revision 2	Approved by the CSHP Board of Directors

Attachments

- N/A

Other Resources

- National Center for Education Statistics (NCES) - Classification of Instructional Programs

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Policy No.:	**P-03-V3**
Policy Title:	**Limited English Proficient Services**

Issue Date:	8/19/2021
Revision Date(s):	Upon approval by the CSHP Board of Directors
Program Area:	One-Stop Center
Subject:	Limited English Proficient Services
Purpose:	This policy provides guidance to the CareerSource Hillsborough Pinellas (CSHP) staff, partners, and contractors regarding the obligation to provide language assistance to Limited English Proficient (LEP) persons.
Distribution:	CSHP Staff, FloridaCommerce Staff, Contractors, and Partner Organizations
Contact:	CEO, Vice President of Program Services, and/or their designee

Purpose

This policy provides guidance to the CareerSource Hillsborough Pinellas (CSHP) staff, partners, and contractors regarding the obligation to provide language assistance to Limited English Proficient (LEP) persons.

Background

An LEP person is a person who, due to national origin, has no ability or limited ability to read, write, speak, or understand English to the extent that he or she cannot have meaningful access to a provider's services and might be entitled to language assistance with respect to a particular type of benefit, service, or encounter. Examples of populations likely to include LEP individuals who are served by LWDB includes, but are not limited to:

- Unemployed, underemployed WIOA Adults, Dislocated Workers, Welfare Transition and Supplemental Nutritional Program individuals seeking reemployment assistance (RA) benefits, job search assistance, job training services, or job placement services.
- Youth seeking summer employment, career counseling, or job readiness assessment assistance.
- Migrant and seasonal farm workers seeking placement or information regarding protections afforded to them.

CSHP has a responsibility to assure nondiscrimination in service delivery to persons who are Limited English Proficient.

Policy

CSHP will take responsible steps to ensure that individuals with LEP have meaningful access and equal opportunity to participate in CSHP services, activities, programs, and other benefits. The policy of CSHP is to ensure meaningful communication with LEP customers involving their participation in CSHP services. The policy also provides for communication of information

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contained in vital documents, including but not limited to, program applications, consent forms, complaint/grievance forms, rights, and responsibilities.

All interpretations, translators and other aids needs shall be provided without cost to the customer being serviced, and their families will be informed of the availability of such assistance. Language assistance will be provided through the use of competent LWDB 28 bilingual staff, hand-held translators, Google Translator, contracts, or formal arrangements with local organizations providing interpretations or translation services, or technology and telephonic interpretation services. If a specific dialect is presented with a need for translating services that cannot be addressed by the hand-held translators or bilingual staff, then a purchase order will need to be submitted to the Finance department to procure the service.

Key websites that allow for translation of language, but are not limited to, include the following:

- CareerSource Hillsborough Pinellas: www.careersourcehp.com
- Employ Florida: www.employflorida.com
- Google Translate: https://translate.google.com

In addition, each CSHP center displays an Interpretative Services flyer that notifies the customer to ask for assistance when in need of interpretative services, which contains 22 unique languages. The flyer can be located here: interpretive-services.pdf (floridajobs.org).

Identifying LEP Persons and Their Language

The Florida Department of Commerce (FloridaCommerce) conducts a statewide review of language needs on a routine basis. Currently, FloridaCommerce identified the two language needs for Florida as Spanish and Creole. CSHP's One-Stop Operator will regularly review the language access needs of our jobseeker population and monitor the implementation of the LEP policy, as needed.

CSHP will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at www.lep.gov).

CSHP is responsible for:

1. Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff.
2. Contacting the appropriate bilingual staff member to interpret if available, in the event that an interpreter is needed.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by staff. Such an offer and the response will be documented in the person's file in Employ Florida and/or OSST. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services, including the use of bilingual staff, will be provided to the LEP person.

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CSHP will not use children or other customers to interpret information, to ensure confidentiality of information and accurate communication.

Providing Written Translations

1. When translation of vital documents is needed, each department in CSHP will submit documents for translation into frequently encountered languages. Original documents being submitted for translation will be in final, approved form with updated and accurate information.
2. CSHP will provide translation of other CSHP marketing materials in coordination with the Marketing Department, if needed.

Providing Notice to LEP Persons

CSHP will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages ELP persons will understand. At a minimum, notices, and signs (Equal Opportunity is the Law, Grievance Form) will be posted and provided in intake areas and other points of entry, including the resource room and front desk.

Monitoring Language Needs and Implementation

On an ongoing basis, CSHP will assess changes in demographics, types of services or other needs that may require reevaluation of LEP services. In addition, CSHP may provide a pay increase for identified bilingual staff members.

References

- AWI Final Guidance: Language Assistance to Limited English Proficient (LEP) Persons
- Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency
- Limited English Proficiency.gov
- Resources for Assisting Individuals with Limited English Proficiency
- Title VI Civil Rights Act of 1964

History

Date	Action	Description
8/19/2021	Issuance	Approved by the CSHP Board of Directors.
5/30/2024	Revision 1	Approved by the CSHP Board of Directors for Hillsborough County only, until the board can approve a policy that covers Hillsborough and Pinellas Counties.
TBD	Revision 2	Approved by the CSHP Board of Directors

Attachments

- N/A

Other Resources

- N/A

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Action Item
Approval of New Training Providers and New Programs

Background

Effective July 1, 2024, the initial and continued eligibility application process, previously performed at the local level, changed to a statewide application. New training providers and programs must first be approved on the State ETPL before they can be considered locally. Once a provider is approved at the state level, they may request inclusion on the CareerSource Hillsborough Pinellas (CSHP) ETPL.

The Eligible Training Provider List (ETPL) is the official list of training programs and providers eligible for WIOA funds to train eligible program participants. The ETPL and related eligibility procedures ensure the accountability, quality, and labor-market relevance of training programs that receive WIOA funds. Training Providers on the ETPL must be recognized/ licensed by an appropriate public or private governing body. Non-Public Postsecondary institutions must be licensed by the State Board of Independent Colleges and Universities, State Board of Non-Public Career Education, or Commission for Independent Education (CIE).

WIOA utilizes "informed consumer choice" in the selection of a Provider. A WIOA participant who has been determined eligible for training may select a Provider and program from the ETPL after consultation with a applicable CSHP staff. Unless training funds are not available, participants are issued an Individual Training Account (ITA) voucher for training which may pay in whole or in part for the cost of training depending on current funding levels, local policy, and/or ITA dollar limits. Being listed on the ETPL does not guarantee that students will attend a training providers educational facility or choose their program.

Information

Florida Truckers Institute

6611 US Hwy 19, Suite 120, New Port Richey, FL 34652

Florida Truckers Institute application and its associated training program was approved through the State ETP Portal on August 15, 2024, by the State ETPL Coordinator. Additionally, CSHP staff coordinated with the training provider to secure supplemental documentation, including the school catalog and CIE license, dated 5/17/2024.

Financial Assistance: The training provider will offer a reduced tuition rate for CSHP students, aligning the training costs with CSHP's current ITA cap of $5,000. This adjustment ensures that **CSHP students do not incur any out-of-pocket tuition cost.**

Program – Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion/ Employment Rate	Average Wage at Placement
Commercial Truck Driving License (CDL-A)	Included	$5,500.00	Not Included	$5,500.00	12 weeks	95% / 80% *	Not Available

***Performance Data:** The performance data was provided directly by the training provider. As a newly approved entity in the State ETP Portal as of 08/15/2024, no WIOA programmatic performance data is currently available.

New Training Programs Occupation & Wage Info:
Employment and wage statistics associated with the training programs outlined above.

Florida Truckers Institute												
EF Related & Selected Occupations per Training Provider				2023 Occupational Employment & Wage Statistics (OEWS)								
	SOC Code	Occupation Title	Local TOL	2023 Employment	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Commercial Truck Driving License (CDL-A)	533032	Heavy and Tractor-Trailer Truck Drivers	Yes	15,170	25.34	23.54	19.36	28.33	18.33	21.69	28.98	34.02

My IT Future Institute – Orlando Campus

1221 Lee Road, Orlando, FL 32810

My IT Future Institute application to include the *Orlando Campus* and the following training programs was approved through the State ETP Portal on August 13, 2024, by the State ETPL Coordinator. CSHP staff obtained additional support from the training provider to include the school catalog and CIE license dated 8/1/2024. The training programs below are offered through distance (online) learning without attending physical classes.

Financial Assistance: The training provider offers CSHP participants hardship scholarships to cover any remaining balances to training costs beyond the ITA cap. These scholarships ensure that **CSHP students do not incur any out-of-pocket tuition costs.**

Program – Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion/ Employment Rate	Average Wage at Placement
Cyber Security Analyst	Included	$7;500.00	Included	$7;500.00	3 weeks	Not Available	Not Available
Cyber Security IT Professional	Included	$12,995.00	Included	$12,995.00	6 weeks	100%/ 41%	Not Available
Microsoft Office Specialist Master Level (MOS)	Included	$5,000.00	Included	$5,000.00	4 weeks	100%/ 100%	Not Available
Mobile Device and Desktop Support Technician	Included	$9,995.00	Included	$9,995.00	6 weeks	Not Available	Not Available
Network Security Technician	Included	$7,000.00	Included	$7,000.00	4 weeks	Not Available	Not Available
Preparation for Certified Information	Included	$3,920.00	Included	$3,920.00	1 week	Not Available	Not Available

Program – Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion/ Employment Rate	Average Wage at Placement
Security Systems Professional-CISSP							
Preparation for CompTIA Cloud+ Certification	Included	$2,939.00	Included	$2,939.00	1 week	Not Available	Not Available
Preparation for Information Technology Infrastructure Library ITIL	Included	$2,185.00	Included	$2,185.00	1 week	Not Available	Not Available
Preparatory Program for Back End Web Developer	Included	$8,000.00	Included	$8,000.00	8 weeks	Not Available	Not Available
Preparatory Program for Cisco Certified Network Associate (CCNA)	Included	$5,990.00	Included	$5,990.00	2 weeks	Not Available	Not Available
Preparatory Program for Front End Developer	Included	$8,000.00	Included	$8,000.00	8 weeks	Not Available	Not Available
Preparatory Program for Microsoft Certified Azure Administrator Associate	Included	$2,975.00	Included	$2,975.00	1 week	Not Available	Not Available
Preparatory Program for Project Management Professional (PMP)	Included	$5,387.00	Included	$5,387.00	4 weeks	100%/ 55%	Not Available
Cyber Security Forensic & Intrusion Analyst	Included	$10,995.00	Included	$10,995.00	4 weeks	100%	Not Available

***R28 Training Provider Performance Report, Reporting Period:* 7/1/2023-6/30/2024**

Provider Name	Available Programs	Served Programs	Served	Total Completed	Total Unsuccessfully Completed	Total Successfully Completed	Completion %	Total Employed	Total Employed Training Related	Employed Not Training Related	Placement %	Average Wage
My IT Future Institute	19	30	148	138	6	132	95.7%	107	41	66	77.5%	$25.73

Provider Performance by Program

7/1/2023 6/30/2024

Provider Name	Program Name	Served	Total Completed	Total Unsuccessfully Completed	Total Successfully Completed	Completion %	Total Employed	Total Employed Training Related	Employed Not Training Related	Placement %	Average Wage
My IT Future Institute	Back End Web Developer	1	1	0	1	100.0%	0	0	0	0.0%	
My IT Future Institute	COMP TIA A+	7	7	0	7	100.0%	6	1	5	85.7%	$20.12
My IT Future Institute	CompTIA Network+	12	12	0	12	100.0%	9	3	6	75.0%	$24.15
My IT Future Institute	CompTIA Security+	12	12	0	12	100.0%	11	2	9	91.7%	$20.73
My IT Future Institute	Cybersecurity IT Professional	4	4	0	4	100.0%	3	1	2	75.0%	$22.18
My IT Future Institute	Microsoft Certified Azure Administrato	7	6	0	6	100.0%	3	1	2	50.0%	$22.67
My IT Future Institute	Microsoft Office Specialist MOS	2	2	0	2	100.0%	2	0	2	100.0%	$20.00
My IT Future Institute	Microsoft Power BI Data analyst	2	2	0	2	100.0%	2	1	1	100.0%	$32.59
My IT Future Institute	Preparation for Certified Ethical Hacke	1	1	0	1	100.0%	1	0	1	100.0%	$60.00
My IT Future Institute	Preparation for Certified Information S	5	5	0	5	100.0%	3	2	1	60.0%	$24.18
My IT Future Institute	Preparation for CompTIA A+	9	9	0	9	100.0%	8	3	5	88.9%	$18.12
My IT Future Institute	Preparation for CompTIA Cloud+ Certi	6	6	0	6	100.0%	4	2	2	66.7%	$24.21
My IT Future Institute	Preparation for CompTIA Cybersecurit	3	3	1	2	66.7%	2	0	2	66.7%	$36.00
My IT Future Institute	Preparation for CompTIA Network+	6	6	0	6	100.0%	5	0	5	83.3%	$18.09
My IT Future Institute	Preparation for CompTIA Security+	4	4	0	4	100.0%	3	2	1	75.0%	$20.16
My IT Future Institute	Preparation for Information Technolo	6	6	0	6	100.0%	4	3	1	66.7%	$27.50
My IT Future Institute	Preparation For Project Management	11	11	0	11	100.0%	7	4	3	63.6%	$37.68
My IT Future Institute	Project Manager Professional PMP	11	11	2	9	81.8%	8	4	4	72.7%	$20.41
My IT Future Institute	Computer Support Specialist	2	2	0	2	100.0%	1	0	1	50.0%	$12.00
My IT Future Institute	Front End Web Developer	2	2	0	2	100.0%	2	1	1	100.0%	$27.53
My IT Future Institute	Information Technology Infrastructure	4	4	0	4	100.0%	4	3	1	100.0%	$52.00
My IT Future Institute	Internet & Graphics Specialist-Cd4	3	3	1	2	66.7%	2	0	2	66.7%	$17.04
My IT Future Institute	ITIL 4 Foundation - IT Security Manage	1	1	0	1	100.0%	1	1	0	100.0%	$45.67
My IT Future Institute	ITIL 4 Specialist Drive Stakeholder Val	1	1	0	1	100.0%	1	1	0	100.0%	$60.00
My IT Future Institute	Management Analyst	1	1	0	1	100.0%	1	0	1	100.0%	$28.84
My IT Future Institute	MB-300T00 Microsoft Dynamics 365: C	1	1	0	1	100.0%	1	1	0	100.0%	$57.70
My IT Future Institute	Preparation for Cyber Security IT Profe	6	6	1	5	83.3%	5	2	3	83.3%	$25.40
My IT Future Institute	Program for Microsoft Certified Azure	3	3	1	2	66.7%	2	1	1	66.7%	$16.00
My IT Future Institute	Scrum Agile Master	2	2	0	2	100.0%	2	1	1	100.0%	$39.75
My IT Future Institute	Scrum Master Certified (SMC)	4	4	0	4	100.0%	4	1	3	100.0%	$18.38
My IT Future Institute Total		**139**	**138**	**6**	**132**	**95.7%**	**107**	**41**	**66**	**77.5%**	**$25.73**

New Training Programs Occupation & Wage Info:

Employment and wage statistics associated with the training programs outlined above.

My IT Future - Orlando Campus												
EF Related & Selected Occupations per Training Provider				2023 Occupational Employment & Wage Statistics (OEWS)								
	SOC Code	Occupation Title	Local TOL	2023 Employment	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Cyber Security Analyst	113021	Computer and Information Systems Managers	Yes	4,800	78.82	77.29	50.73	92.86	47.03	58.43	87.84	109.14
	151212	Information Security	Yes	3,160	55.97	50.23	37.78	65.07	35.6	44.41	68.98	79.13
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Cyber Security IT Professional	113021	Computer and Information Systems Managers	Yes	4,800	78.82	77.29	50.73	92.86	47.03	58.43	87.84	109.14
	151212	Information Security	Yes	3,160	55.97	50.23	37.78	65.07	35.6	44.41	68.98	79.13
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Microsoft Office Specialist Master Level	439061	Office Clerks, General	Yes	28,220	20.82	19.32	14.88	23.79	14.08	16.53	23.57	28.85
Mobile Device and Desktop Support Technician	151211	Computer Systems	Yes	6,480	53.74	49.01	32.78	64.21	29.24	38.56	63.67	80.6
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Network Security Technician	151212	Information Security	Yes	3,160	55.97	50.23	37.78	65.07	35.6	44.41	68.98	79.13
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Preparation for Certified Information Security Systems Professional-CISSP	151212	Information Security	Yes	3,160	55.97	50.23	37.78	65.07	35.6	44.41	68.98	79.13
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
	151241	Computer Network	Yes	1,260	60.06	62.03	38.66	70.76	34.95	45.75	72.12	82.89
Preparation for CompTIA Cloud+ Certification	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Preparation for Information Technology Infrastructure Library ITIL	113021	Computer and Information Systems Managers	Yes	4,800	78.82	77.29	50.73	92.86	47.03	58.43	87.84	109.14
	151212	Information Security	Yes	3,160	55.97	50.23	37.78	65.07	35.6	44.41	68.98	79.13
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Preparatory Program for Back End Web Developer	151254	Web Developers	Yes	790	49.6	45.78	24.68	62.06	18.5	31.69	62.34	101.34
Preparatory Program for Microsoft Certified Azure Administrator Associate	113021	Computer and Information Systems Managers	Yes	4,800	78.82	77.29	50.73	92.86	47.03	58.43	87.84	109.14
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
Preparatory Program for Project Management Professional (PMP)	113021	Computer and Information Systems Managers	Yes	4,800	78.82	77.29	50.73	92.86	47.03	58.43	87.84	109.14
	131082	Project Management Specialists	Yes	9,930	47.06	44.39	29.12	56.02	26.28	33.61	57.75	70.58
Cyber Security Forensic & Intrusion Analyst	113021	Computer and Information Systems Managers	Yes	4,800	78.82	77.29	50.73	92.86	47.03	58.43	87.84	109.14
	151212	Information Security	Yes	3,160	55.97	50.23	37.78	65.07	35.6	44.41	68.98	79.13
	151231	Computer Network Support Specialists	Yes	1,560	36.53	35.62	24.25	42.67	22.88	26.86	41.92	53.37
	151244	Network and Computer Systems Administrators	Yes	3,610	48.15	46.08	31.99	56.23	29.51	36.97	58.93	72.45

National Louis University

6550 W. Hillsborough Avenue, Suite 100, Tampa, FL 33634

National Louis University's application and its associated training program was approved through the State ETP Portal on February 17, 2025, by the State ETPL Coordinator. Additionally, CSHP staff coordinated with the training provider to secure supplemental documentation, including the school catalog and CIE license, dated 10/1/2024.

Financial Assistance: National Louis University is offering a $1,000 scholarship to all students for the inaugural year. Students may also apply for financial aid and additional scholarships or workforce funds towards tuition.

Program – Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion/ Employment Rate	Average Wage at Placement
Medical Assistant Certification	Included	$7,200.00	Not Included	$7,200.00	30 weeks	New Program – Starts April 2025	New Program – Starts April 2025

No performance data is available. *The program is newly introduced at the institution and the institution was recently added to the State ETP Portal.*

New Training Programs Occupation & Wage Info:

Employment and wage statistics associated with the training programs outlined above.

National Louis University												
EF Related & Selected Occupations per Training Provider				2023 Occupational Employment & Wage Statistics (OEWS)								
	SOC Code	Occupation Title	Local TOL	2023 Employment	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Medical Assistant Certification	319092	Medical Assistants	Yes	8,870	19.33	18.53	16.69	20.64	17.00	17.40	21.12	22.64

Recommendation

Worforce Solutions Committee recommends approval of Florida Truckers Institute, My IT Future – Orlando Campus, and National Louis University's new training provider application to include their respective training programs.

Action Item
Related Party Contract and Programs

Background:

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
d) Prior to entering such contracts, contracts $10,000 or higher require Florida Department of Commerce approval. Contracts less than $10,000 do not require approval but notification.

"When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes." [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce approval.

Related Party Forms

- Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
  - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
  - Form signed by board member with conflict prior to vote.
- Exhibit C: Contract Information Form
  - Provides information on the related party contract where the conflict exists.
- Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
  - Disclosed and certified by board member with conflict in a contract.
  - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

Training Provider

The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides training services using Individual Training Accounts (ITAs). ITAs can be used to access training from eligible *Training Providers* who have been approved by the Board to provide training for occupations on the Board's

targeted occupations list that are in demand or emerging on the local economy, experienced growth, and provide opportunities for high-skill, high-wage jobs.

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Customers who are interested in training services are made aware of the full array of training services by CareerSource Hillsborough Pinellas (CSHP). and invited to review and research training providers and programs outlined on the CSHP's approved training provider list. Training provider and program selections must fall on CSHP's ETPL to be considered for enrollment through the WIOA program

Information:

Related Party

Organization Name	Board Member	Amount Not to Exceed
Evara Health Institute	Dr. Rebecca Sarlo	$120,000

New Programs

Program	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement
Dental Assistant with Expanded Functions	Included	$7,500.00	Included	$7,500.00	36 weeks	N/A - New Program	N/A - New Program
Pharmacy Technician	Included	$7,500.00	Included	$7,500.00	33 weeks	N/A - New Program	N/A - New Program

Financial Assistance: Institute's financial assistance services are provided to students to assist them with accessing and managing funding received from outside entities such as private scholarships and grants, Workforce Innovation and Opportunity Act (WIOA) funding, and employer partner tuition reimbursement. The Institute works collaboratively with students' employers and community partners that offer financial support for training (e.g., tuition reimbursement, scholarships) to facilitate student access to these resources.

No performance data is available. The programs are newly introduced at the institution and the institution was approved as a provider this Program Year.

New Training Programs Occupation & Wage Info:
Employment and wage statistics associated with the training programs outlined above.

Evara Health Institute												
EF Related & Selected Occupations per Training Provider				2023 Occupational Employment & Wage Statistics (OEWS)								
	SOC Code	Occupation Title	Local TOL	2023 Employment	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Dental Assistant w-Expanded Functions	319091	Dental Assistants	Yes	3,390	23.35	22.48	20.83	24.61	20.33	22.06	23.04	29.07
Pharmacy Technician	292052	Pharmacy Technicians	Yes	5,610	20.88	18.15	16.41	23.12	15.54	17.4	21.99	25.01

Recommendation: Workforce Solutions Committee recommends approval of Evara Health Institute as a Training Provider and the addition of the new training programs for a total not to exceed of $120,000 for the period 3/20/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

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

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Sarlo - Rebecca		CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850	Hillsborough	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ❑ CITY ☒ COUNTY ❑ OTHER LOCAL AGENCY
CITY Tampa, Florida 33607	COUNTY	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED		MY POSITION IS: ❑ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Rebecca Sarlo, hereby disclose that on 3/13, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

x inured to the special gain or loss of Evara Health Institute, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Individual Training Accounts with Evara Health Institute.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/6/2025
Date Filed

Rebecca Sarlo, Ph.D.
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

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

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
Contractor Name & Address: Evara Health - 14100 58th Street North, Clearwater FL 33760
Contractor Contact Phone Number: (727) 824-8181
Description or Nature of Contract: Paid Work Experience (PWE)
Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Dr. Rebecca Sarlo

Signature of Board Member/Employee

Dr. Rebecca Sarlo
Print Name

3/13/2025
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Sarlo, Rebecca	CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY
CITY / COUNTY Tampa, Florida 33607 / Hillsborough	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Rebecca Sarlo, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

X inured to the special gain or loss of Evara Health, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Evara Health.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/13/2025
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Evara Health Institute and CareerSource Hillsborough Pinellas
Contractor Name & Address: Evara Health Institute, 14100 58th Street N. Clearwater FL 33760
Contractor Contact Phone Number: 727-824-8181
Contract Number or Other Identifying Information, if any: N/A
Contract Term: 3/20/2025 - 6/30/2026
Value of the Contract with no extensions or renewals exercised: $120,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Training programs
Method of procurement for the contracted goods and/or services, if applicable:
The institution is an approved training provider via FloridaCommerce
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

The nature of the conflicting interest in the contract: Employee of Organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

	Gary Hartfield
Signature of Board Chairperson / Vice Chairperson*	Print Name
	Date

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

Action Item
Related Party Contract - Paid Work Experience

Background:

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
d) Prior to entering such contracts, contracts $10,000 or higher require Florida Department of Commerce approval. Contracts less than $10,000 do not require approval but notification.

"When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes." [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, FloridaCommerce.

Related Party Forms

- Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
  - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
  - Form signed by board member with conflict prior to vote.
- Exhibit C: Contract Information Form
  - Provides information on the related party contract where the conflict exists.
- Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
  - Disclosed and certified by board member with conflict in a contract.
  - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

Information

Paid Work Experience (PWE)

PWE is a work-based learning (WBL) opportunity which allows eligible youth participants to develop employability skills, acquire basic job-specific knowledge, and gain work experience, all of which prepare them for unsubsidized employment. These work-based learning activities do not require formal occupational skills training. PWE is a structured, short-term learning opportunity in a workplace designed to achieve work experience activities that have as a component academic and occupational education. Mentoring/Coaching is an integral component of the PWE.

- ✓ CSHP pays 100% of the participants wage rate of $15 per hour.
- ✓ Summer PWE: Participants gain work experience over a 6-week time frame, working up to 20 hours per week.
- ✓ Year-Round PWE: Eligible youth participants gain work experience for up to 12 weeks at a minimum of 20 hours per week and a maximum of 40 hours per week.
- ✓ CSHP contracted Staffing Agency is the Employer of Record.
- ✓ State of Florida covers workers compensation.

Related Parties

No	Organization	Board member	Estimated No. of Participants	Amount Not to Exceed
1	City of Tampa	Ocea Wynn	Summer – 25	$83,000
2	Evara Health	Dr. Rebecca Sarlo	Summer – 5, Year-round - 30	$196,000
3	Hillsborough County School Board	Warren “Scott” Brooks	Summer - 100	$332,000
4	Pinellas County Public Schools	William “Mark” Hunt	Summer – 10, Year-round - 30	$207,000
5	Empact Solutions	Elizabeth Siplin	Summer – 6, Year-round - 3	$40,000
6	Enterprising Latinas	Elizabeth Gutierrez	Summer - 4	$14,000

Recommendation 1: Approval of a contract ending 6/30/2026 with City of Tampa for paid work experience for an amount not to exceed $83,000, subject to the approval of FloridaCommerce.

Recommendation 2: Approval of a contract ending 6/30/2026 with Evara Health for paid work experience through 6/30/2026 for an amount not to exceed $196,000, subject to the approval of FloridaCommerce.

Recommendation 3: Approval of a contract ending 6/30/2026 Hillsborough County School Board for paid work experience for an amount not to exceed $332,000, subject to the approval of FloridaCommerce.

Recommendation 4: Approval of a contract ending 6/30/2026 with Pinellas County Public Schools for paid work experience for an amount not to exceed $207,000, subject to the approval of FloridaCommerce.

Recommendation 5: Approval of a contract ending 6/30/2026 with Empact Solutions for paid work experience for an amount not to exceed $40,000, subject to the approval of FloridaCommerce.

Recommendation 6: Approval of a contract ending 6/30/2026 with Enterprising Latinas for paid work experience for an amount not to exceed $14,000, subject to the approval of FloridaCommerce.

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Wynn, Ocea	CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS: 4350 W. Cypress Steet Suite 850	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY: Tampa, Florida 33607 — COUNTY: Hillsborough	❑ CITY ☒ COUNTY ❑ OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
	MY POSITION IS: ❑ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Ocea Wynn, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

x inured to the special gain or loss of City of Tampa, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with City of Tampa.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/13/25
Date Filed

Ocea J. Wynn
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

I, Ocea Wynn, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:
Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
Contractor Name & Address: City of Tampa - 306 E. Jackson Street, Tampa, FL 33602
Contractor Contact Phone Number: (813) 274-8041
Description or Nature of Contract: Paid Work Experience
Description of Financial Benefit*: Employee of organization
For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)
☑ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Ocea Wynn

Ocea J. Wynn
Signature of Board Member/Employee

Ocea Wynn
Print Name

3/13/25
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: City of Tampa and CSHP
Contractor Name & Address: City of Tampa - 306 E. Jackson Street, Tampa, FL 33602
Contractor Contact Phone Number: (813) 274-8041
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $83,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Paid Work Experience (PWE)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the Paid Work Experience (PWE) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Ocea Wynn

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Siplin, Elizabeth	CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS: 4350 W. Cypress Steet Suite 850	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY: Tampa, Florida 33607 — COUNTY: Hillsborough	❑ CITY ☒ COUNTY ❑ OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
	MY POSITION IS: ❑ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Elizabeth Siplin, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

x inured to the special gain or loss of Empact Solutions, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Empact Solutions.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Mar 12, 2025
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

I, Elizabeth Siplin, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
Contractor Name & Address: Empact Solutions - 260 1st Avenue South, St. Pete, FL 33701
Contractor Contact Phone Number: (915) 355-7715
Description or Nature of Contract: Paid Work Experience (PWE)
Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Elizabeth Siplin

Signature of Board Member/Employee

Elizabeth Siplin
Print Name

Mar 12, 2025
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Empact Solutions and CSHP
Contractor Name & Address: Empact Solutions - 260 1st Avenue South, St. Pete, FL 33701
Contractor Contact Phone Number: (915) 355-7715
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $40,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Paid Work Experience (PWE)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the Paid Work Experience (PWE) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Elizabeth Siplin

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

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

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Gutierrez, Elizabeth		CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
4350 W. Cypress Steet Suite 850	Hillsborough	❑ CITY ☒ COUNTY ❑ OTHER LOCAL AGENCY
CITY	COUNTY	NAME OF POLITICAL SUBDIVISION:
Tampa, Florida 33607		Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED		MY POSITION IS:
		❑ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Elizabeth Gutierrez, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

x inured to the special gain or loss of Enterprising Latinas, Inc, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Enterprising Latinas, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/10/25
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

I, Elizabeth Gutierrez, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28

Contractor Name & Address: Enterprising Latinas, Inc - 5128 FL-674, Wimauma, FL 33598

Contractor Contact Phone Number: (813) 699-5811

Description or Nature of Contract: Paid Work Experience (PWE)

Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR

☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Elizabeth Gutierrez

Liz Gutierrez
Digitally signed by Liz Gutierrez
Date: 2025.03.14 15:21:16 -04'00'
Signature of Board Member/Employee

Elizabeth Gutierrez
Print Name

Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Enterprising Latinas, Inc. and CSHP
Contractor Name & Address: Enterprising Latinas, Inc. - 5128 FL-674, Wimauma, FL 33598
Contractor Contact Phone Number: (813) 699-5811
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $14,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Paid Work Experience (PWE)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the Paid Work Experience (PWE) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Elizabeth Gutierrez

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

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

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Sarlo, Rebecca		CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
4350 W. Cypress Steet Suite 850	Hillsborough	☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY
CITY	COUNTY	NAME OF POLITICAL SUBDIVISION:
Tampa, Florida 33607		Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Rebecca Sarlo, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

X inured to the special gain or loss of Evara Health, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Evara Health.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/13/2025
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

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

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
Contractor Name & Address: Evara Health - 14100 58th Street North, Clearwater FL 33760
Contractor Contact Phone Number: (727) 824-8181
Description or Nature of Contract: Paid Work Experience (PWE)
Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Dr. Rebecca Sarlo

Signature of Board Member/Employee

Dr. Rebecca Sarlo
Print Name

3/13/2025
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Sarlo, Rebecca		CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
4350 W. Cypress Steet Suite 850	Hillsborough	☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY
CITY	COUNTY	NAME OF POLITICAL SUBDIVISION:
Tampa, Florida 33607		Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED		MY POSITION IS:
		☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Rebecca Sarlo, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

X inured to the special gain or loss of Evara Health, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Evara Health.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/13/2025
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Evara Health and CSHP
Contractor Name & Address: Evara Health - 14100 58th Street North, Clearwater FL 33760
Contractor Contact Phone Number: (727) 824-8181
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $196,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Paid Work Experience (PWE)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the Paid Work Experience (PWE) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Brooks, Warren Scott	CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY
CITY Tampa, Florida 33607	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Warren Scott Brooks, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

[x] inured to the special gain or loss of Hillsborough County School Board, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Hillsborough County School Board.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/13/25
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

I, Warren Scott Brooks, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28

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

Contractor Contact Phone Number: (813) 231-1860

Description or Nature of Contract: Paid Work Experience (PWE)

Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR

☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Warren Scott Brooks

Signature of Board Member/Employee

Warren Scott Brooks
Print Name

3/13/25
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Hillsborough County School Board and CSHP
Contractor Name & Address: Hillsborough County School Board - 901 E. Kennedy Blvd, Tampa, FL 33602
Contractor Contact Phone Number: (813) 231-1860
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $332,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Paid Work Experience (PWE)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the Paid Work Experience (PWE) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Warren Scott Brooks

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

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

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Hunt, William		CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
4350 W. Cypress Steet Suite 850	Hillsborough	☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY
CITY	COUNTY	NAME OF POLITICAL SUBDIVISION:
Tampa, Florida 33607		Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, William Hunt, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

X inured to the special gain or loss of Pinellas County Public Schools, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Paid Work Experience Agreement with Pinellas County Public Schools.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/13/25
Date Filed

W. Mark Hunt
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

I, William "Mark" Hunt, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28

Contractor Name & Address: Pinellas County Public Schools - 301 Fourth Street. SW, Largo, FL 33779

Contractor Contact Phone Number: (727) 588-6006

Description or Nature of Contract: Paid Work Experience (PWE)

Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR

☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: William "Mark" Hunt

W. Mark Hunt
Signature of Board Member/Employee

William "Mark" Hunt
Print Name

3/13/25
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Pinellas County Public Schools and CSHP
Contractor Name & Address: Pinellas County Public Schools - 301 Fourth Street. SW, Largo, FL 33779
Contractor Contact Phone Number: (727) 588-6006
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $207,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: Paid Work Experience (PWE)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the Paid Work Experience (PWE) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: William "Mark" Hunt

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest ☐ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

Action Item
Related Party Contract - On-the-Job Training

Background:

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
d) Prior to entering such contracts, contracts $10,000 or higher require Florida Department of Commerce and CareerSource Florida approval. Contracts less than $10,000 do not require approval but notification.

"When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes." [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce approval.

Related Party Forms

- Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
  - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
  - Form signed by board member with conflict prior to vote.
- Exhibit C: Contract Information Form
  - Provides information on the related party contract where the conflict exists.
- Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
  - Disclosed and certified by board member with conflict in a contract.
  - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

Information

On-the-Job Training (OJT)

OJT is a work-based training that provides WIOA eligible participants with occupational skills training that is essential to the full and adequate performance of an eligible job/occupation. OJT involves the employer hiring the participant and providing them with the necessary training to perform their jobs effectively. Participants are paid employees who receive hands-on training while engaged in productive work. This training helps bridge skill gaps and ensures workers meet the specific needs of the employer. Goal of the OJT is to the participant with the skills and experience needed to secure and retain unsubsidized employment.

- ✓ CSHP reimburses employers up to 50% of the participant's wage rate, to up to 75% if certain criteria are met.
- ✓ OJT is limited in duration and specific to the occupation for which the participant is being trained and taking into consideration other factors. "Limited in duration" refers to the time required for a participant to become proficient in the occupation for which the training is being provided.
- ✓ Eligible job/occupation are those that are in demand in the local area, are appropriate for an OJT and included on the Targeted Occupations List or for an occupation for which the employer has requested OJT.

Related Party

Organization	Board member	Estimated No. of Participants	Amount Not to Exceed
CS West and Associates	Sophia West	4	$10,000

Recommendation

Approval of a contract with CS West & Associates through 6/30/2026 for on-the-training for an amount not to exceed $10,000, subject to the approval of FloridaCommerce.

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
West, Sophia	CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ❑ CITY ☒ COUNTY ❑ OTHER LOCAL AGENCY
CITY Tampa, Florida 33607	COUNTY Hillsborough
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
	MY POSITION IS: ❑ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Sophia West, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

x inured to the special gain or loss of C. S. West & Associates CPAs, P.A, by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for On-The-Job Training (OJT) Agreement with C. S. West & Associates CPAs, P.A.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

03/14/2025
Date Filed

Sophia West
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

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

I, Sophia West, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
Contractor Name & Address: C.S. West and Associates, PA - 1115 Professional Park Dr, Brandon, FL 33511
Contractor Contact Phone Number: (813) 344-1784
Description or Nature of Contract: On-The-Job Training (OJT)
Description of Financial Benefit*: Co-Owner of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Sophia West

Sophia West Digitally signed by Sophia West Date: 2025.03.14 15:05:52 -04'00'
Signature of Board Member/Employee

Sophia West
Print Name

03/14/2025
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: C.S. West and Associates, PA and CSHP
Contractor Name & Address: C.S. West and Associates, PA - 1115 Professional Park Dr, Brandon, FL 33511
Contractor Contact Phone Number: (813) 344-1784
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2026 (Will not auto-renew.)
Value of the Contract with no extensions or renewals exercised: $10,000
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: On-The-Job Training (OJT)
Method of procurement for the contracted goods and/or services, if applicable:
The organization will be participating in the On-The-Job Training (OJT) Program, in the capacity of worksite host.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Sophia West

The nature of the conflicting interest in the contract: Co-Founder of the organization

The board member or employee with the conflict of interest [ ] did [ ] did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

Action Item
Related Party Contract - Disaster Relief Temporary Employment

Background:

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
d) Prior to entering such contracts, contracts $10,000 or higher require Florida Department of Commerce approval. Contracts less than $10,000 do not require approval but notification.

"When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes." [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce approval.

Related Party Forms

- Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
  - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
  - Form signed by board member with conflict prior to vote.
- Exhibit C: Contract Information Form
  - Provides information on the related party contract where the conflict exists.
- Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
  - Disclosed and certified by board member with conflict in a contract.
  - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

Information:

Disaster Relief Temporary Employment

CSHP desires to enter a Worksite Agreement with Pinellas Ex-Offender Re-Entry Coalition (PERC) to provide eligible participants disaster relief employment (temporary employment opportunities to assist with cleanup and recovery efforts and humanitarian efforts in the impacted areas of Pinellas County) in accordance with the Workforce Innovation and Opportunity Act, 29 U.S.C. § 3101, *et seq.*, as amended ("WIOA").

The temporary employment opportunity is for a Maintenance Technician in the PERC Construction program specific to hurricane mitigation. The position is in charge of performing ongoing facility maintenance and completing repairs on facilities or equipment with duties to include fixing drywall, plumbing, machinery, heating and wiring, inspecting buildings to confirm safety standards and scheduling major repairs with the building's inhabitants.

Related Party

Name	Board Member	Amount Not to Exceed
Pinellas Ex-Offender Re-Entry Coalition	Michael Jalazo	$161,000

The monetary "not-to-exceed" threshold is the estimated cost for six temporary workers for up to 1040 hours per worker.

Recommendation:

Approval of a Worksite Agreement ending June 30, 2026 with Pinellas Ex-Offender Re-Entry Coalition for disaster relief temporary employment for an amount not to exceed $161,000, subject to the approval of FloridaCommerce.

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

I, Michael Jalazo, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe) (circle one or more)_____ could benefit financially from the contract described below:

Local Workforc(describe)e Development Board:
CareerSource Hillsborough Pinellas

Contractor Name & Address:
Pinellas Ex-offender Re-entry Coalition - 12810 US Hwy 19 #1 Clearwater, Fl. 33764

Contractor Contact Phone Number:
1-855-505-7372

Description or Nature of Contract:
Workforce Services - Disaster relief temporary employment

Description of Financial Benefit*:
Employee of Organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

__X__ have no relative who is a member of the board or an employee of the board; OR

_____ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** __X__ is ____ is not (check one) a member of the board. If applicable, the principal's/owner's name is:

Michael Jalazo (Feb 4, 2025 11:41 EST)

Signature of Board Member/Employee

Michael Jalazo

Print Name

02/04/2025

Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision -making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Jalazo - Michael	CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 12810 US Hwy 19 N # 1	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ❒ CITY X COUNTY ❒ OTHER LOCAL AGENCY
CITY Clearwater COUNTY Pinellas	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ❒ ELECTIVE X APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint ventures, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Michael Jalazo, hereby disclose that on _____, :

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

___ inured to my special private gain or loss.

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative,_____ ;

X inured to the special gain or loss of Pinellas Ex-offender Re-entry Coalition, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

02/05/2025

Date Filed

Michael Jalazo (Feb 5, 2025 10:26 EST)

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Pinellas Ex-offender Re-entry Coalition (PERC) and CSHP

Contractor Name & Address: Pinellas Ex-offender Re-entry Coalition - 12810 US Hwy 19 #1 Clearwater, Fl. 33764

Contractor Contact Phone Number: 1-855-505-7372

Contract Number or Other Identifying Information, if any: _____

Contract Term: effective date through 6/30/2026

Value of the Contract with no extensions or renewals exercised: Not to exceed $161,000

Value of the Contract with all extensions and renewals exercised: N/A

Description of goods and/or services to be provided under the Contract: Workforce Services

Method of procurement for the contracted goods and/or services, if applicable:
Dislocated Worker Grant (DWG) Worksite Agreement

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

The nature of the conflicting interest in the contract: Employee of Organization

The board member or employee with the conflict of interest_____did____did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

_____ Gary Hartfield
Signature of Board Chair/Vice Chair* Print Name

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

Action Item
Related Party Contract – CSHP Staff Development Training

Background:

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
d) Prior to entering such contracts, contracts $10,000 or higher require Florida Department of Commerce and CareerSource Florida approval. Contracts less than $10,000 do not require approval but notification.

"When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes." [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce and CareerSource Florida approvals.

Related Party Forms

- Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
  - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
  - Form signed by board member with conflict prior to vote.
- Exhibit C: Contract Information Form
  - Provides information on the related party contract where the conflict exists.
- Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
  - Disclosed and certified by board member with conflict in a contract.
  - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

Information:

Staff Development Training

CSHP desires to enter an Agreement with All Administrative Solutions Pinellas to provide staff development training through a Poverty Stimulation Study. The purpose of this simulation is to provide a deeper understanding of the challenges individuals in poverty face when seeking employment and financial stability. By stepping into their shoes, participants will experience the tough decisions that low-income individuals and families must make daily. This interactive exercise highlights the emotional, financial, and social obstacles that hinder economic mobility and long-term success.

Through this experience, participants will:

- Gain insight into the complexities of poverty and how it impacts workforce participation.
- Recognize workforce barriers faced by low-income individuals, including systemic challenges and policy gaps.
- Identify specific issues related to employment access, childcare availability, healthcare affordability, and reliable transportation.
- Understand the role of community resources, government assistance, and employer policies in shaping workforce outcomes.
- Develop actionable strategies to support workforce equity, improve hiring practices, and enhance workforce engagement programs.
- Strengthen empathy and engagement among staff members who directly or indirectly work with underserved populations.

Related Party

Name	Board Member	Amount Not to Exceed
All Administrative Solutions	Esther Matthews	$4,250

Recommendation:

Approval of an Agreement with All Administrative Solutions to provide staff development training for an amount not to exceed $4,250, with notification to FloridaCommerce.

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

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Matthews, Esther		CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
4350 W. Cypress Steet Suite 850	Hillsborough	❑ CITY ☒ COUNTY ❑ OTHER LOCAL AGENCY
CITY	COUNTY	NAME OF POLITICAL SUBDIVISION:
Tampa, Florida 33607		Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED		MY POSITION IS: ❑ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Esther Matthews, hereby disclose that on March 20, 20 25 :

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

x inured to the special gain or loss of All Administrative Solutions LLP, by whom I am retained; or

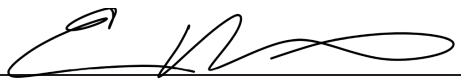
___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for staff development training with All Administrative Solutions LLP

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/11/2025
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield , hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: All Administrative Solutions LLC and CSHP
Contractor Name & Address: All Administrative Solutions LLC - 1601 16th St. S, St. Pete, FL 33705
Contractor Contact Phone Number: (727) 810-8196 ext. 1
Contract Number or Other Identifying Information, if any:
Contract Term: Effective date thru 6/30/2025
Value of the Contract with no extensions or renewals exercised: $4,250
Value of the Contract with all extensions and renewals exercised: N/A
Description of goods and/or services to be provided under the Contract: CSHP staff development training
Method of procurement for the contracted goods and/or services, if applicable:
small purchase procedures in accordance with CSHP procurement policies and procedures
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Esther Matthews

The nature of the conflicting interest in the contract: Employee of the organization

The board member or employee with the conflict of interest [ ] did [ ] did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.
If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
c. A draft copy of the related party contract and amendments, as applicable.
d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Gary Hartfield

Signature of Board Chairperson / Vice Chairperson* Print Name

Date

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

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

I, Esther Matthews, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe)_____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas (CSHP) - Region 28

Contractor Name & Address: All Administrative Solutions LLC, 1601 16th St. S, St. Pete, FL 33705

Contractor Contact Phone Number: (727) 810-8196 ext. 1

Description or Nature of Contract: CSHP staff development training in effective workforce solutions for CSHP customers who face barriers to employment.

Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☑ have no relative who is a member of the board or an employee of the board, OR

☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☑ is ☐ is not (check one) a member of the board. If applicable, the principal's/owner's name is: Esther Matthews

Signature of Board Member/Employee

Esther Matthews
Print Name

3/11/2025
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

Information Item
Training Program Outcome Report
Period covering July 2023-August 2024

CareerSource Hillsborough Pinellas provides funding for training services with a focus on successful completion and placement of demand-driven industry certifications and training programs. A performance report was compiled showing individual program performance.

Performance Report Outcome Descriptions:

Metric	Description
Total Completed	The total # of all WIOA customers who exited training in the review period.
Total Unsuccessfully Completing	The total # of all WIOA customers exited training in the review period without successfully completing training.
Exited After Completing Training	The total # of all WIOA customers exited training in the review period after successfully completing training.
Total Employed	The total # of all WIOA customers that exited training in the review period who obtained employment within 6 months after exiting training.
Total Employed Training Related	The total # of all WIOA customers that exited training in the review period who obtained employment that is related to the training within 6 months after exiting training.
Employed Not Training Related	The total # of all WIOA customers that exited training in the review period who obtained employment that is not training related within 6 months after exiting training.
Average Wage	The average wages for all WIOA customers that exited training in the review period with employment after exiting training.
Completion %	Total Successfully Completed Training divided by Total Completed
Placement %	Total Employed divided by Total Completed Training

Training Program Outcome Report (June 2023-August 2024)

CareerSource HILLSBOROUGH PINELLAS

Provider Name	Program Name	Total Completed	Total Unsuccessfully Completed	Total Successfully Completed	Completion %	Total Employed	Total Employed Training Related	Employed Not Training Related	Placement %	Average Wage
Academy for Dental Assistants	Dental Assistant	6	3	3	50.0%	6	4	2	100.0%	$18.30
Access Computer Training	Business Application (BAPP)	13	3	10	76.9%	9	3	6	69.2%	$17.47
Access Computer Training	Introduction to Bookkeeping	2	0	2	100.0%	2	2	0	100.0%	$19.75
Access Computer Training	Security+ Certification Prep	3	1	2	66.7%	3	0	3	100.0%	$17.00
Access Computer Training	CompTIA	1	1	0	0.0%	0	0	0	0.0%	N/A
Access Computer Training	Security+ Certification Prep (SEC+Cert)	1	0	1	100.0%	1	1	0	100.0%	$30.40
Access Computer Training	A+ Certification Prep	8	1	7	87.5%	5	1	4	62.5%	$17.20
Access Computer Training	Network+ Certification Prep	7	0	7	100.0%	4	1	3	57.1%	$21.05
Access Computer Training	MS Cloud Applications	1	0	1	100.0%	0	0	0	0.0%	N/A
Access Computer Training	Microsoft Excel	1	0	1	100.0%	1	0	1	100.0%	$17.00
Aguilas International Technical Institute	Pharmacy Technician	1	0	1	100.0%	0	0	0	0.0%	N/A
Aguilas International Technical Institute	Medical Assistant	1	0	1	100.0%	1	1	0	100.0%	$18.00
Applied Technology Academy	CISCO Certified Network Administrator	1	0	1	100.0%	0	0	0	0.0%	N/A
Applied Technology Academy	CompTIA Security+	1	1	0	0.0%	1	1	0	100.0%	$20.00
Applied Technology Academy	ITIL Foundation	1	1	0	0.0%	1	1	0	100.0%	$43.27
Applied Technology Academy	Project Management and Six Sigma Professional	2	0	2	100.0%	2	1	1	100.0%	$36.50
Applied Technology Academy	Secure Infrastructure Specialist	1	0	1	100.0%	0	0	0	0.0%	N/A
Ata Career Education	Pre-Licensure Practical Nursing (Diploma)	1	0	1	100.0%	1	1	0	100.0%	$19.79
Brewster Technical Center	Diesel Systems Technician I	1	0	1	100.0%	1	1	0	100.0%	$18.00
Career Training Institute	Home Health Aide	2	0	2	100.0%	2	1	1	100.0%	$13.50
Center For Technology Training	CISSP - Information Systems Security Professional	2	0	2	100.0%	2	2	0	100.0%	$50.24
Center For Technology Training	Ethical Hacker & Forensics	1	0	1	100.0%	1	0	1	100.0%	$16.00
Center For Technology Training	Microsoft Network Administration and Ethical Hacking	6	1	5	83.3%	2	2	1	33.3%	$24.96
Center For Technology Training	Network Technician (Network+ Prep)	1	0	1	100.0%	1	0	1	100.0%	$13.00
Center For Technology Training	Project Management	9	1	8	88.9%	6	1	5	66.7%	$27.17
Center For Technology Training	Security Professional (Security+)	2	0	2	100.0%	0	0	0	0.0%	N/A
Center For Technology Training	Web Design Professional	1	1	0	0.0%	1	0	1	100.0%	$17.50
Center For Technology Training	Microsoft Database Technologies	3	1	2	66.7%	3	0	3	100.0%	$17.40
Center For Technology Training	Project Management/ Business Application Specialist	2	0	2	100.0%	0	0	0	0.0%	N/A
Center For Technology Training	Security Professional (Security+Prep)	2	0	2	100.0%	2	0	2	100.0%	$20.20
Center For Technology Training	Webmaster Foundation	1	0	1	100.0%	1	0	1	100.0%	$21.00
Center For Technology Training	PC Repair Technician	1	1	0	0.0%	0	0	0	0.0%	N/A
Champion Truck Driving School Inc.	CDL Truck Driving	55	1	54	98.2%	42	33	10	76.4%	$25.19
CodeBoxx Technology School	Full Stack Web Development	10	6	4	40.0%	7	4	4	70.0%	$26.82
Computer Coach Training Center	Cloud Integration Specialist	1	0	1	100.0%	1	0	1	100.0%	$28.50

Computer Coach Training Center	Cyber Security Specialist	29	1	28	96.6%	16	1	15	55.2%	$16.52
Computer Coach Training Center	Data Specialist	3	0	3	100.0%	3	0	3	100.0%	$19.33
Computer Coach Training Center	Digital Marketing Specialist	24	3	21	87.5%	12	3	9	50.0%	$19.49
Computer Coach Training Center	IT Security Professional	2	0	2	100.0%	1	0	1	50.0%	$16.00
Computer Coach Training Center	Project Management Specialist	6	0	6	100.0%	3	1	2	50.0%	$21.43
Computer Coach Training Center	Business Office Specialist	1	0	1	100.0%	1	0	1	100.0%	$16.50
Computer Coach Training Center	Computer Support Technician	10	0	10	100.0%	6	3	3	60.0%	$19.49
Computer Coach Training Center	Front End Web Developer	11	1	10	90.9%	8	1	7	72.7%	$16.80
Concorde Career Institute - Tampa	Phlebotomy	2	0	2	100.0%	1	1	0	50.0%	$19.00
Concorde Career Institute - Tampa	Sterile Processing Technician	3	0	3	100.0%	2	1	1	66.7%	$18.00
Concorde Career Institute-Tampa	Dental Assisting/assistant	1	0	1	100.0%	0	1	0	0.0%	$20.00
DATS of Florida, Inc.	Dental Assistant Expanded Duties	5	1	4	80.0%	5	4	1	100.0%	$18.25
Erwin Technical Center	Practical Nursing	1	1	0	0.0%	1	0	1	100.0%	$20.00
Erwin Technical Center	Cosmetology	1	0	1	100.0%	1	1	0	100.0%	$19.00
Erwin Technical Center	Professional Culinary Arts & Hospitality	1	1	0	0.0%	0	1	0	0.0%	$15.00
Erwin Technical Center	Surgical Technology	1	1	0	0.0%	0	0	0	0.0%	N/A
Erwin Technical Center	Carpentry	1	1	0	0.0%	0	0	0	0.0%	N/A
Erwin Technical Center	Heating Ventilation Air Condition/Refrigerator (HVAC/R)	1	0	1	100.0%	1	0	1	100.0%	$20.10
Finlay Institute of Nursing	Phlebotomy Technician	1	0	1	100.0%	1	1	0	100.0%	$22.00
Florida Technical College - Tampa	Medical Billing and Coding Specialist	1	0	1	100.0%	1	0	1	100.0%	$18.50
Florida Trade Academy	Electrical Level 1 (Preapprenticeship)	4	4	0	0.0%	1	0	1	25.0%	$16.53
Florida Trade Academy	HVACR Level 1 (Preapprenticeship) Program	4	4	0	0.0%	0	0	0	0.0%	N/A
Florida Trade Academy	Plumbing Level 1 (Preapprenticeship) Program	2	2	0	0.0%	1	0	1	50.0%	$12.50
Galen College Of Nursing	Associate Degree in Nursing Program (Two-year)	40	21	19	47.5%	32	29	6	80.0%	$24.21
Galen College Of Nursing	Practical Nursing Program (4-quarter)	4	1	3	75.0%	2	3	1	50.0%	$16.31
Galen College Of Nursing	Associate Degree in Nursing Program (LPN/LVN to ADN Bridge)	2	2	0	0.0%	2	0	2	100.0%	$16.42
Galen College Of Nursing	Baccalaureate Degree in Nursing Program (Prelicensure)	3	3	0	0.0%	3	3	0	100.0%	$22.80
Genuine Healthcare Institute, LLC	Nursing Assistant	1	0	1	100.0%	1	1	0	100.0%	$18.00
Hillsborough Community College	Cloud Professional Certification	1	0	1	100.0%	1	1	0	100.0%	$69.71
Hillsborough Community College	Commercial Vehicle Driving (Heavy and Tractor-Trailer Truck Drivers)	9	1	8	88.9%	4	1	3	44.4%	$21.00
Hillsborough Community College	CompTIA A+ Certification | Job Readiness Skills	3	1	2	66.7%	1	0	1	33.3%	$20.67
Hillsborough Community College	CompTIA Network+	1	0	1	100.0%	0	0	0	0.0%	N/A
Hillsborough Community College	CompTIA Security+	1	0	1	100.0%	1	0	1	100.0%	$20.00
Hillsborough Community College	Cybersecurity	2	0	2	100.0%	1	0	1	50.0%	$25.00
Hillsborough Community College	EKG Technician	1	0	1	100.0%	1	1	0	100.0%	$18.00
Hillsborough Community College	Phlebotomy	1	0	1	100.0%	1	1	0	100.0%	$16.00
Hillsborough Community College	Clinical Medical Assistant	3	1	2	66.7%	3	0	3	100.0%	$14.50

Hillsborough Community College	Internet Services Technology Web Designer/Web Developer	1	0	1	100.0%	0	0	0	0.0%	N/A
Hillsborough Community College	Microsoft Azure Fundamentals Certification	1	0	1	100.0%	1	0	1	100.0%	$18.50
Hillsborough Community College	Security D License 8800	3	0	3	100.0%	2	3	0	66.7%	$18.00
Hillsborough Community College	Microsoft Data Analyst Associate Certification	1	0	1	100.0%	1	1	0	100.0%	$17.00
Hillsborough Community College	Welding Technology	1	0	1	100.0%	1	1	0	100.0%	$19.00
Hillsborough Community College	Security G License	1	0	1	100.0%	1	1	0	100.0%	$20.00
Hillsborough Community College	Business Administration (Entrepreneurship)	1	0	1	100.0%	1	0	1	100.0%	$21.00
Jersey College - Largo campus	Practical Nursing	1	0	1	100.0%	1	1	0	100.0%	$27.00
Jersey College - Largo campus	Professional Nursing	3	3	0	0.0%	3	3	0	100.0%	$18.67
Jersey College - Largo campus	Registered Nurse	2	2	0	0.0%	1	2	0	50.0%	$22.38
Jersey College - Largo campus	Professional Nursing (AS)	3	2	1	33.3%	3	3	0	100.0%	$21.13
Learning Alliance Corporation	Broadband Fiber Digital Installer	1	0	1	100.0%	0	0	0	0.0%	N/A
LT3 Academy (Net Synergy)	Uptown Preapprenticeship for Technology & Innovation	9	0	9	100.0%	4	3	2	44.4%	$22.74
LT3 Academy (Net Synergy)	301 - On-the-Job Training	3	0	3	100.0%	2	0	2	66.7%	$16.00
My IT Future Institute	Back End Web Developer	2	0	2	100.0%	1	0	1	50.0%	$34.80
My IT Future Institute	COMP TIA A+	8	0	8	100.0%	6	1	5	75.0%	$19.54
My IT Future Institute	CompTIA Network+	12	0	12	100.0%	9	3	6	75.0%	$24.15
My IT Future Institute	CompTIA Security+	15	0	15	100.0%	12	4	8	80.0%	$21.94
My IT Future Institute	Cybersecurity IT Professional	6	0	6	100.0%	4	2	2	66.7%	$24.54
My IT Future Institute	Microsoft Certified Azure Administrator Associate	6	0	6	100.0%	3	1	2	50.0%	$22.67
My IT Future Institute	Microsoft Power BI Data analyst	4	0	4	100.0%	1	1	1	25.0%	$32.59
My IT Future Institute	Preparation for CompTIA A+	11	0	11	100.0%	8	4	4	72.7%	$21.36
My IT Future Institute	Preparation for CompTIA Cloud+ Certification	7	0	7	100.0%	5	2	3	71.4%	$23.47
My IT Future Institute	Preparation for CompTIA Network+	9	0	9	100.0%	6	0	6	66.7%	$17.24
My IT Future Institute	Preparation for CompTIA Security+	4	0	4	100.0%	3	2	1	75.0%	$20.16
My IT Future Institute	Preparation for Information Technology Infrastructure Library ITIL	6	0	6	100.0%	3	3	0	50.0%	$28.00
My IT Future Institute	Preparation For Project Management Professional PMP	11	0	11	100.0%	4	4	1	36.4%	$37.97
My IT Future Institute	Project Manager Professional PMP	12	2	10	83.3%	8	4	4	66.7%	$21.38
My IT Future Institute	Computer Support Specialist	2	0	2	100.0%	1	0	1	50.0%	$12.00
My IT Future Institute	Front End Web Developer	2	0	2	100.0%	2	2	0	100.0%	$27.53
My IT Future Institute	ITIL 4 Foundation - IT Security Manager	1	0	1	100.0%	0	1	0	0.0%	$45.67
My IT Future Institute	Management Analyst	1	0	1	100.0%	1	0	1	100.0%	$28.84
My IT Future Institute	Preparation for Cyber Security IT Professional	6	1	5	83.3%	4	2	3	66.7%	$25.40
My IT Future Institute	Program for Microsoft Certified Azure Architect and Security Professional	3	1	2	66.7%	2	1	1	66.7%	$16.00
My IT Future Institute	Scrum Agile Master	2	0	2	100.0%	2	1	1	100.0%	$39.75
My IT Future Institute	Internet & Graphics Specialist	3	1	2	66.7%	1	0	1	33.3%	$17.04
My IT Future Institute	Microsoft Office Specialist	3	0	3	100.0%	2	0	2	66.7%	$20.00

My IT Future Institute	Preparation for Certified Information Security Systems Professional	5	0	5	100.0%	2	3	0	40.0%	$48.55
My IT Future Institute	Preparation for CompTIA Cybersecurity Analyst Certification	4	1	3	75.0%	3	0	3	75.0%	$30.17
My IT Future Institute	Scrum Master Certified	4	0	4	100.0%	4	1	3	100.0%	$18.38
My IT Future Institute	Information Technology Infrastructure Library	4	0	4	100.0%	4	3	1	100.0%	$52.00
My IT Future Institute	Microsoft Dynamics 365: Core Finance and Operations	1	0	1	100.0%	1	1	0	100.0%	$57.70
My IT Future Institute	ITIL 4 Specialist Drive Stakeholder Value	1	0	1	100.0%	1	1	0	100.0%	$60.00
My IT Future Institute	Preparation for Certified Ethical Hacker certification	1	0	1	100.0%	1	0	1	100.0%	$60.00
National Aviation Academy	Aviation Maintenance Technology	10	1	9	90.0%	4	3	1	40.0%	$47.83
National Aviation Academy	Aviation Maintenance Professional	1	0	1	100.0%	1	0	1	100.0%	$17.25
Pinellas Technical College (PTec) - Clearwater	Practical Nursing	6	2	4	66.7%	6	5	1	100.0%	$22.10
Pinellas Technical College (PTec) - Clearwater	Professional Culinary Arts and Hospitality	1	1	0	0.0%	1	1	0	100.0%	$16.50
Pinellas Technical College (PTec) - Clearwater	Web Development	3	1	2	66.7%	3	1	2	100.0%	$17.33
Pinellas Technical College (PTec) - Clearwater	Accounting Operations	2	1	1	50.0%	1	0	1	50.0%	$16.77
Pinellas Technical College (PTec) - Clearwater	Machining	2	0	2	100.0%	1	1	0	50.0%	$15.00
Pinellas Technical Education Center-Clearwater	Automotive Service Technology 1	2	2	0	0.0%	1	0	1	50.0%	$15.69
Pinellas Technical Education Center-Clearwater	Electricity	2	1	1	50.0%	1	1	0	50.0%	$16.50
Pinellas Technical Education Center-Clearwater	Licensed Practical/vocational Nurse	2	0	2	100.0%	2	2	0	100.0%	$19.38
Pinellas Technical Education Center-Clearwater	Electronic Systems Integration & Automation - Limited Voltage Technician	2	0	2	100.0%	1	1	0	50.0%	$15.00
Pinellas Technical Education Center-St Petersburg	Commercial Vehicle Driving	7	1	6	85.7%	4	3	1	57.1%	$23.88
Pinellas Technical Education Center-St Petersburg	Emergency Medical Technician	2	0	2	100.0%	1	1	0	50.0%	$14.00
Pinellas Technical Education Center-St Petersburg	Licensed Practical/vocational Nurse	13	5	8	61.5%	9	9	1	69.2%	$20.73
Pinellas Technical Education Center-St Petersburg	Medical Coder Biller	1	1	0	0.0%	1	0	1	100.0%	$25.00
Pinellas Technical Education Center-St Petersburg	Professional Culinary Arts and Hospitality	1	1	0	0.0%	0	0	0	0.0%	$13.00
Pinellas Technical Education Center-St Petersburg	Television Production Technology	2	1	1	50.0%	1	0	1	50.0%	$18.00
Pinellas Technical Education Center-St Petersburg	Building Trades and Construction Design Technology	1	1	0	0.0%	0	0	0	0.0%	N/A
Pinellas Technical Education Center-St Petersburg	Commercial Class B Driving	7	0	7	100.0%	6	5	1	85.7%	$25.49

Pinellas Technical Education Center-St Petersburg	Network Support Services	1	0	1	100.0%	1	0	1	100.0%	$24.52
Pinellas Technical Education Center-St Petersburg	Plumbing	6	3	3	50.0%	5	1	4	83.3%	$18.60
Pinellas Technical Education Center-St Petersburg	Public Works	5	1	4	80.0%	5	0	5	100.0%	$14.88
Pinellas Technical Education Center-St Petersburg	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1	0	1	100.0%	0	0	0	0.0%	N/A
Rasmussen College - Tampa	Professional Nursing (AS)	6	4	2	33.3%	3	3	1	50.0%	$20.13
Roadmaster Drivers School, Inc.	Commercial Truck Driver Training	11	1	10	90.9%	4	7	0	36.4%	$31.36
Southern Technical College, Tampa	Medical Laboratory Technician	1	0	1	100.0%	1	1	0	100.0%	$42.00
Southern Technical Institute, Pinellas Park	Home Health Aide	4	0	4	100.0%	4	2	2	100.0%	$16.60
Southern Technical Institute, Pinellas Park	Phlebotomy Technician	8	2	6	75.0%	6	3	3	75.0%	$18.22
Southern Technical Institute, Pinellas Park	CNA Prep	12	2	10	83.3%	6	6	2	50.0%	$15.27
St Petersburg College	Certified Clinical Medical Assistant	3	0	3	100.0%	2	1	1	66.7%	$17.87
St Petersburg College	CompTIA Network+	1	1	0	0.0%	0	0	0	0.0%	N/A
St Petersburg College	Computer-Aided Design & Drafting Certificate	1	0	1	100.0%	0	0	0	0.0%	N/A
St Petersburg College	Cybersecurity	3	2	1	33.3%	3	2	1	100.0%	$43.08
St Petersburg College	Electrical Line Worker	5	1	4	80.0%	3	1	2	60.0%	$28.08
St Petersburg College	Registered Nursing/registered Nurse	4	1	3	75.0%	4	4	0	100.0%	$27.15
St Petersburg College	Certified Information Systems Security Professional (CISSP) Online	1	0	1	100.0%	0	0	0	0.0%	N/A
St Petersburg College	Computer Programming Certificate	1	1	0	0.0%	0	0	0	0.0%	N/A
St Petersburg College	Health Services Administration	3	1	2	66.7%	3	1	2	100.0%	$20.20
St Petersburg College	Mechatronics Certificate	1	1	0	0.0%	1	0	1	100.0%	$16.00
St Petersburg College	Prof. Bookkeeping with QuickBooks	1	1	0	0.0%	1	0	1	100.0%	$20.00
St Petersburg College	Programming Specialist	1	0	1	100.0%	0	0	0	0.0%	N/A
St Petersburg College	SQL: Database Development Online	1	0	1	100.0%	1	0	1	100.0%	$18.00
St Petersburg College	Web Developer Certificate Program	1	1	0	0.0%	1	0	1	100.0%	$17.00
St Petersburg College	Health Sciences (AS)	1	1	0	0.0%	0	0	0	0.0%	N/A
St Petersburg College	Instructional Design	1	0	1	100.0%	0	0	0	0.0%	N/A
St Petersburg College	Social and Human Services (AS)	1	0	1	100.0%	0	0	0	0.0%	N/A
St Petersburg College	Web Development (AS)	1	1	0	0.0%	0	0	0	0.0%	N/A
St Petersburg College	CompTIA A+ Combined Certification (Online)	3	0	3	100.0%	3	0	3	100.0%	$15.70
St Petersburg College	Human Services (AS)	1	1	0	0.0%	1	1	0	100.0%	$13.00
St Petersburg College	Business Administration (AS)	1	1	0	0.0%	0	0	0	0.0%	$15.00
St Petersburg College	Paralegal Studies (AS)	1	1	0	0.0%	1	0	1	100.0%	$17.00
St Petersburg College	Crime Scene Technician	1	1	0	0.0%	1	0	1	100.0%	$20.04
St Petersburg College	Quickbooks Pro Fundamentals	1	0	1	100.0%	1	0	1	100.0%	$21.00
St Petersburg College	Google Data Analytics Professional (Online)	1	1	0	0.0%	1	1	0	100.0%	$33.30
St Petersburg College	Dental Hygiene (AS)	1	0	1	100.0%	1	1	0	100.0%	$45.00
St Petersburg College	Public Health (BS)	1	0	1	100.0%	1	0	1	100.0%	$79.38
Suncoast Career Academy	Entry-level Dental Assistant	7	1	6	85.7%	5	7	0	71.4%	$31.65
Suncoast Career Academy	Entry-level Pharmacy Technician	1	0	1	100.0%	1	0	1	100.0%	$12.50

Tampa Bay Aviation	Flight Instructor Training	1	1	0	0.0%	1	0	1	100.0%	$19.00
Tampa Medical College	Associate of Science in Nursing	1	1	0	0.0%	0	0	0	0.0%	N/A
Tampa Truck Driving School	CDL A - Truck Driver Training	16	2	14	87.5%	13	11	3	81.3%	$21.47
Tampa Truck Driving School	Class A CDL Training	4	0	4	100.0%	1	3	0	25.0%	$43.00
Tampa Vocational Institute	Introduction To Green Construction	26	1	25	96.2%	12	1	11	46.2%	$18.60
Ultimate Medical Academy	Medical Assistant	12	3	9	75.0%	6	7	2	50.0%	$17.46
Ultimate Medical Academy	Phlebotomy Technician	30	5	25	83.3%	28	23	5	93.3%	$16.40
Ultimate Medical Academy	Nursing Assistant	2	0	2	100.0%	2	1	1	100.0%	$17.63
Ultimate Medical Academy	Dental Assistant (Expanded Functions)	8	0	8	100.0%	7	6	2	87.5%	$17.35
Ultimate Medical Academy	Patient Care Technician	3	0	3	100.0%	3	2	1	100.0%	$16.33
University Of South Florida-Main Campus	Paralegal Certification	6	4	2	33.3%	4	1	3	66.7%	$17.40
University Of South Florida-Main Campus	Project Management Certificate	6	0	6	100.0%	4	3	2	66.7%	$33.70
University Of South Florida-Main Campus	SHRM Certified Professional or SHRM Senior Certified Professional Certification	5	1	4	80.0%	4	2	2	80.0%	$39.57
University Of South Florida-Main Campus	HR Management	8	4	4	50.0%	6	4	3	75.0%	$29.10
University Of South Florida-Main Campus	Project Management Professional Certification Prep	6	1	5	83.3%	2	1	1	33.3%	$51.68
University Of South Florida-Main Campus	Lean Six Sigma Green Belt	6	0	6	100.0%	5	4	2	83.3%	$38.64
University Of South Florida-Main Campus	Lean Six Sigma Green Belt (Process Improvement)	3	0	3	100.0%	3	1	2	100.0%	$34.50

CareerSource
HILLSBOROUGH PINELLAS

Information Item

WIOA Primary Indicators of Performance: PY 2425 Q2

January 1st, 2024 - December 31st, 2024

Measures	PY2425 Q2 Performance	PY2024-2025 % of Goal Met Q2	PY2425 Performance Goals
Adults:			
Employed 2nd Qtr After Exit	82.8	100.36	**82.5**
Median Wage 2nd Quarter After Exit	$8,600.50	101.28	**$8,492**
Employed 4th Qtr After Exit	85.3	104.53	**81.6**
Credential Attainment Rate	75.7	91.20	**83**
Measurable Skill Gains	83.8	137.60	**60.9**
Dislocated Workers:			
Employed 2nd Qtr After Exit	78.2	94.33	**82.9**
Median Wage 2nd Quarter After Exit	$10,038.60	90.23	**$11,125**
Employed 4th Qtr After Exit	86.8	107.56	**80.7**
Credential Attainment Rate	74.2	88.86	**83.5**
Measurable Skill Gains	88.7	104.85	**84.6**
Youth:			
Employed 2nd Qtr After Exit	78.5	98.87	**79.4**
Median Wage 2nd Quarter After Exit	$5,552.0	136.51	**$4,067**
Employed 4th Qtr After Exit	83	103.23	**80.4**
Credential Attainment Rate	76.5	122.01	**62.7**
Measurable Skill Gains	70	118.64	**59**
Wagner Peyser:			
Employed 2nd Qtr After Exit	67.2	102.75	**65.4**
Median Wage 2nd Quarter After Exit	$8,000.00	112.91	**$7,085**
Employed 4th Qtr After Exit	68.4	111.22	**61.5**

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

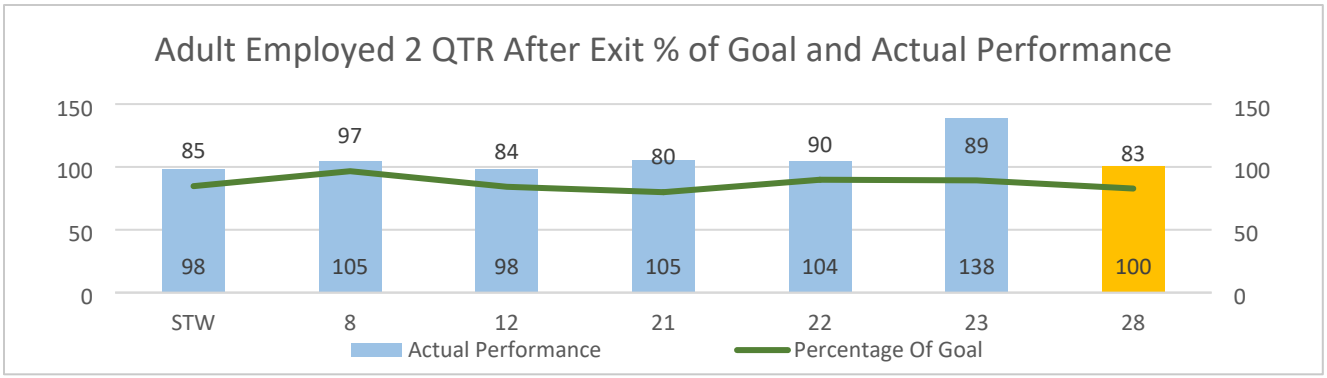
Statewide

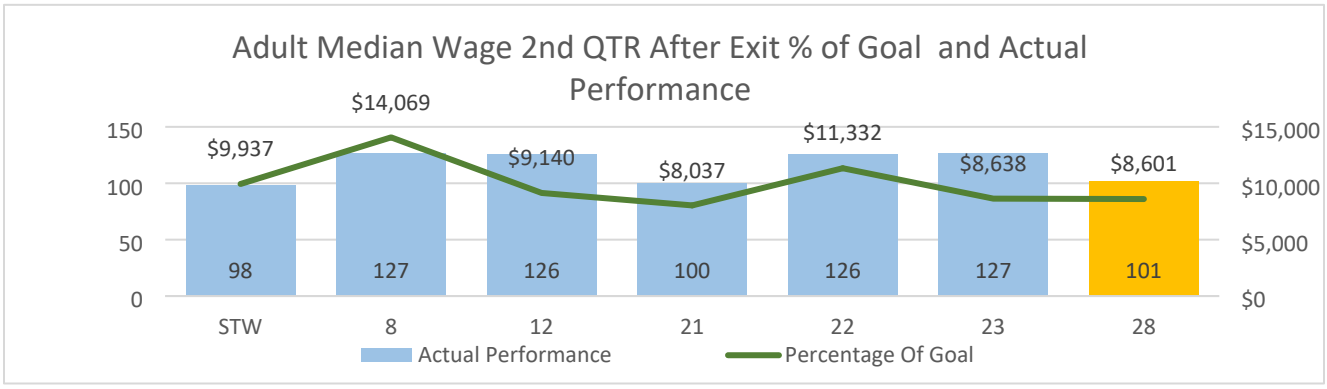
Measures	PY2425 Q2 Performance	PY2024-2025 % of Goal Met Q2	PY2425 Performance Goals
Adults:			
Employed 2nd Qtr After Exit	84.7	98.15	**86.30**
Median Wage 2nd Quarter After Exit	$9,937.00	98.19	**$10,120**
Employed 4th Qtr After Exit	84.5	114.97	**73.50**
Credential Attainment Rate	77.9	103.59	**75.20**
Measurable Skill Gains	73.2	96.32	**76.00**
Dislocated Workers:			
Employed 2nd Qtr After Exit	84.6	99.53	**85.00**
Median Wage 2nd Quarter After Exit	$10,752.00	101.67	**$10,575**
Employed 4th Qtr After Exit	86.1	107.36	**80.20**
Credential Attainment Rate	80.5	97.34	**82.70**
Measurable Skill Gains	81.4	118.66	**68.60**
Youth:			
Employed 2nd Qtr After Exit	78.8	96.81	**81.40**
Median Wage 2nd Quarter After Exit	$4,852.00	106.45	**$4,558**
Employed 4th Qtr After Exit	77.6	99.23	**78.20**
Credential Attainment Rate	73.8	100.54	**73.40**
Measurable Skill Gains	72.2	106.18	**68.00**
Wagner Peyser:			
Employed 2nd Qtr After Exit	68.1	99.85	**68.20**
Median Wage 2nd Quarter After Exit	$7,659.00	103.22	**$7,420**
Employed 4th Qtr After Exit	67.8	103.04	**65.80**

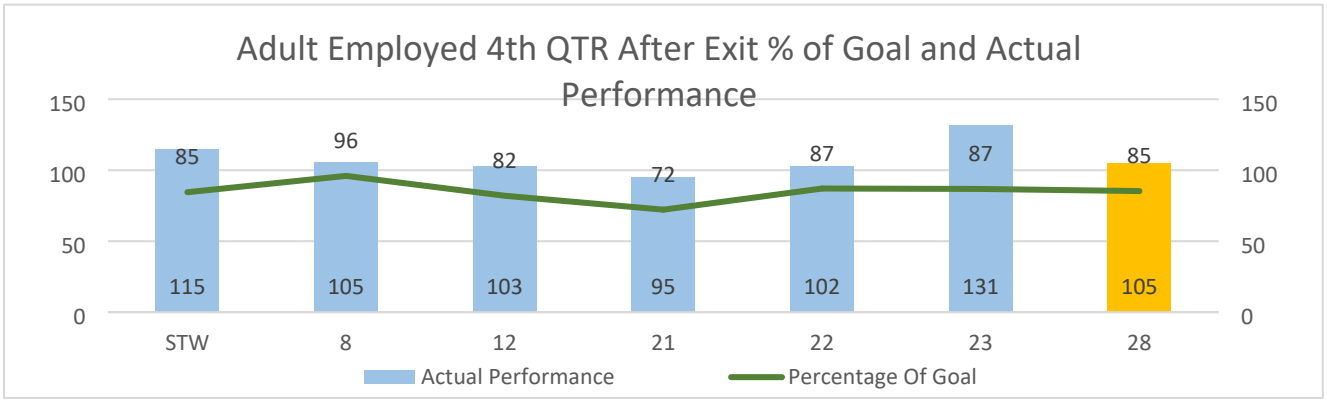
Not Met (less than 90% of negotiated)

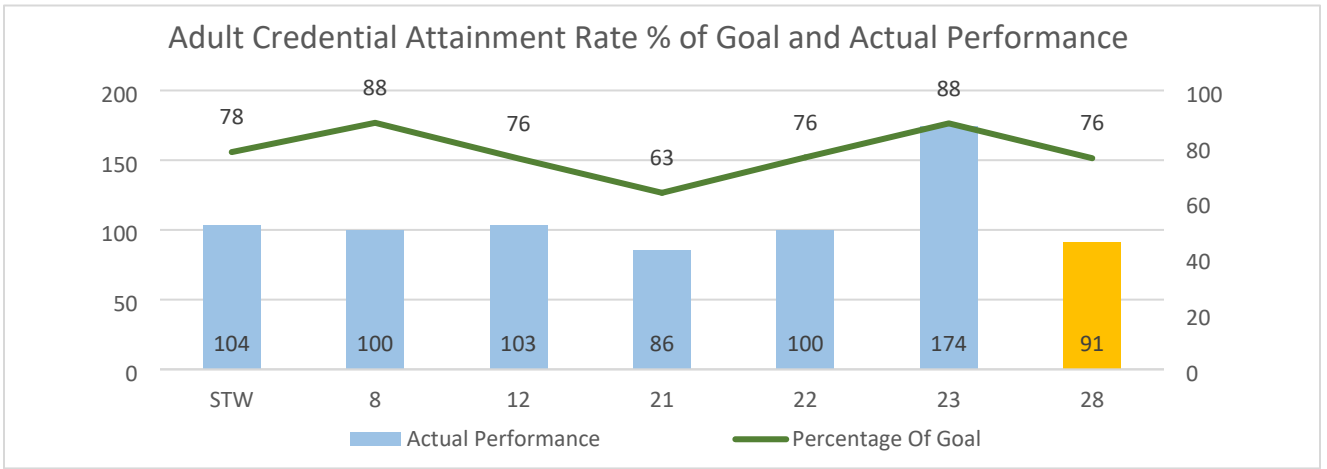
Met (90-100% of negotiated)

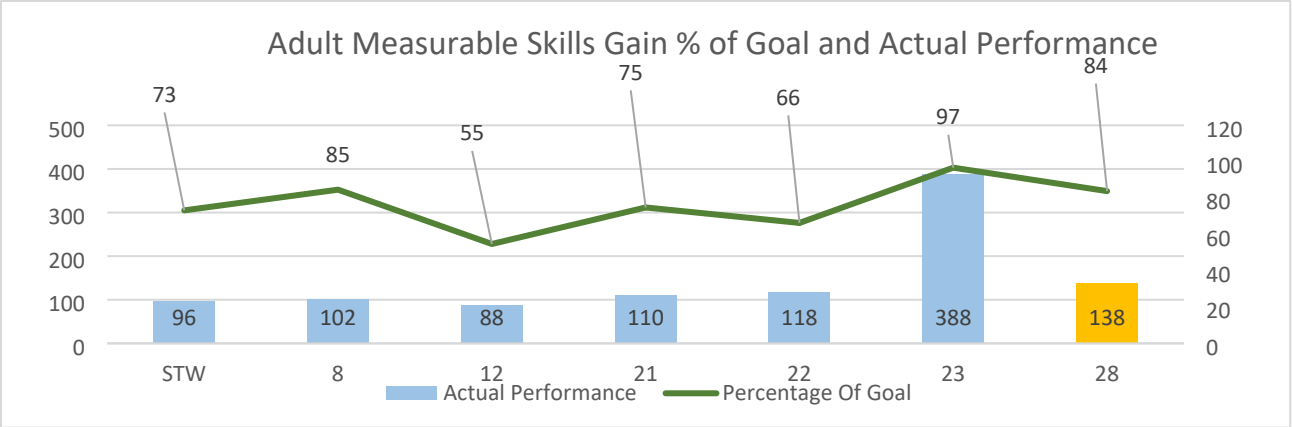
Exceeded (greater than 100% of negotiated)

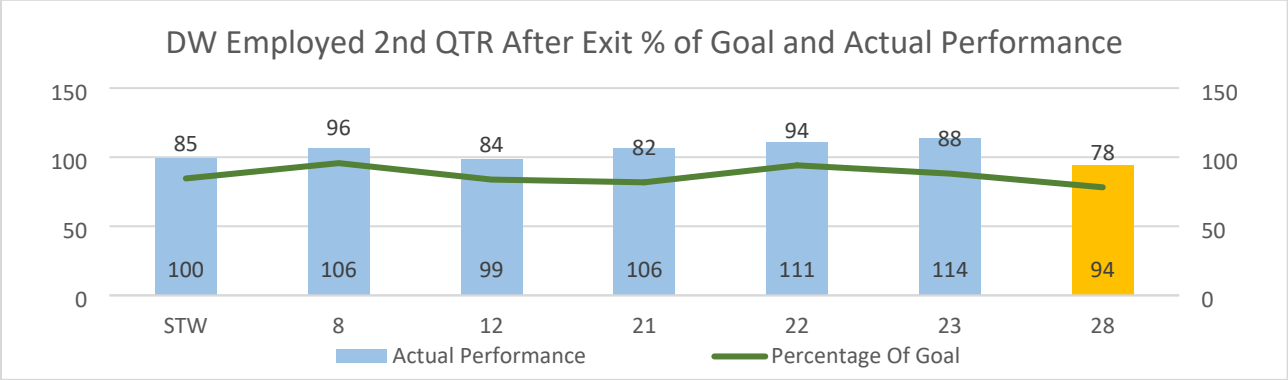

Adult Employed 2 QTR After Exit % of Goal and Actual Performance
150
100
50
0
85
97
84
80
90
89
83
98
105
98
105
104
138
100
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

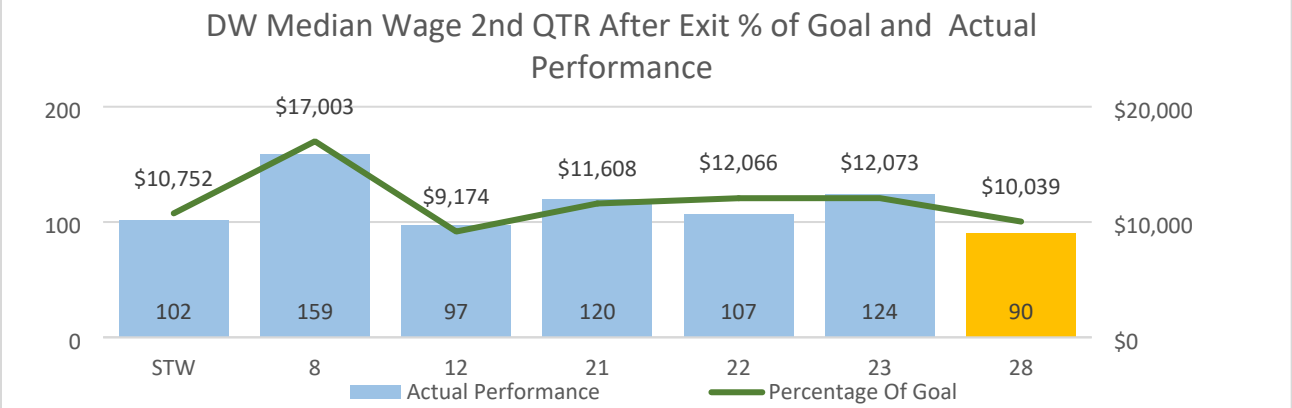

Adult Median Wage 2nd QTR After Exit % of Goal and Actual Performance
$14,069
$9,937
$9,140
$8,037
$11,332
$8,638
$8,601
150
100
50
0
$15,000
$10,000
$5,000
$0
98
127
126
100
126
127
101
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

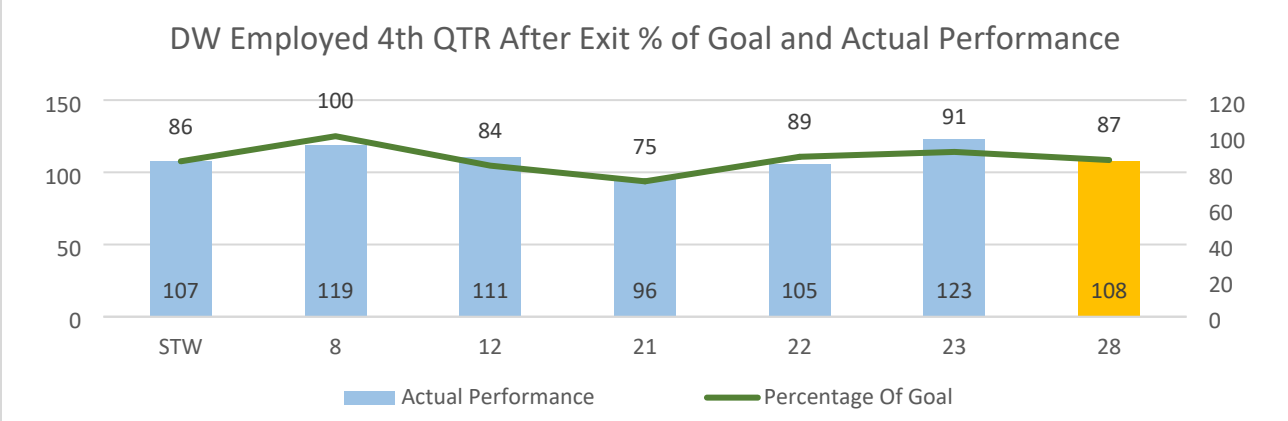

Adult Employed 4th QTR After Exit % of Goal and Actual Performance
150
100
50
0
85
96
82
72
87
87
85
115
105
103
95
102
131
105
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

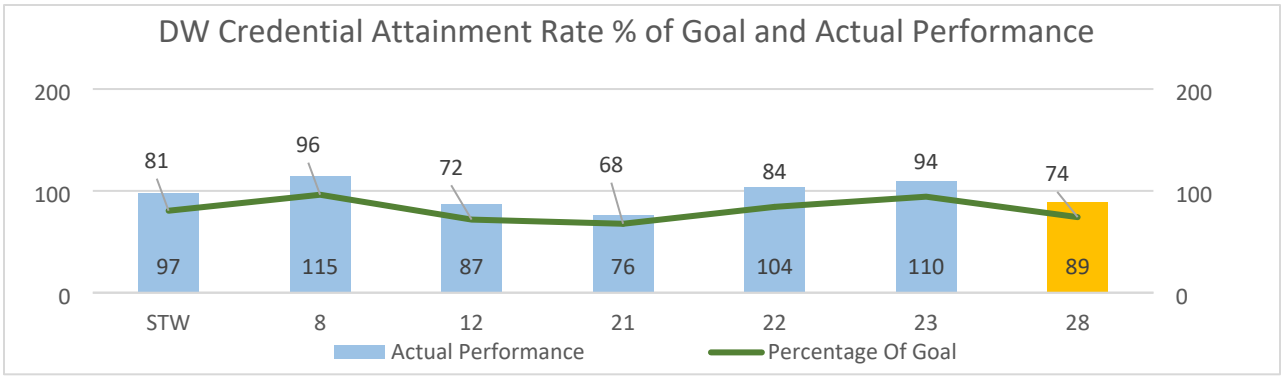

Adult Credential Attainment Rate % of Goal and Actual Performance
200
150
100
50
0
100
80
60
40
20
0
78
88
76
63
76
88
76
104
100
103
86
100
174
91
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

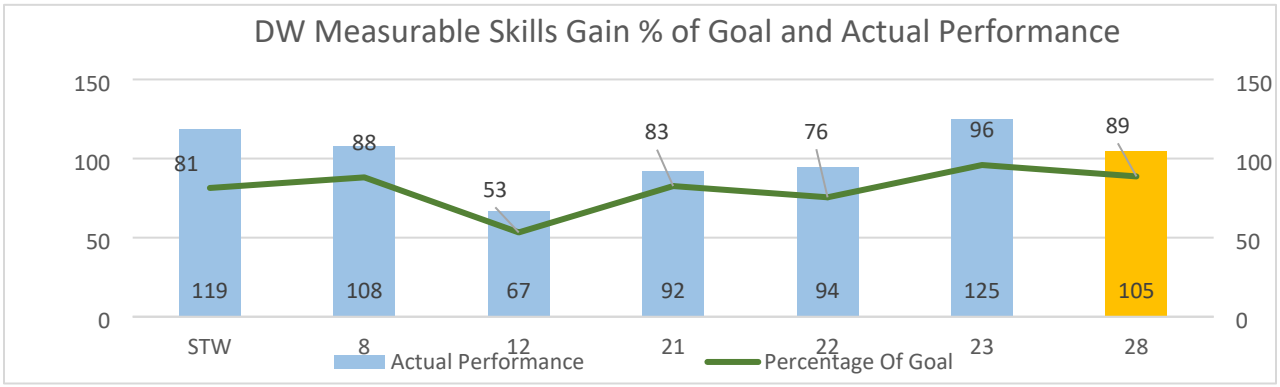

Adult Measurable Skills Gain % of Goal and Actual Performance
73
85
55
75
66
97
84
500
400
300
200
100
0
120
100
80
60
40
20
0
96
102
88
110
118
388
138
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

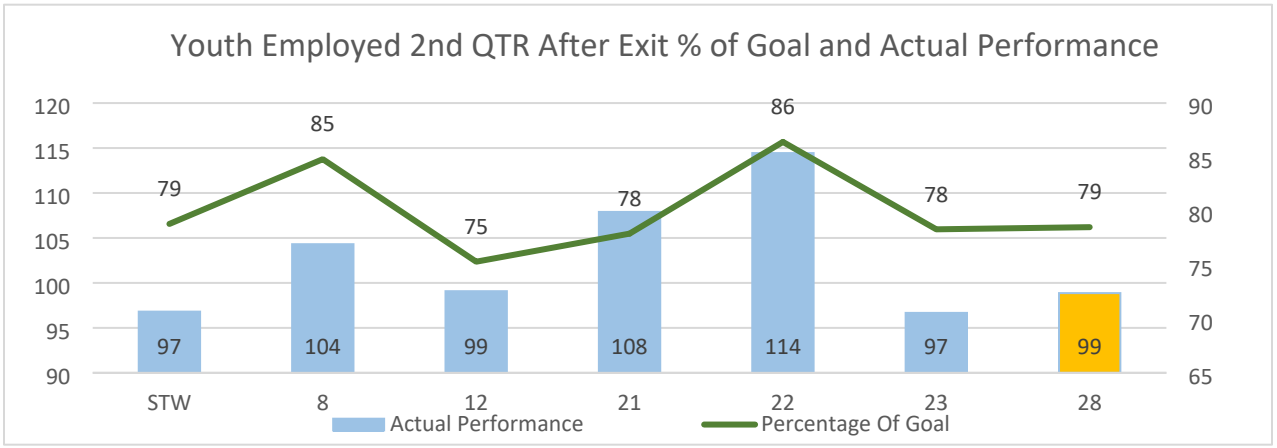

DW Employed 2nd QTR After Exit % of Goal and Actual Performance
85
96
84
82
94
88
78
150
100
50
0
150
100
50
0
100
106
99
106
111
114
94
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

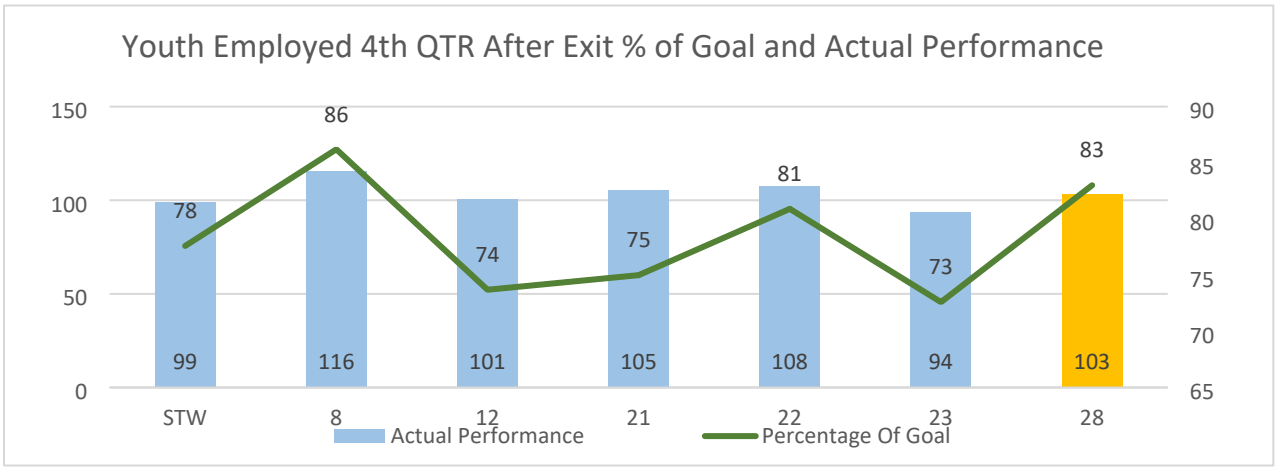

DW Median Wage 2nd QTR After Exit % of Goal and Actual Performance
$10,752
$17,003
$9,174
$11,608
$12,066
$12,073
$10,039
200
100
0
$20,000
$10,000
$0
102
159
97
120
107
124
90
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

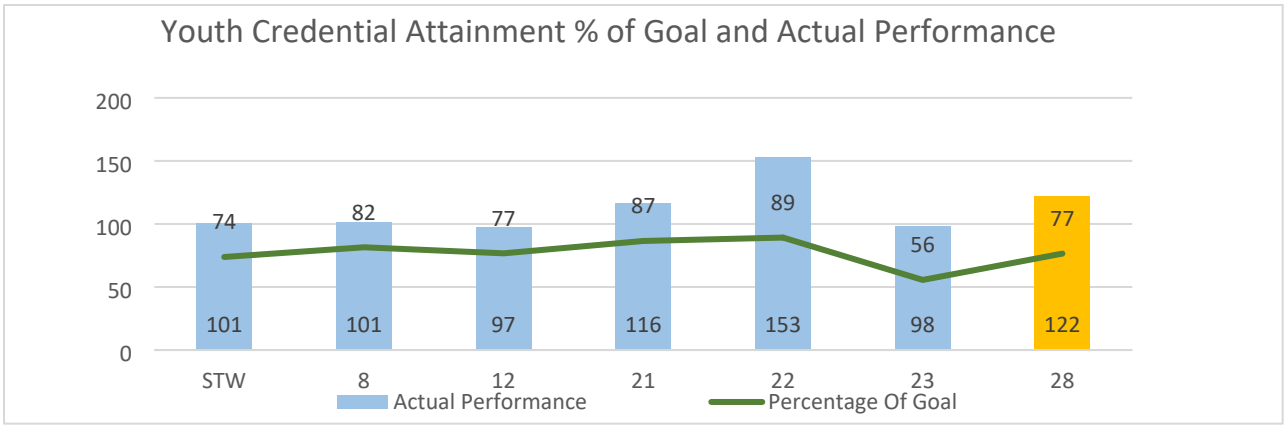

DW Employed 4th QTR After Exit % of Goal and Actual Performance
86
100
84
75
89
91
87
150
100
50
0
120
100
80
60
40
20
0
107
119
111
96
105
123
108
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

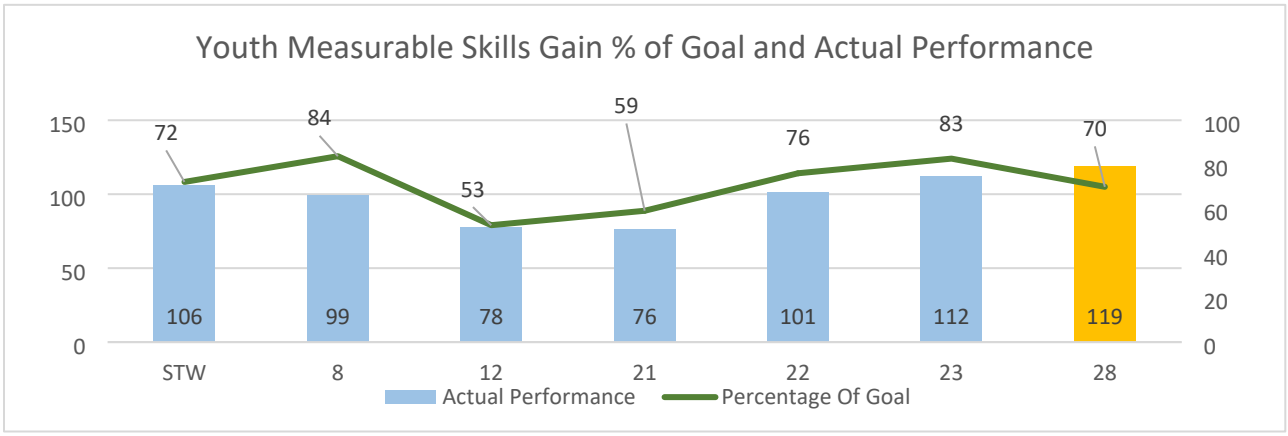

DW Credential Attainment Rate % of Goal and Actual Performance
200
100
0
81
96
72
68
84
94
74
97
115
87
76
104
110
89
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

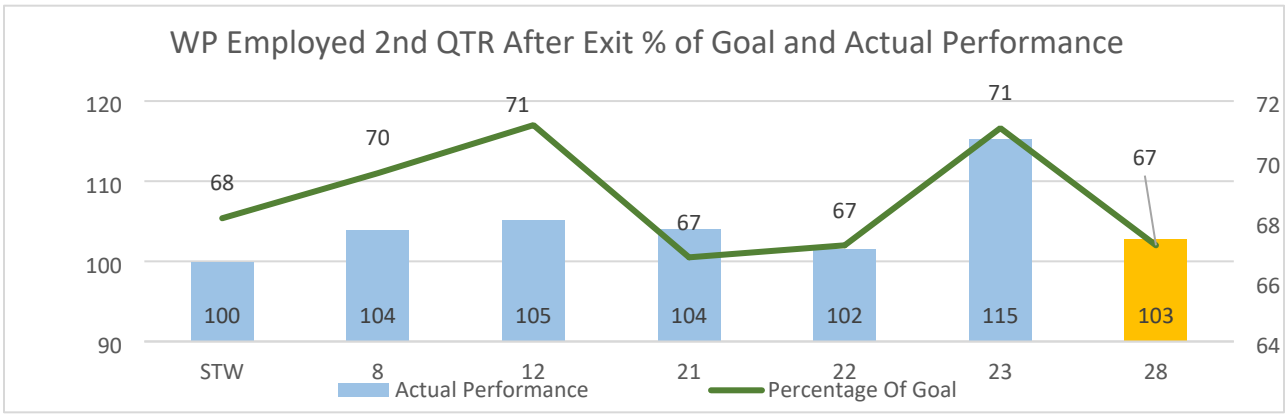

DW Measurable Skills Gain % of Goal and Actual Performance
150
100
50
0
81
88
53
83
76
96
89
119
108
67
92
94
125
105
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

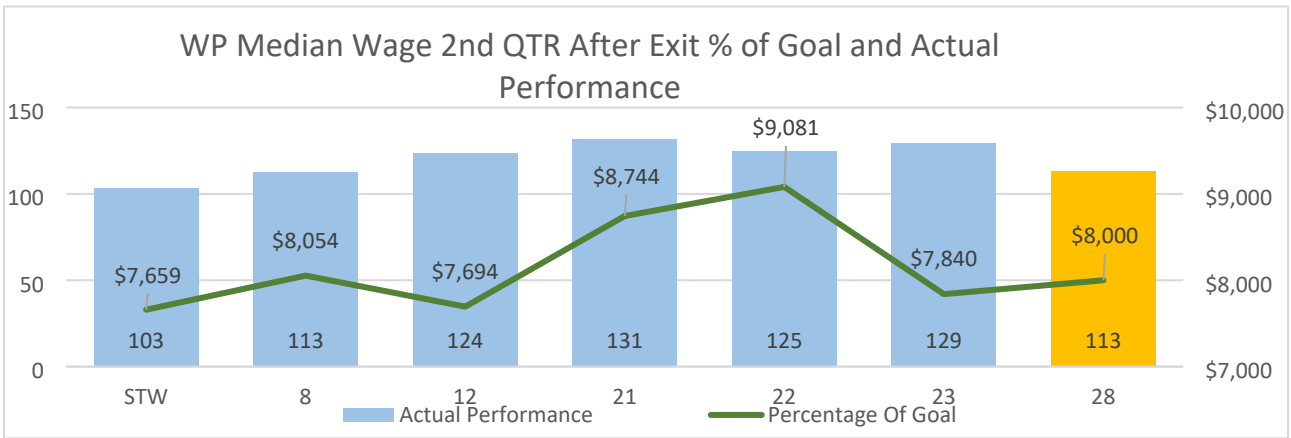

Youth Employed 2nd QTR After Exit % of Goal and Actual Performance
120
115
110
105
100
95
90
90
85
80
75
70
65
79
85
75
78
86
78
79
97
104
99
108
114
97
99
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal

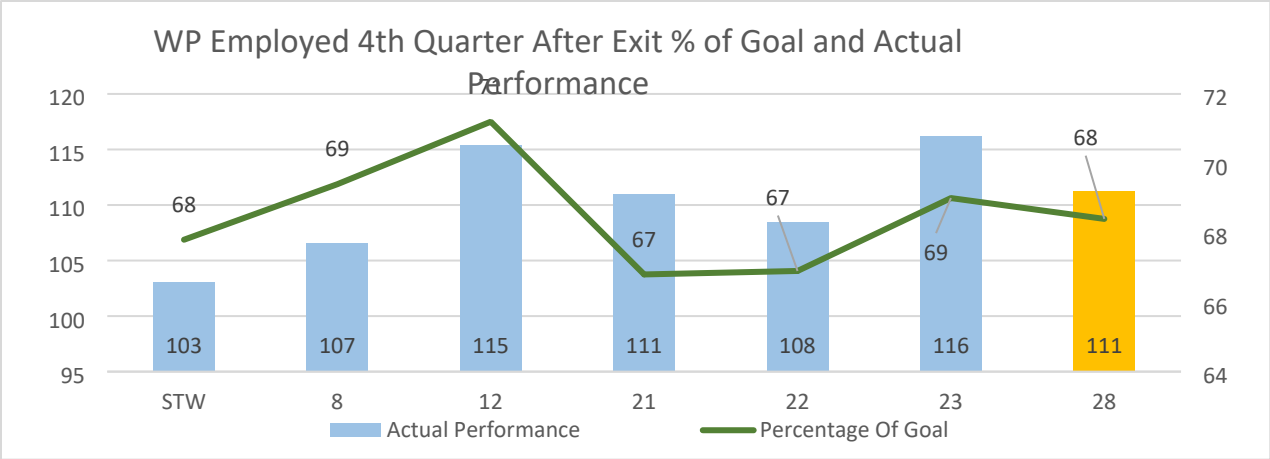

Youth Employed 4th QTR After Exit % of Goal and Actual Performance
150
100
50
0
90
85
80
75
70
65
78
86
74
75
81
73
83
99
116
101
105
108
94
103
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal


Youth Credential Attainment % of Goal and Actual Performance
200
150
100
50
0
74
82
77
87
89
56
77
101
101
97
116
153
98
122
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal


Youth Measurable Skills Gain % of Goal and Actual Performance
150
100
50
0
100
80
60
40
20
0
72
84
53
59
76
83
70
106
99
78
76
101
112
119
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal


WP Employed 2nd QTR After Exit % of Goal and Actual Performance
120
110
100
90
72
70
68
66
64
68
70
71
67
67
71
67
100
104
105
104
102
115
103
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal


WP Median Wage 2nd QTR After Exit % of Goal and Actual Performance
150
100
50
0
$10,000
$9,000
$8,000
$7,000
$7,659
$8,054
$7,694
$8,744
$9,081
$7,840
$8,000
103
113
124
131
125
129
113
STW
8
12
21
22
23
28
Actual Performance
Percentage Of Goal



STW – Statewide

Region 8- CareerSource North Florida

Region 12- CareerSource Central Florida

Region 21- CareerSource Palm Beach

Region 22- CareerSource Broward

Region 23- CareerSource South Florida

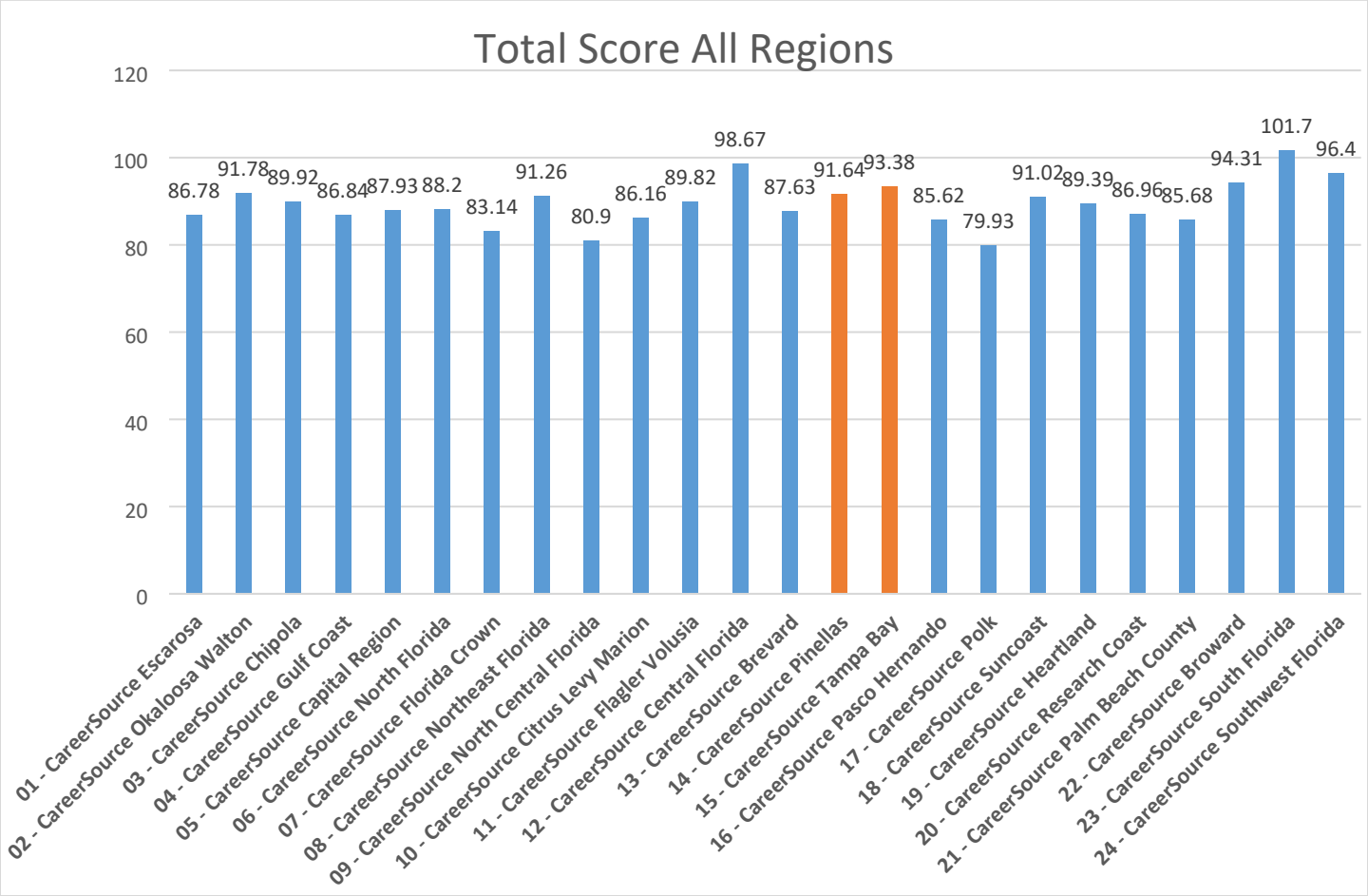
Region 28- CareerSource Hillsborough Pinellas

Information Item

REACH Performance Review

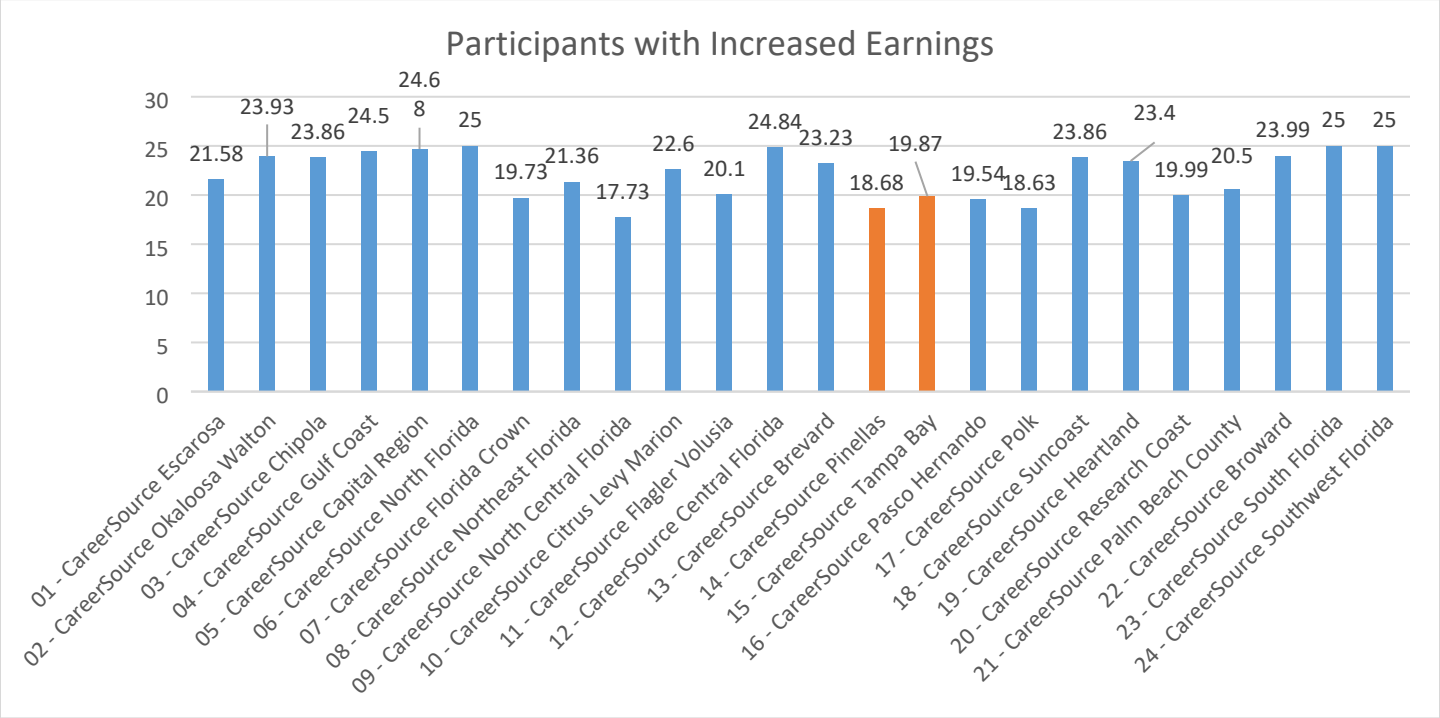
Background: In October 2024, CareerSource Florida Released Program Year 2023-2024 Quarter 1 Letter Grades for all 24 Florida Workforce Regions. Specific performance is reviewed below and is also available at https://analytics.careersourceflorida.com/LetterGrades.

Total Region Score



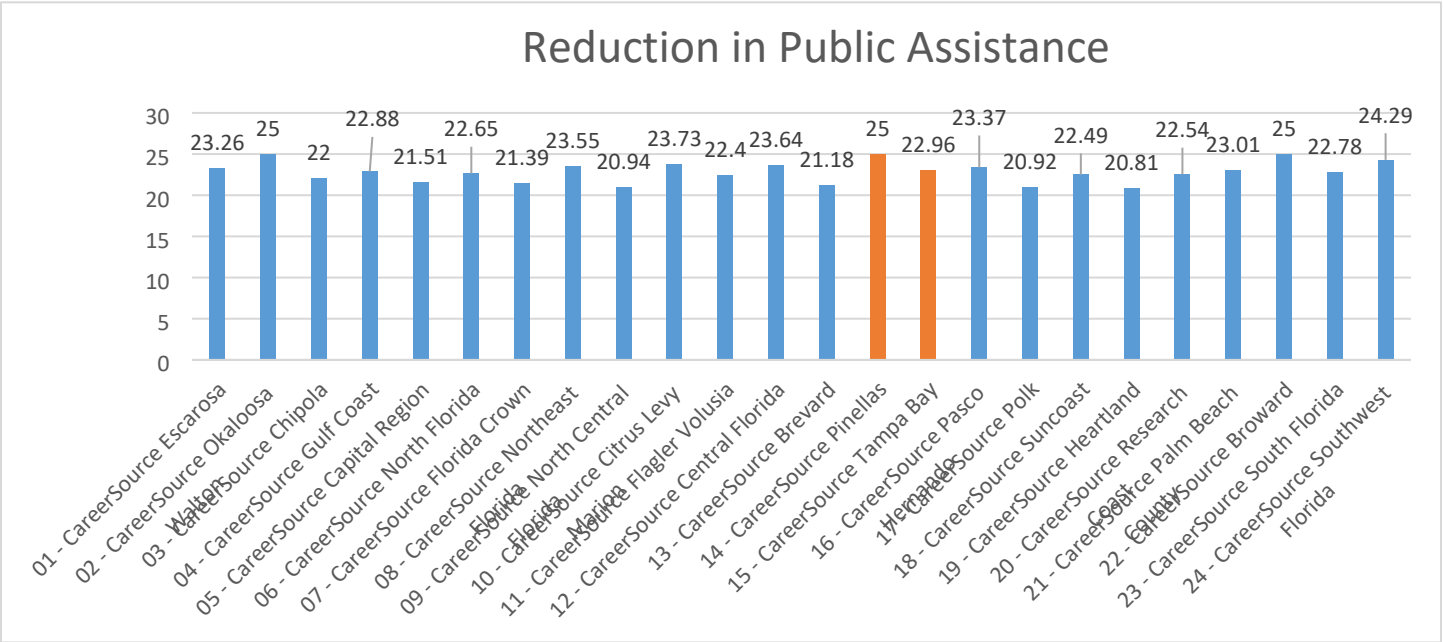
Measure 1- Participants with Increased Earnings

The percentage of participants who earned more in the second quarter after exit than before their engagement with the local workforce development board.



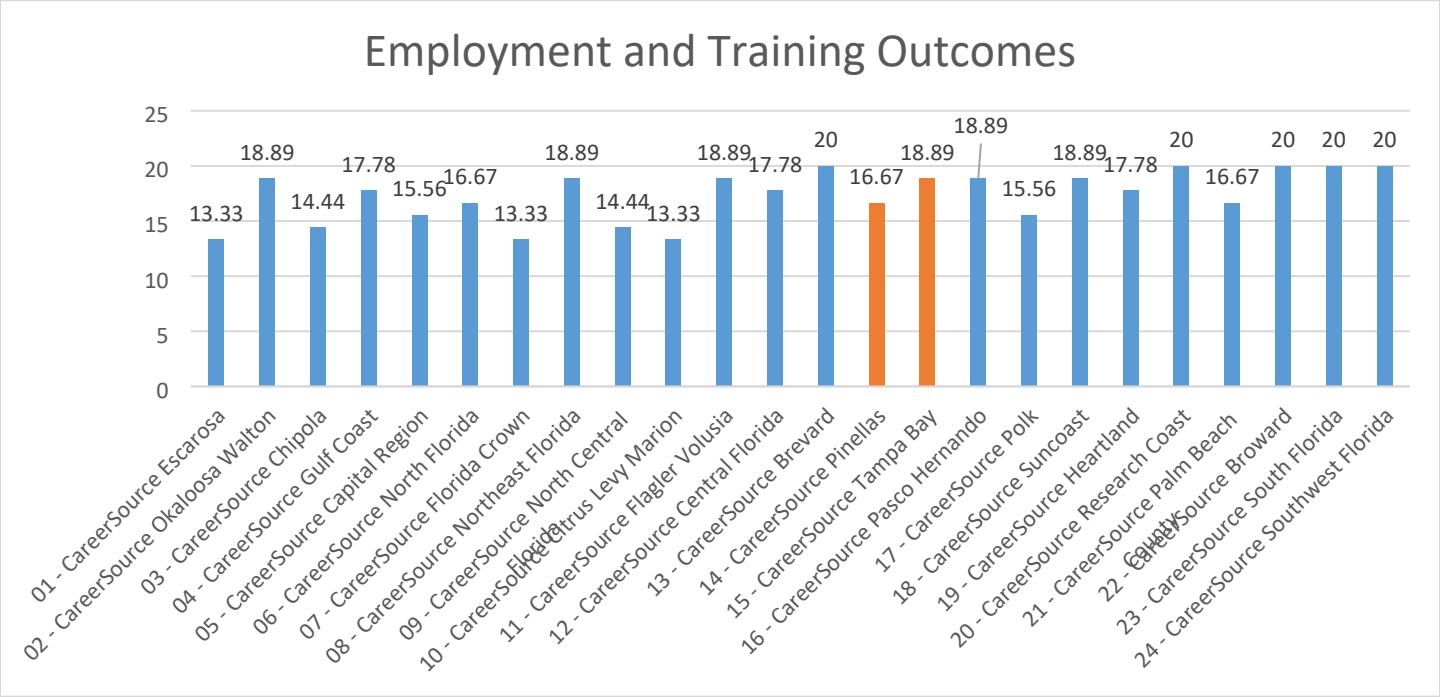
Measure 2 – Reduction in Public Assistance

The percentage of exiters who received SNAP or TANF benefits during their engagement with the local workforce development board who were no longer receiving SNAP or TANF benefits in the fourth quarter after exit.



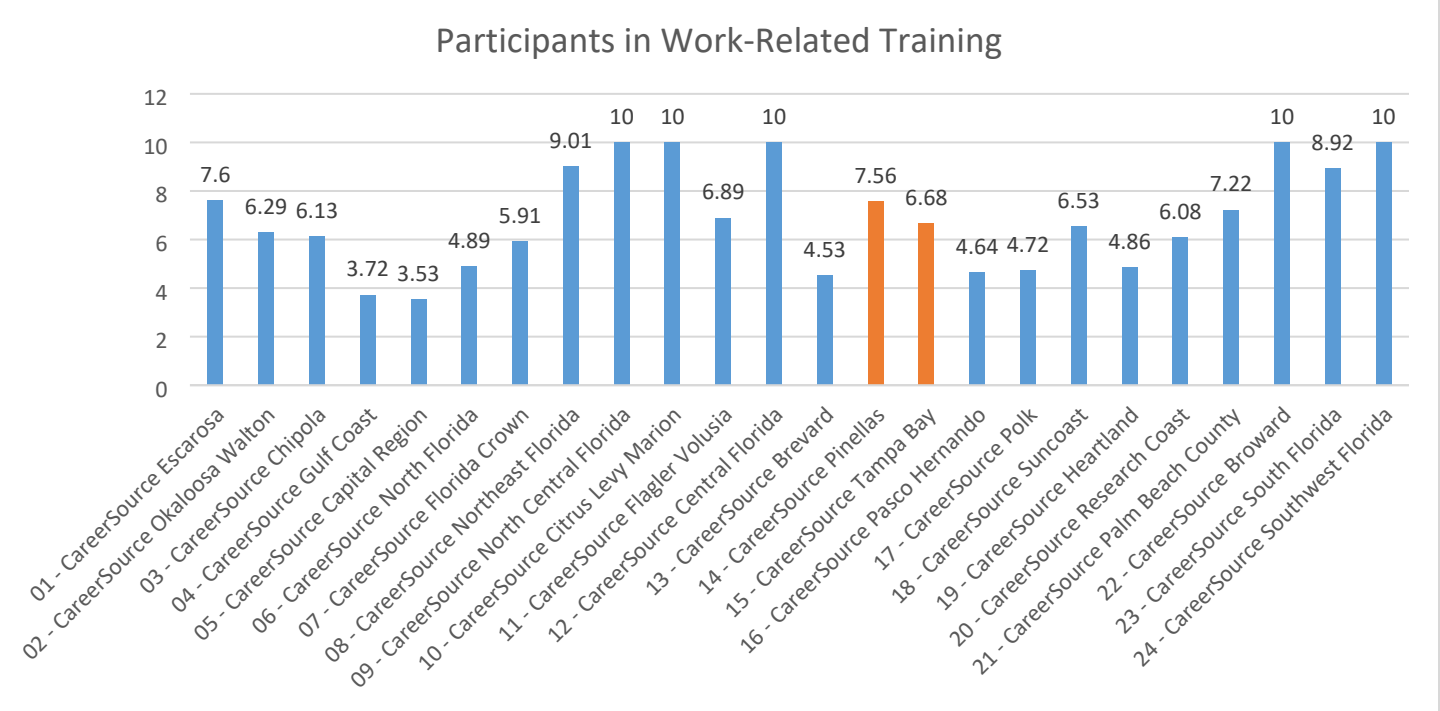
Measure 3 – Employment and Training Outcomes

Comprises the local workforce development board's existing 18 federal accountability measures.



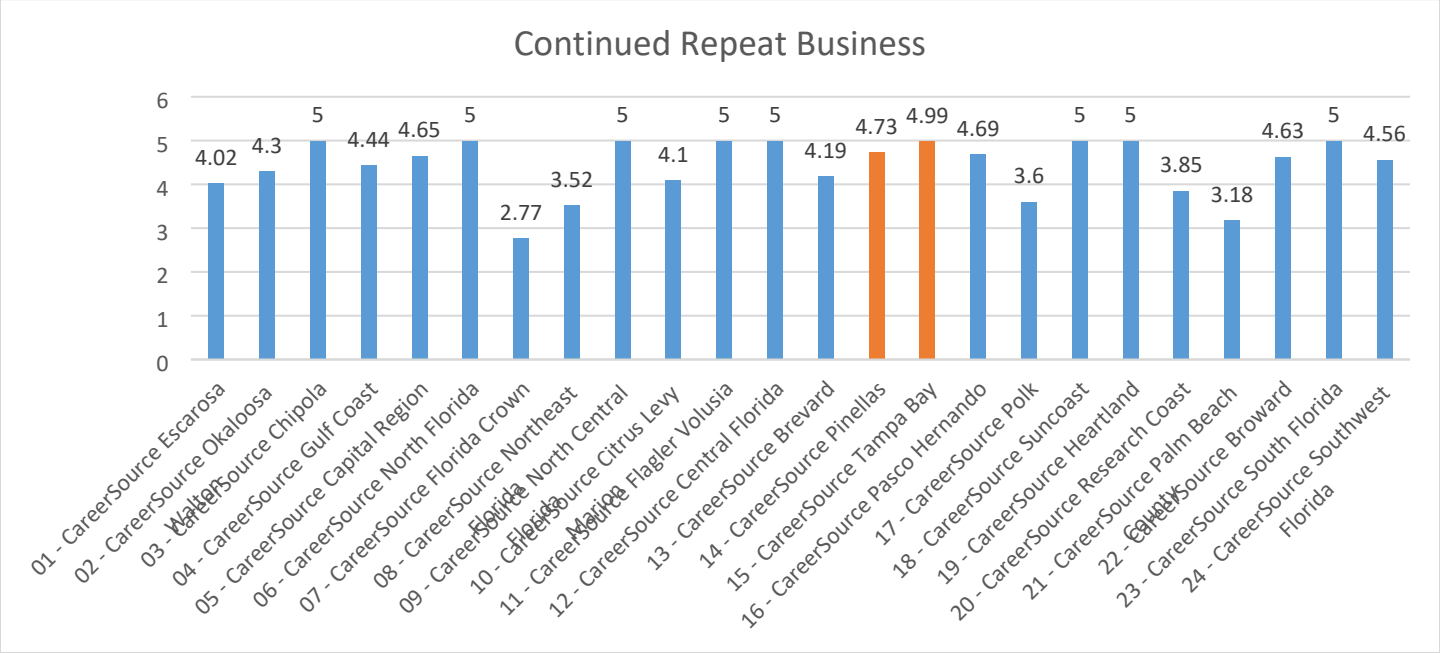
Measure 4 – Participants in Work-Related Training

The percentage of all job seekers who were enrolled in work-related training.



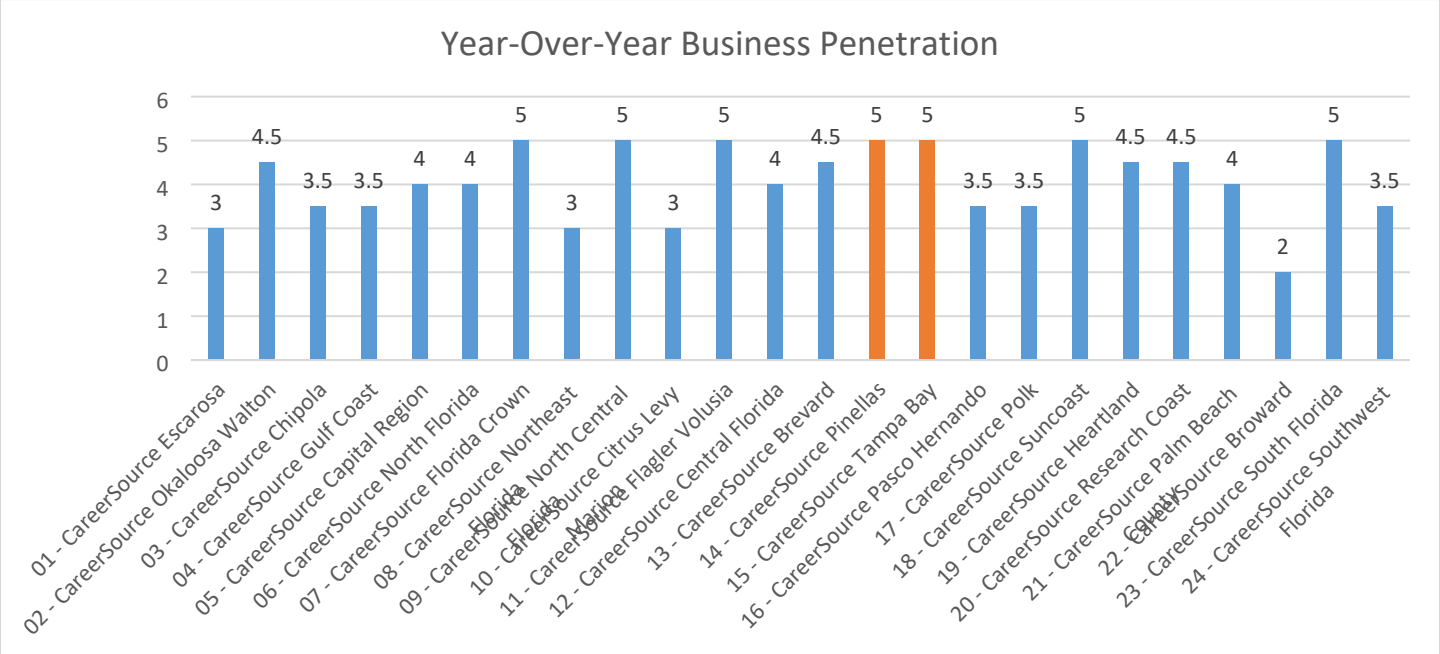
Measure 5- Continued Repeat Business

Percentage of employers served in prior three years that continued to be served in the current program year.



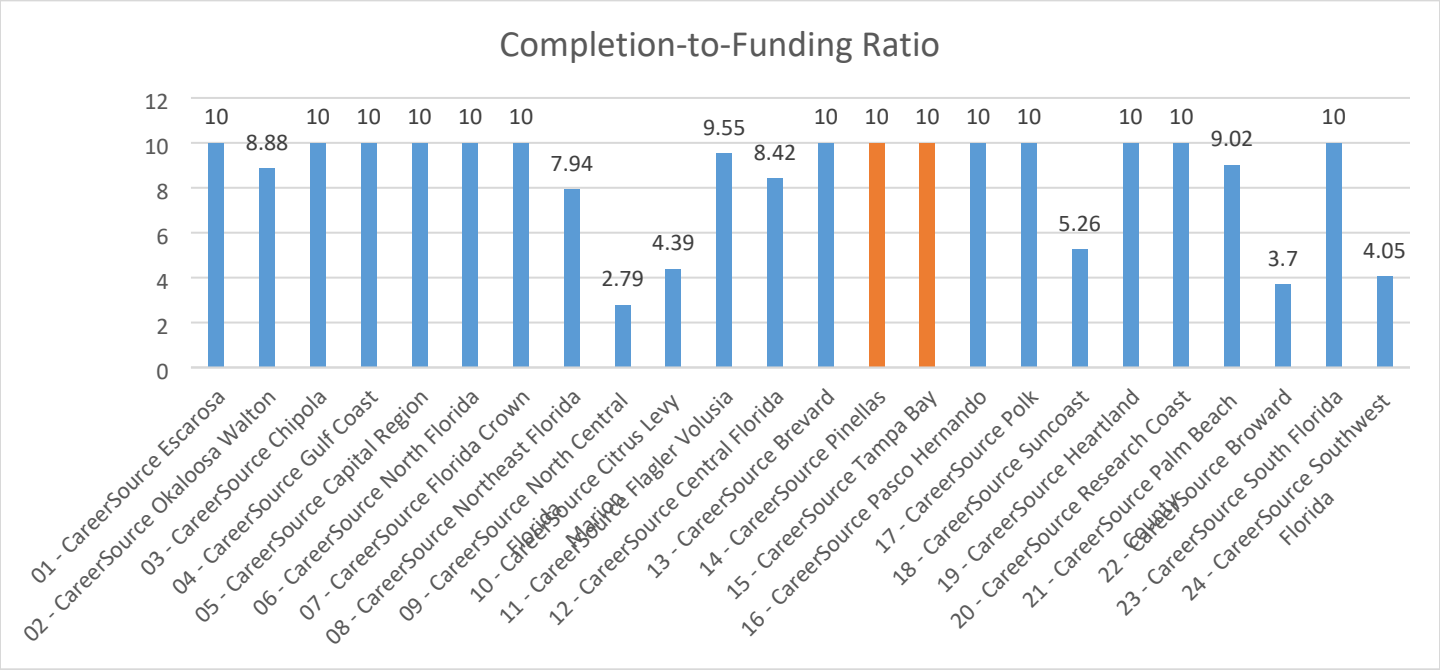
Measure 6 - Year-Over-Year Business Penetration

Compares the percentage of employers served this year to the total number of active employers assigned to CSTB in Employ Florida to the percentage served in the prior year.



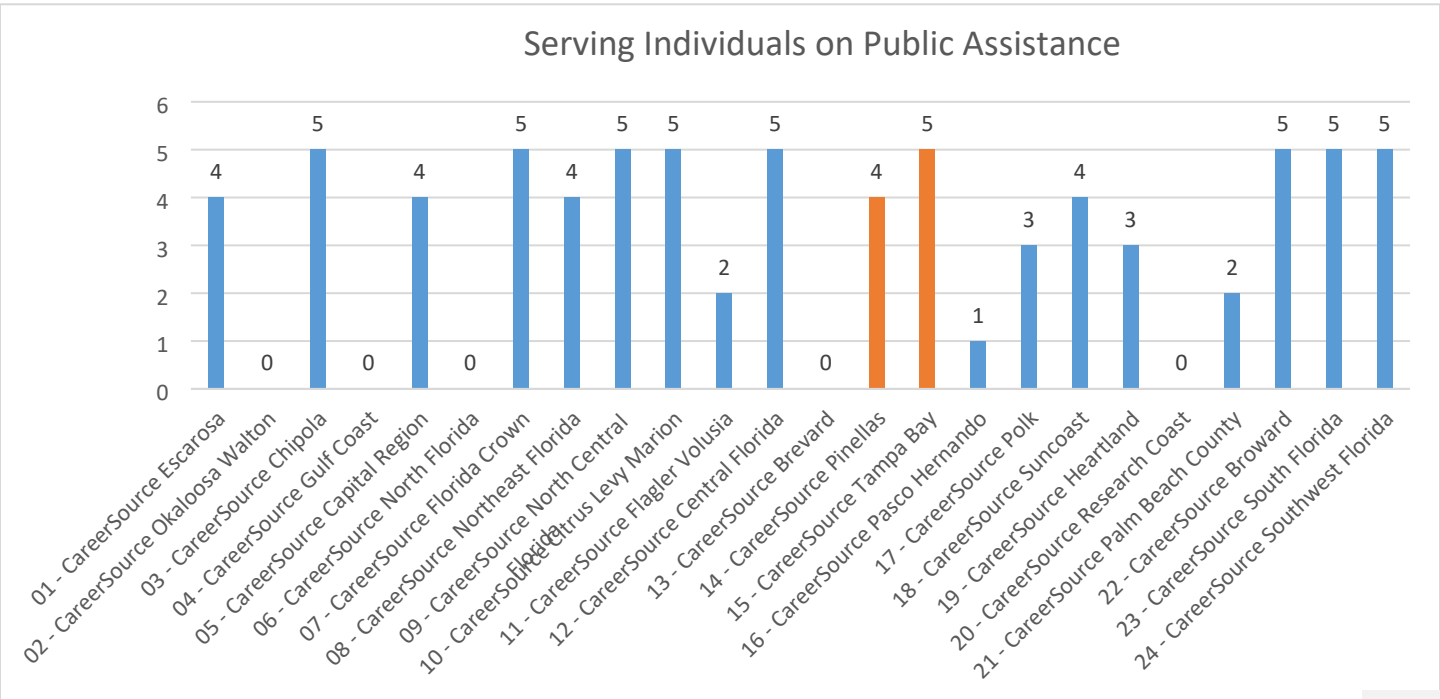
Measure 7 – Completion-to-Funding Ratio

Compares a local workforce development board's share of statewide WIOA and Wagner-Peyser exiters with the local workforce development board's share of statewide funding allocations.



Extra Credit Measure - Serving Individuals on Public Assistance

Awards up to five percentage points toward the total grade based on the percentage of customers receiving SNAP or TANF benefits.



CareerSource Pinellas Reach Metric Data

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	Target (%)	Target Met (%)	Weighted Performance (%)	Weighted Performance PY2223 (%)	Weighted Performance PY2122 (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,261	3,375	37.36	50	74.72	**18.68**	**24.01**	**20.64**
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,316	2,499	52.66	50	100	**25**	**25**	**25**
3. Employment and Training Outcomes	Employment and Training Services	0.2	15	18	83.33	100	83.33	**16.67**	**17.78**	**18.89**
4. Participants in Work-Related Training	Training Services	0.1	846	4,474	18.91	25	75.64	**7.56**	**7.44**	**5.89**
5. Continued Repeat Business	Business Services	0.05	1,040	3,142	33.1	35	94.57	**4.73**	**4**	**2.56**
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	100	100	**5**	**4.5**	**4**
PY 2022-2023 Business Penetration		-	1,652	25,623	6.45	-	-	-	-	**-**
PY 2023-2024 Business Penetration		-	33	210	15.71	-	-	-	-	**-**
7. Completion-to-Funding Ratio	Employment and Training Services	0.1	4.07	3.83	100	100	100	**10**	**10**	**10**
Exiters: Local Board (N) / Statewide (D)		-	3,111	76,464	4.07	-	-	-	-	**-**
Budget: Local Board (N) / Statewide (D)		-	$5,881,275	$153,620,298	3.83	-	-	-	-	**-**
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	2,804.00	5,293	52.98	-	-	**4**	**4**	**1**
							ANNUAL SCORE	91.64	92.73	87.98

CareerSource Tampa Bay Reach Metric Data

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	Target (%)	Target Met (%)	Weighted Performance (%)	Weighted Performance PY2223 (%)	Weighted Performance PY2122 (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	3,687	9,277	39.74	50	79.48	**19.87**	**25**	**24.34**
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	3,113	6,780	45.91	50	91.82	**22.96**	**25**	**24.28**
3. Employment and Training Outcomes	Employment and Training Services	0.2	17	18	94.44	100	94.44	**18.89**	**16.67**	**14.44**
4. Participants in Work-Related Training	Training Services	0.1	2410	14,435	16.7	25	66.8	**6.68**	**6.37**	**7.34**
5. Continued Repeat Business	Business Services	0.05	2,079	5,953	34.92	35	99.77	**4.99**	**3.37**	**2.86**
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	100	100	**5**	**4.5**	**4**
PY 2022-2023 Business Penetration		-	2,965	29,688	9.99	-	-	-		
PY 2023-2024 Business Penetration		-	51	363	14.05	-	-	-		
7. Completion-to-Funding Ratio	Employment and Training Services	0.1	10.92	7.33	100	100	100	**10**	**10**	**8.83**
Exiters: Local Board (N) / Statewide (D)		-	8,352	76,464	10.92	-	-	-		
Budget: Local Board (N) / Statewide (D)		-	$11,262,292	$15,3620,298	7.33	-	-	-		
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	9,707.50	16,467	58.95	-	-	**5**	**5**	**4**
							ANNUAL SCORE	93.38	95.91	90.09

Information Item

Expenditure Reports for Period Ending January 31, 2025

Pinellas County
Budget to Actual
For Period Ending 1/31/2025

Budget Category	Proposed 2024-2025 Planning Budget - Mod #3	Actual as of 1/31/2025	$ Remaining Budget
Revenue - Grants	8,593,348	4,377,148	4,216,200
Revenue - Other	104,400	45,288	59,112
Total Revenues	**8,697,748**	**4,422,436**	**4,275,312**
Salaries	3,214,410	1,826,891	1,387,519
Payroll Tax & Fringe	901,890	520,948	380,942
Retirement	277,353	148,598	128,755
Staff Training & Education	38,350	1,343	37,007
Accounting & Professional fees	277,376	166,463	110,913
Occupancy	381,960	216,965	164,995
Contract Labor	334,116	199,821	134,295
Office Expense	183,171	96,348	86,823
Insurance	81,974	2,049	79,925
Communications	96,276	47,663	48,613
Community Outreach	32,609	4,634	27,975
Travel	65,650	32,558	33,092
Meetings & Conferences	28,700	7,380	21,320
License, Dues & Other Fees	40,999	3,763	37,236
Other expense	7,740	37	7,703
Customer Training & Related Costs	2,269,475	921,970	1,347,505
Service Provider Contract	327,000	183,644	143,356
Total Expenses	**8,559,050**	**4,381,078**	**4,177,972**
Projected Net Income/(Loss)	13,339	41,358	
Unobligated Balance	125,359	-	

Hillsborough County
Budget to Actual
For Period Ending 1/31/2025

Budget Category	Proposed 2024-2025 Planning Budget - Mod #3	Actual as of 1/31/2025	$ Remaining Budget
Revenue - Grants	21,613,679	9,956,430	11,657,249
Revenue - Other	101,200	85,936	15,264
Total Revenues	**21,714,879**	**10,042,366**	**11,672,513**
Salaries	7,925,376	4,823,373	3,102,004
Payroll Tax & Fringe	2,084,293	1,155,916	928,377
Retirement	522,963	291,370	231,593
Staff Training & Education	113,000	3,110	109,891
Accounting & Professional fees	727,018	306,175	420,842
Occupancy	1,580,652	850,169	730,483
Contract Labor	528,956	309,570	219,386
Office Expense	958,909	292,866	666,042
Insurance	135,430	63,647	71,783
Communications	121,380	64,541	56,839
Community Outreach	533,310	56,218	477,092
Travel	109,450	67,161	42,289
Meetings & Conferences	121,500	91,128	30,372
License, Dues & Other Fees	35,200	17,812	17,388
Other expense	5,000	-	5,000
Customer Training & Related Costs	5,865,063	1,640,954	4,224,109
Service Provider Contract	130,000	36,724	93,276
Total Expenses	**21,497,500**	**10,070,734**	**11,426,766**
Projected Net Income/(Loss)	10,700	(28,367)	
Unobligated Balance	206,679	-	

CareerSource Hillsborough Pinellas
Combined Budget to Actual
For Period Ending 1/31/2025

Budget Category	Proposed 2024-2025 Planning Budget - Mod #3	Actual as of 1/31/2025	$ Remaining Budget
Revenue - Grants	30,207,027	14,333,578	15,873,449
Revenue - Other	205,600	131,224	74,376
Total Revenues	**30,412,627**	**14,464,802**	**15,947,825**
Salaries	11,139,787	6,650,264	4,489,523
Payroll Tax & Fringe	2,986,184	1,676,864	1,309,319
Retirement	800,316	439,968	360,348
Staff Training & Education	151,350	4,453	146,897
Accounting & Professional fees	1,004,394	472,639	531,755
Occupancy	1,962,612	1,067,134	895,478
Contract Labor	863,072	509,391	353,681
Office Expense	1,142,080	389,215	752,865
Insurance	217,404	65,696	151,708
Communications	217,656	112,204	105,452
Community Outreach	565,919	60,853	505,066
Travel	175,100	99,719	75,381
Meetings & Conferences	150,200	98,508	51,692
License, Dues & Other Fees	76,199	21,575	54,624
Other expense	12,740	37	12,703
Customer Training & Related Costs	8,134,538	2,562,924	5,571,614
Service Provider Contract	457,000	220,368	236,632
Total Expenses	**30,056,550**	**14,451,811**	**15,604,738**
Projected Net Income/(Loss)	24,039	12,991	
Unobligated Balance	332,038	-	

Pinellas County
Grant Award to Expenditure Report
FY 2024-2025
For Period Ending 1/31/2025

Program Description	Award Begin Date	Award End Date	*Award Amount*	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	1,145,026	418,373	418,373	-	100%	86%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	998,435	798,748	261,425	537,323	33%	53%	26%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	1,208,487	589,449	589,449	-	100%	86%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	1,293,933	1,035,146	369,417	665,729	36%	53%	29%
WIOA - Youth PY2023	4/1/22	6/30/25	918,857	423,350	423,350	-	100%	87%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	776,931	621,544	240,162	381,382	39%	57%	31%
WIOA - Supplemental	7/1/24	6/30/26	129,956	129,956	-	129,956	0%	0%	0%
WIOA - Hope Navigator	7/1/23	6/30/25	128,127	128,127	-	128,127	0%	79%	0%
WIOA - Rapid Response	7/1/24	6/30/25	75,952	75,952	3,351	72,601	4%	59%	4%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	75,000	75,000	-	75,000	0%	0%	0%
WIOA - Sector Based Training	7/1/24	6/30/25	62,500	62,500	-	62,500	0%	0%	0%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	185,000	185,000	1,938	183,062	1%	17%	1%
WIOA - Opioid Recovery	12/20/24	12/31/26	82,500	82,500	-	82,500	0%	6%	0%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	50,000	12,599	12,599	-	100%	79%	100%
Total Workforce Innovation Opportunity Act			**7,130,704**	**4,638,244**	**2,320,064**	**2,318,180**	**50%**		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	776,626	221,717	221,717	-	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	811,532	595,000	233,544	361,456	39%	47%	29%
WP - Apprenticeship Navigator	7/1/24	6/30/25	48,000	48,000	383	47,617	1%	59%	1%
WP - Hope Navigator	7/1/23	6/30/25	89,689	82,673	4,671	78,002	6%	79%	13%
WP - Hope Navigator	7/1/23	6/30/25	35,714	35,714	-	35,714	0%	79%	0%
DVOP	7/1/24	12/31/25	180,567	145,631	42,294	103,337	29%	39%	43%
LVER	7/1/24	12/31/25	29,395	22,369	12,490	9,879	56%	39%	66%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	281,705	28,845	28,845	-	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	237,493	178,120	69,221	108,899	39%	34%	29%
TAA Training	10/1/22	9/30/24	8,394	1,996	-	1,996	0%	100%	76%
TAA Training	10/1/24	9/30/25	23,270	23,270	405	22,865	2%	34%	2%
TAA Case Management/Admin	10/1/22	9/30/24	3,850	1,734	-	1,734	0%	100%	55%
RESEA Transition PY2023	1/1/23	9/30/25	482,814	119,193	119,193	-	100%	76%	100%
RESEA Transition PY2024	1/1/24	9/30/25	478,041	358,531	286,228	72,303	80%	62%	60%
Total Employment Services			**3,487,091**	**1,862,793**	**1,018,991**	**843,802**	**55%**		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	1,611,956	463,811	463,811	-	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	330,498	330,498	330,498	(0)	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	6/30/25	1,430,921	1,298,002	243,782	1,054,220	19%	45%	17%
Total Welfare Transition			**3,373,375**	**2,092,311**	**1,038,091**	**1,054,220**	**50%**		
			Totals	**$ 8,593,348**	**4,377,146**	**4,216,202**	**51%**		

Hillsborough County
Grant Award to Actual Expenditures
FY 2024-2025
For Period Ending 1/31/2025

Program Description	Award Begin Date	Award End Date	*Award Amount*	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	2,177,393	994,479	994,479	0	100%	86%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	1,854,237	1,483,390	421,282	1,062,108	28%	53%	23%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	2,186,118	1,179,853	761,190	418,663	65%	86%	81%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	2,300,324	1,840,259	-	1,840,259	0%	53%	0%
WIOA - Youth PY2023	4/1/22	6/30/25	2,318,736	1,315,358	1,315,358	0	100%	87%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	1,902,143	1,521,714	455,478	1,066,236	30%	57%	24%
WIOA - Supplemental	7/1/24	6/30/26	241,347	241,347	-	241,347	0%	0%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/25	3,089,416	821,108	479,502	341,606	58%	89%	89%
WIOA - Hope Navigator	7/1/23	6/30/25	128,127	128,127	27,535	100,592	21%	79%	21%
WIOA - Rapid Response	7/1/24	6/30/25	275,000	275,000	201,200	73,800	73%	59%	73%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	75,000	75,000	-	75,000	0%	0%	0%
WIOA - Sector Based Training	7/1/24	6/30/25	62,500	62,500	-	62,500	0%	0%	0%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	185,000	185,000	57,586	127,414	31%	17%	31%
WIOA - Opioid Recovery	12/20/24	12/31/26	192,500	192,500	-	192,500	0%	6%	0%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	356,500	140,617	48,968	91,649	35%	79%	74%
WIOA - Board Consolidation & Realignment	6/3/24	6/30/25	600,000	600,000	-	600,000	0%	62%	0%
Total Workforce Innovation Opportunity Act			**17,944,341**	**11,056,251**	**4,762,578**	**6,293,673**	**43%**		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	1,756,030	385,016	385,016	(0)	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	1,575,328	1,475,328	671,495	803,833	46%	47%	43%
WP - Apprenticeship Navigator	7/1/24	7/31/24	1,000	1,000	1,000	-	100%	100%	100%
WP - Apprenticeship Navigator	7/1/24	6/30/25	48,000	48,000	37,887	10,113	79%	59%	79%
WP - Hope Navigator	7/1/23	6/30/25	89,689	74,815	29,263	45,552	39%	79%	49%
WP - Hope Navigator	7/1/23	6/30/25	35,714	35,714	-	35,714	0%	79%	0%
DVOP	7/1/24	12/31/25	217,178	217,178	45,912	171,266	21%	39%	21%
LVER	7/1/24	12/31/25	79,495	79,495	25,081	54,414	32%	39%	32%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	815,596	221,950	221,950	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	675,941	506,959	244,415	262,544	48%	34%	36%
TAA Training	10/1/22	9/30/24	21,442	21,442	-	21,442	0%	100%	0%
TAA Training	10/1/24	9/30/25	25,000	25,000	-	25,000	0%	34%	0%
TAA Case Management/Admin	10/1/22	9/30/24	3,917	3,917	3,917	-	100%	100%	100%
RESEA Transition PY2023	1/1/23	9/30/25	947,195	470,748	470,748	0	100%	76%	100%
RESEA Transition PY2024	1/1/24	9/30/25	927,963	695,972	72,894	623,078	10%	62%	8%
Military Family	7/1/24	6/30/25	275,937	275,937	142,696	133,241	52%	59%	52%
Total Employment Services			**7,495,425**	**4,538,470**	**2,352,274**	**2,186,196**	**52%**		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	3,111,657	381,206	381,206	(0)	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	1,043,820	1,043,820	1,043,820	-	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	6/30/25	2,692,033	2,692,033	719,973	1,972,060	27%	0%	27%
Total Welfare Transition			**6,847,510**	**4,117,059**	**2,144,999**	**1,972,060**	**52%**		
Direct Grants & Special Projects									
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	174,234	98,178	76,056	56%	100%	85%
Hills County - Targeted Industry Sector Workforce Prog	10/1/24	9/30/25	500,000	375,000	152,288	222,712	41%	34%	30%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	466,823	197,371	269,452	42%	100%	64%
Hills County - ACE 5.0	10/1/24	9/30/25	755,000	566,250	121,281	444,969	21%	34%	16%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	89,973	34,904	55,069	39%	100%	82%
Hills County - Ex-Offender/Returning Citizen	10/1/24	9/30/25	150,000	112,500	690	111,810	1%	34%	0%
United Way Suncoast - TBSH	7/1/24	6/30/25	86,667	86,667	86,667	-	100%	59%	100%
Good Jobs Initiative	7/1/23	6/30/25	25,250	25,250	-	25,250	0%	0%	0%
Florida Medical - Foundation for Caring	7/1/23	12/31/24	9,244	5,201	5,201	(0)	100%	100%	100%
Total Direct Grants & Special Projects			**26,422,701**	**1,901,898**	**696,580**	**1,205,318**	**37%**		
			Totals	**$ 21,613,679**	**9,956,431**	**11,657,248**	**46%**		

CareerSource Hillsborough Pinellas
Combined Grant Award to Actual Expenditures
FY 2024-2025
For Period Ending 1/31/2025

Program Description	Award Begin Date	Award End Date	*Award Amount*	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	3,322,419	1,412,852	1,412,852	0	100%	86%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	2,852,672	2,282,138	682,707	1,599,431	30%	53%	24%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	3,394,605	1,769,302	1,350,639	418,663	76%	86%	88%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	3,594,257	2,875,405	369,417	2,505,988	13%	53%	10%
WIOA - Youth PY2023	4/1/22	6/30/25	3,237,593	1,738,708	1,738,708	0	100%	87%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	2,679,074	2,143,258	695,640	1,447,618	32%	57%	26%
WIOA - Supplemental	7/1/24	6/30/26	371,303	371,303	-	371,303	0%	29%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/25	3,089,416	821,108	479,502	341,606	58%	89%	89%
WIOA - Hope Navigator	7/1/23	6/30/25	256,254	256,254	27,535	228,719	11%	79%	11%
WIOA - Rapid Response	7/1/24	6/30/25	350,952	350,952	204,551	146,401	58%	59%	58%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	150,000	150,000	-	150,000	0%	59%	0%
WIOA - Sector Based Training	7/1/24	6/30/25	125,000	125,000	-	125,000	0%	59%	0%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	370,000	370,000	59,524	310,476	16%	17%	16%
WIOA - Opioid Recovery	12/20/24	12/31/26	275,000	275,000		275,000	0%	6%	0%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	406,500	153,216	48,968	104,248	32%	79%	74%
WIOA - Board Consolidation & Realignment	6/3/24	6/30/25	600,000	600,000	-	600,000	0%	62%	0%
Total Workforce Innovation Opportunity Act			**25,075,045**	**15,694,496**	**7,070,043**	**8,624,453**	**45%**		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	2,532,656	606,733	606,733	(0)	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	2,386,860	2,070,328	905,039	1,165,289	44%	47%	38%
WP - Apprenticeship Navigator	7/1/24	7/31/24	1,000	1,000	1,000	-	100%	100%	100%
WP - Apprenticeship Navigator	7/1/24	6/30/25	96,000	96,000	38,270	57,730	40%	59%	40%
WP - Hope Navigator	7/1/23	6/30/25	179,378	157,488	33,934	123,554	22%	79%	31%
WP - Hope Navigator	7/1/23	6/30/25	71,428	71,428	-	71,428	0%	79%	0%
DVOP	7/1/24	12/31/25	397,745	362,809	88,206	274,603	24%	39%	31%
LVER	7/1/24	12/31/25	108,890	101,864	37,571	64,293	37%	39%	41%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	1,097,301	250,795	250,795	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	913,434	685,079	313,636	371,443	46%	34%	34%
TAA Training	10/1/22	9/30/24	29,836	23,438	-	23,438	0%	100%	21%
TAA Training	10/1/24	9/30/25	48,270	48,270	405	47,865	1%	34%	1%
TAA Case Management/Admin	10/1/22	9/30/24	7,767	5,651	3,917	1,734	69%	100%	78%
RESEA Transition PY2023	1/1/23	9/30/25	1,430,009	589,941	589,941	0	100%	76%	100%
RESEA Transition PY2024	1/1/24	9/30/25	1,406,004	1,054,503	359,122	695,381	34%	62%	26%
Military Family	7/1/24	6/30/25	275,937	275,937	142,696	133,241	52%	59%	52%
Total Employment Services			**10,982,516**	**6,401,263**	**3,371,265**	**3,029,998**	**53%**		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	4,723,613	845,017	845,017	(0)	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	1,374,318	1,374,318	1,374,318	(0)	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	6/30/25	4,122,954	3,990,035	963,755	3,026,280	24%	45%	23%
Total Welfare Transition			**10,220,885**	**6,209,370**	**3,183,090**	**3,026,280**	**51%**		
Direct Grants & Special Projects									
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	174,234	98,178	76,056	56%	100%	85%
Hills County - Targeted Industry Sector Workforce Prog	10/1/24	9/30/25	500,000	375,000	152,288	222,712	41%	34%	30%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	466,823	197,371	269,452	42%	100%	64%
Hills County - ACE 5.0	10/1/24	9/30/25	755,000	566,250	121,281	444,969	21%	34%	16%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	89,973	34,904	55,069	39%	100%	82%
Hills County - Ex-Offender/Returning Citizen	10/1/24	9/30/25	150,000	112,500	690	111,810	1%	34%	0%
United Way Suncoast - TBSH	7/1/24	6/30/25	86,667	86,667	86,667	-	100%	59%	100%
Good Jobs Initiative	7/1/23	6/30/25	25,250	25,250	-	25,250	0%	79%	0%
Florida Medical - Foundation for Caring	7/1/23	12/31/24	9,244	5,201	5,201	(0)	100%	100%	100%
Total Direct Grants & Special Projects			**37,617,397**	**1,901,898**	**696,580**	**1,205,318**	**37%**		
			Totals	**$ 30,207,027**	**14,320,978**	**15,886,049**	**47%**		