



## Board of Directors - CareerSource Hillsborough Pinellas

CareerSource Hillsborough Pinellas  
9215 North Florida Avenue, Tampa FL 33612  
May 30, 2024 11:00 AM - 1:00 PM EDT

### Zoom Information

Meeting ID: 835 5445 4249

Passcode: 737987

Phone: 1 305 224 1968

[ZOOM LINK](#)

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**A. Selection of Officers**

**B. Committee Assignments (?)**

**C. New Area (LWDA) Designation**

**1. Approved by Both Hillsborough BOCC and Pinellas BOCC**

**2. Requires LWDB Chair Signature**

**VIII. Open Discussion**

**IX. Adjournment**

# Pledge of Allegiance





## **Action Item**

### **Selection/Appointment of Chair**

#### **Background:**

*The Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas (By-Laws), provide in Article VI., Section 6.1:*

*The Chair, Vice-Chair, Treasurer, and Secretary of Corporation shall be nominated and elected as follows:*

- A. A slate of nominees for Officers shall be presented to the Board by the Nominating Committee and selected based upon a majority vote of the quorum present at Corporation annual meeting, except as otherwise directed by the full Board. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.*
- B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.*
- C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.*

*It is necessary to elect a Board Chair to, at a minimum, preside over the current Board meeting and, at the Board's discretion, exercise other authorities provided in the bylaws and delegated by the Board. The Board has three primary options for election of a Board Chair:*

- 1. Elect a Chair Pro Tem for the sole purpose of presiding over the current Board meeting. The Chair Pro Tem would have no other authority upon conclusion of the meeting.*
- 2. Elect an Interim Chair to serve in a limited capacity until a regular Board Chair is elected by the Board for a term beginning in July 2024 or other date determined by the Board. The Board would determine what authority to grant to the Interim Chair during this limited period. Service as Interim Chair would not be treated as service as a regular Board Chair for the purposes of determining term of office limits.*
- 3. Elect a regular Board Chair who would have all of the authority granted by the Bylaws and otherwise delegated by the Board. The term of the regular Board Chair would end in June 2024 or other date determined by the Board and would count as a term as Chair for purposes of determining term of office limits. The regular Board Chair must be selected from the Business Sector.*

## Information/Discussion:

Process for appointing Chair.

Type of Chair to appoint.

Powers, duties, and term of Chair.

## Recommendation:

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

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

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



## **Action Item**

### **Approval/Appointment of Officers or Members to the Nominating Committee**

#### **Background:**

Per the *Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas* (By-Laws), Board Officers shall be nominated and elected in accordance with Article IV, Section 6.1 (excerpt below).

#### *Section 6.1 - Board Officer Positions, Nominations and Elections*

*The Board Officers of Corporation shall consist of a Chair, a Vice-Chair, a 2nd Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall not be from the same County of representation during the same program year. The 2nd Vice-Chair shall be chosen from the Hillsborough CEO and Pinellas CEO and shall alternate between the County of representation every one (1) year term. The 2nd Vice-Chair shall not be from the same County as the Consortium Chair during the same program year.*

*The Chair, Vice-Chair, Treasurer, and Secretary of Corporation shall be nominated and elected as follows:*

*A. A slate of nominees for Officers shall be presented to the Board by the Nominating Committee and selected based upon a majority vote of the quorum present at Corporation annual meeting, except as otherwise directed by the full Board. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.*

*B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.*

*C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.*

#### **Information/Discussion:**

- Duties & Responsibilities of Nominating Committee
- Selection & Appointment of Nominating Committee

#### **Recommendation:**

Approval of members of Nominating Committee.



## **Action/Discussion Item**

### **Acceptance of Bylaws as Approved by Consortium**

#### **Background:**

As outlined in the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners (Article IV, Authorities and Responsibilities of the Consortium), the Consortium, comprised of two currently serving Commissioners each from both the Hillsborough Board of County Commissioners and Pinellas Board of County Commissioners, must establish the Bylaws of the Hillsborough Pinellas Local Workforce Development Board. The authority to establish, amend or replace the Bylaws lies solely with the Consortium.

As approved by the Consortium at the December 5, 2023, meeting, an Advisory Committee, comprised of the Chair and Treasurer from both Hillsborough and Pinellas Local Workforce Development Boards, was created and tasked with being a resource to the Consortium by providing guidance and recommendations along several key areas. One area specifically being the development of the Bylaws for the new regional Local Workforce Development Board.

The new Bylaws were prepared in partnership and coordination with the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff), and were created by comparing, merging, and updating the existing Bylaws of CareerSource Tampa Bay and CareerSource Pinellas, as well as incorporating Policy updates from CareerSource Florida (Policy 110 – Local Workforce Development Area and Board Governance & Policy 091 – Local Workforce Development Board Composition and Certification).

At the February 5th Advisory Committee meeting, the Advisory Committee unanimously recommended the drafted Bylaws for final approval by the Consortium.

At the April 2<sup>nd</sup> Consortium meeting, the Consortium unanimously approved the Bylaws for the new Regional LWDB as recommended by the Advisory Committee.

In addition, on May 16, 2024, the Board of Directors approved the Agreement and Plan of Merger (Plan of Merger) between CareerSource Pinellas (CSPIN) and CareerSource Tampa Bay (CSTB). The Plan of Merger provides that upon the Effective Date (filing of the Articles of Merger), CSPIN will legally merge into CSTB and the Board of CSTB will appoint a new slate of directors and approve a new set of Bylaws that will provide equal representation between Pinellas and Hillsborough Counties in the merged corporation. This combined entity will serve

as the corporate vehicle for the Local Workforce Development Board approved by the Consortium.

On May 22, 2024, the CSPIN Board approved the Plan of Merger, making it contractually binding on both parties. As such, the Board is obligated as a matter of contract law to accept the Amended and Restated By-Laws as the governing bylaws of the Corporation.

**Recommendation:**

Accept the Bylaws as approved by the Consortium and agreed to in the Plan of Merger.



**AMENDED AND RESTATED BY-LAWS**  
**Of**  
**Tampa Bay Workforce Alliance, Inc. d/b/a**  
**CareerSource Hillsborough/Pinellas**  
A Florida Not-for-Profit Corporation

The provisions of this document constitute the By-Laws which shall be utilized to govern the management and operation of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas a Florida not-for-profit corporation.

**ARTICLE I**  
**DEFINITIONS**

Section 1.1 – Definitions

- A. “Acts” shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 and Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes, collectively;
- B. “Administrative Entity” shall mean and refer to the entity designated to serve as support staff to the Consortium and the LWDB and to perform duties such as, but not limited to, administration of the Local Area Workforce Plan, responsible for the allocation of funds, the delivery of performance measured against program objectives, making programmatic decisions, assuring program compliance, ensuring funds are spent in accordance with applicable laws, and operation/management of LWDB contracts, sub-recipient agreements and the one-stop career center(s);
- C. “Board of Directors” or “Board” shall mean and refer to the group of appointees to the LWDB who jointly serve as the governing body of Corporation;
- D. “Consortium” shall mean and refer to the group of elected officials appointed by the respective Hillsborough and Pinellas CEOs to act as the chief local elected officials for the designated Region;
- E. “Consortium Agreement” shall mean that certain Interlocal Agreement between Hillsborough County Board of County Commissioners (HCB OCC) and Pinellas County Board of County Commissioners (PCBCC) as approved by the PCB OCC on November 14, 2023, and the HCBCC on November 15, 2023, as it may be amended from time to time;
- F. “Corporation” or “the Corporation” shall mean and refer to the Tampa Bay Workforce Alliance, Inc. d/b/a/ CareerSource Hillsborough/Pinellas;
- G. “FloridaCommerce” shall mean and refer to the Florida Department of Commerce;
- H. “Fiscal Agent” shall mean and refer to the entity designated to receive and disburse workforce development funds under a sub-agreement directly with FloridaCommerce. It is responsible and accountable for management of all workforce development funds made available to the Local Area. It may also procure, negotiate, and manage contracts;
- I. “Florida WIOA” shall mean and refer to the Florida Workforce Innovation and Opportunity Act of 2000, Chapter 445, Florida Statutes;

- J. "Hillsborough CEO" shall mean and refer to the "chief elected officials" of the Hillsborough County unit of government for the Local Workforce Development Area, which is the Hillsborough Board of County Commissioners;
- K. "Hillsborough County" shall mean and refer to the Hillsborough County Government Administration and Staff;
- L. Local Workforce Development Area ("Local Area") shall mean and refer to a jurisdiction for the administration of workforce development activities and execution of adult, dislocated worker, and youth funds allocated by the State. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive adult, dislocated worker, and youth funding under Title I, subtitle B of WIOA;
- M. Local Workforce Development Board ("LWDB") members shall mean and refer to the appointees by the Consortium who, in partnership with the Consortium, set workforce development policy for the portion of the statewide workforce development system in the Local Workforce Development Area;
- N. "Pinellas CEO" shall mean and refer to the "chief elected officials" of the Pinellas County unit of government for the Local Workforce Development Area, which is the Pinellas Board of County Commissioners;
- O. "Pinellas County" shall mean and refer to the Pinellas County Government Administration and Staff;
- P. "Region" shall mean and refer to the two counties, Hillsborough and Pinellas, served by Corporation;
- Q. "WIOA" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; and
- R. 4-year Local Area Workforce Plan ("Local Plan") shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State's vision and strategic and operational goals.

## **ARTICLE II**

### **NAME, SERVICE AREA, AND OFFICE LOCATION**

#### **Section 2.1 – Name**

The legal name of the organization shall be Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas, hereinafter referred to as Corporation.

#### **Section 2.2 – Service Area**

Corporation shall serve the employers and residents of Hillsborough County and Pinellas County, Florida, Region 28.

#### **Section 2.3 – Office Location**

The official office location and mailing address shall be as determined by Corporation Board of Directors.

### **ARTICLE III**

#### **PURPOSE AND USE OF FUNDS**

##### **Section 3.1 – Purpose**

The purposes for which Corporation is formed, and its business goals and objectives, are as follows:

- A. To serve as the LWDB for Region 28 as certified by CareerSource Florida, the State of Florida Workforce Development Board;
- B. To provide a comprehensive and high-quality workforce delivery system in the Local Area and to maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided;
- C. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike;
- D. To administer workforce programs and activities and act as the local grant sub-recipient, administrative entity and fiscal agent as defined by the U.S. Department of Labor, WIOA, authorized by the State of Florida, and in agreement with the Consortium;
- E. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community; and
- F. To provide special emphasis to welfare recipients, economically disadvantaged, to include other “barriers to employment”, and Veterans or veteran spouses and individuals and employers needing workforce development services as identified in the Corporation strategic plan.

##### **Section 3.2 – Use of Funds**

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

Corporation shall ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with 2 CFR 200 et. seq., WIOA and the corresponding Federal Regulations and State policies, as well as the laws and regulations applicable to such other grant funds or donations received.

No investment, loan or evidence of indebtedness or promise to pay shall be contracted on behalf of Corporation unless authorized and approved by the Corporation Board of Directors and Consortium, and as required, by Federal or State entities.

### **ARTICLE IV**

#### **BOARD OF DIRECTORS**

## Section 4.1 – Governing Body

Corporation shall be governed by a Board of Directors (“Board”), to be appointed by the Consortium, as provided herein.

## Section 4.2 - Appointment of Board Members

- A. The Consortium shall appoint members of the Board consistent with criteria established under the guidelines established in the Consortium Agreement, WIOA, criteria established by the Governor, and in accordance with Hillsborough Board of County Commissioners and Pinellas Board of County Commissioners Policy as amended;
- B. The authority to appoint, reappoint or revoke the appointment of members to the Board lies solely with the Consortium. Members of the Board shall serve at the pleasure of the Consortium and may be removed either with or without cause at any time;
- C. The initial appointment of Business category representatives to the LWDB will be of equal proportion (50/50) between the Counties. Thereafter, the Consortium shall appoint Business category representatives to the LWDB based on a pro rata combination of the equally weighted population, employment, and employer metrics of each County once the Administrative Entity for the Region has been designated;
- D. All other appointments to the LWDB must be of equal proportion (50/50) and in accordance with the Acts and the Interlocal Agreement; and
- E. Unless otherwise precluded by law, the Consortium may remove any Board member at any time by a simple majority vote of the Consortium. Such removal by the Consortium may be with or without cause.

## Section 4.3 – Authority and Responsibilities

All corporate powers shall be exercised by or under the authority of the Board in conjunction with the approval of the Consortium, and the business and affairs of Corporation will be managed under direction of the Board and the Consortium. The Board and Consortium shall direct strategic and operational oversight of Corporation to help develop a comprehensive and high-quality workforce delivery system in the Local Area.

The Board’s general responsibilities shall include, but not be limited to:

- A. Developing and submitting a four-year Local Plan and Regional Plan;
- B. Conducting workforce research and regional labor market analysis;
- C. Convening local workforce development system stakeholders to assist in the development of the Local Plan and in identifying expertise and resources to leverage support for workforce development activities;
- D. Leading efforts to engage employers, a wide range of representatives of industry, government, education, and workforce training in the Local Area;
- E. Leading efforts to develop and implement career pathways;
- F. Leading efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers;

- G. Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers;
- H. In partnership with the Consortium, conducting oversight of the WIOA adult, dislocated worker, and youth programs and the entire local workforce delivery system, ensuring the appropriate use and management of WIOA funds, and ensuring the appropriate use, management and investment of funds to maximize performance outcomes;
- I. Negotiating and reaching agreement on local performance measures with FloridaCommerce and present for Consortium approval, as appropriate;
- J. Negotiating with the Consortium and required partners on the methods for funding the infrastructure costs of one-stop centers in the Local Area in accordance with 20 CFR 678.715 and Administrative Policy 106 – Memorandums of Understanding and Infrastructure Funding Agreements;
- K. Selecting providers of youth workforce investment activities through competitive grants or contracts in accordance with Administrative Policy 120 – Youth Service Provider Selection; providers of training services consistent with state policy and WIOA sec. 122; providers of career services through the awards of contracts in accordance with Administrative Policy 083 – Direct Provider of Workforce Services; and one-stop operators in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement;
- L. Working with the state to ensure there are sufficient numbers and types of providers of career services and training services serving the Local Area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- M. Coordinating activities with education and training providers in the Local Area;
- N. Developing a budget for the activities of the Board, with approval of the Consortium and consistent with the four-year Local Plan and the duties of the Board;
- O. Assessing, on an annual basis, the physical and programmatic accessibility of all career centers in the Local Area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.);
- P. Certifying the Local Area's career centers in accordance with 20 CFR 678.800 and Administrative Policy 093 – One-Stop Delivery System and One-Stop Center Certification Requirements;
- Q. Concluding agreements necessary to designate the fiscal agent and administrative entity. A public or private entity, including an entity established under section 163.01, F.S. which makes a majority of the appointments to the Board may serve as the Board's administrative entity if approved by FloridaCommerce based upon a showing that a fair and competitive process was used to select the administrative entity;
- R. Providing ongoing oversight related to administrative costs, duplicated services, career counseling, economic development, equal access, compliance and accountability, and performance outcomes;
- S. Overseeing the one-stop delivery system in the Local Area;

- T. In partnership with the Consortium, establishing bylaws and codes of conduct for Board members, as well as the Director and Board staff;
- U. Establishing additional monitoring and reporting requirements, if one entity fulfills multiple functions, to ensure the entity is compliant with WIOA, final rules and regulations, OMB Uniform Guidance and applicable circulars, and the state's conflict of interest policy; and
- V. Completing new Board member orientation and annual training requirements within the required timeframes.

A full list of Board functions can be found in WIOA sec. 107(d), 20 CFR 679.370 and section 445.007, F.S.

#### Section 4.4 – Powers Regarding a Director and Staff

The Board shall have the power to select and recommend a Director, Interim Director, or designated person(s) responsible for the operational and administrative functions of Corporation subject to final approval by the Consortium. The Director shall be a contract employee of Corporation, shall report to the Board, and shall be responsible to hire sufficient personnel to carry out effective and efficient operation of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantees providing services under the guidance of Corporation and acting in partnership with the Consortium as provided herein.

The Board shall ensure the individual designated as the Director has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of the Board which include, but are not limited to:

- A. Coordinating with the Consortium regarding the identification and nomination of members to the Board and ensuring membership is compliant with WIOA and Florida Statutes;
- B. Organizing Board meetings and ensuring meetings are held according to the Board's bylaws and Florida's Government-in-the-Sunshine Act;
- C. Developing and submitting the Local and Regional Plan;
- D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system, including development of policies and monitoring the administration of the programs;
- E. Negotiating and reaching agreement on local performance measures with the Consortium and FloridaCommerce;
- F. Ensuring the outcomes of local performance measures are provided to the Board members and Consortium no less than semi-annually.
- G. Negotiating with Consortium and required partners for the Memorandum of Understanding (as prescribed in Administrative Policy 106 - Memorandums of Understanding and Infrastructure Funding Agreements);
- H. In compliance with local board procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts for providers

- of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (i) of 20 CFR 679.370;
- I. Developing a budget for activities of the Board;
  - J. Certifying the one-stop career centers. One-stop certification requirements may be found in Administrative Policy 93 – One-Stop Career Center Certification Requirements; and
  - K. Providing copies of all monitoring and audit reports and related materials to the Board members, Board Chair, and Consortium within five (5) business days of receipt.

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

The Board shall conduct regular performance reviews, at a minimum annually, for the Director. Performance reviews must, at a minimum, include local area performance in the federal and state programs administered by the Board, and state-issued letter grades. Additionally, performance reviews must evaluate the Director's effectiveness in ensuring workforce investment activities carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2). The performance review must be provided to and reviewed by the Consortium.

Corporation shall provide or arrange for annual training to Board members to ensure they are aware of their roles, responsibilities, and functions to include an orientation and training for new Board members and periodic updates as needed.

The Director and staff of Corporation shall be subject to the limitations on the payment of salary and bonuses as described in WIOA sec. 194(15) and 2 CFR § 200.430.

#### Section 4.5 – Powers Regarding Legal Counsel

The Board shall have the power to select and recommend Legal Counsel for the provision of advice, support, and guidance on legal services to the Corporation for Consortium approval. The Consortium must approve the process for the Board to select Legal Counsel. The Legal Counsel shall report to the Board, shall provide and be responsible for provision of legal services, and give updates at Board meetings, as requested.

The Board shall have the authority to terminate the Legal Counsel with or without cause. The Consortium shall have the authority to direct the Board to terminate the Legal Counsel for cause. Upon receipt of the Consortium's direction to terminate the Legal Counsel, the Board shall provide written notice to the Legal Counsel, of the termination, specifying the date on which the Legal Counsel's contract shall terminate.

#### Section 4.6 – Authority of Individual Board Members

Board members have authority over the affairs of Corporation only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is taken when carrying out specific instructions by the Board.

Board and Committee members shall direct any such requests for comment to the Board Chair and/or Director of Corporation. The Board Chair and Director of Corporation are designated as the official spokespersons for Corporation.

#### Section 4.7 - Categories of Board Membership

Consistent with criteria set forth by the U.S. Department of Labor, WIOA, the State of Florida, and Florida WIOA, Board member composition shall be in accordance with the following categories:

- A. Business: These shall be individuals who are business owners, chief executives or operating officers, employers or other individuals with optimum policymaking or hiring authority, provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations, and are nominated by business organizations or business trade associations. In the event of a difference between the guidance provided in 20 CFR 679.300 and this provision, the regulation will control. A majority of the members of the Board must be representatives of business in the local area. At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration.
- B. Workforce: These shall be representatives of local labor organizations nominated by local labor federations, members of a local labor organization or a training director from a joint labor-management apprenticeship program, or if no joint program exists an individual from an apprenticeship program, may include community based organizations that have demonstrated experience and expertise in addressing employment needs of individuals with barriers, including organizations that serve veterans or individuals with disabilities, and out of school youth. If there is only one (1) representative of local labor organizations on the Board then that representative shall alternate between the County of representation every term. Workforce sector representatives shall constitute a minimum of twenty percent (20%) of the total Board.
- C. Education and Training: Representatives shall include providers administering adult education and literacy activities under WIOA Title II, institutions of higher education providing workforce investment activities (including community colleges and private education providers), may include local educational agencies and community-based



organizations with expertise in education and training of individuals with barriers to employment. If there is only one (1) representative of public education and one (1) representative of private education on the Board then those representatives shall alternate between the two (2) Counties of representation every term.

- D. Government, Economic/Community Development: Representatives of governmental, and economic and community development entities; economic and community development entities serving the Local Area, State Employment office/Wagner-Peyser Act 29 U.S.C. 720 et seq, WIOA Title I of rehabilitation act of 1973, may include agencies representing transportation, housing, public assistance, philanthropic organizations or representatives of entities or individuals as the Consortium determines to be appropriate. Government representatives shall include the County Administrator or designee from each County and one (1) Commissioner from the Hillsborough CEO and one (1) Commissioner from the Pinellas CEO that are currently serving on the Consortium. Such appointments of Commissioners to be consistent with their respective Board appointment processes. If the County Administrator designee is a local government representative, then the local government representative may alternate between the local governments within their County of representation every term.
- E. All Board members or their alternative designee shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. A representative with optimum policymaking authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- F. An individual may be appointed as a representative of more than one (1) membership area if the individual meets all criteria for such representation. If an individual represents more than one membership area, he or she must be appropriately nominated by the organization or entity he or she will represent and must have optimum policymaking authority within each membership area represented. Individuals representing more than one (1) membership area shall be determined and appointed by the Consortium. Nominees shall represent the urban and suburban nature as well as the demographic, ethnic, and gender characteristics reflective of the Local Area.

#### Section 4.8 - Qualifications

Members of the Board shall be U.S. citizens or permanent residents, and residents and registered voters of the Counties of representation. The residency and voter registration requirements may be waived for members of required seats by the Consortium. Business sector representatives must be employed by a business that is located in the County of representation.

#### Section 4.9 – Financial Disclosure

Each Board member who is not otherwise required to file a full and public disclosure of financial interests under Art. II, Section 8 of the Florida Constitution or under Chapter 112 of the Florida

Statutes shall, within thirty (30) days of appointment to the Board, annually thereafter, and upon completion of their term on the Board shall file a statement of financial interests.

#### Section 4.10 - Compensation

The Board members shall serve without compensation. Board members may be reimbursed for reasonable and necessary expenses incurred when traveling on official business of Corporation if approved in advance, consistent with the adopted travel policy. Such reimbursement shall be pursuant to Chapter 112 Section 061 Florida Statutes and Corporation policies.

#### Section 4.11 - Notification of Vacancies

The Board Chair or the Director will notify the Consortium when Board vacancies occur through written correspondence to the Consortium Chair and provide a copy to the County's Local Workforce Development Board Liaison.

### **ARTICLE V** **BOARD MEMBERSHIP**

#### Section 5.1 – Terms of Membership

- A. The term of membership for Members of the Board shall be the same as the Corporation's program year (July 1 – June 30);
- B. Members of the Board shall serve for fixed and staggered terms of two (2) years with the exceptions described herein. The initial Board appointments were staggered between one (1) and two (2) year terms to establish only a portion of the memberships expiring each year;
- C. Members of the Board may not serve as a Board member for more than eight (8) consecutive years unless such member is a representative of a governmental entity. If a Member of the Board is appointed to serve the remainder of an unexpired term, then such service shall count towards the Member's eight (8) year limit. Terms previously served on Hillsborough County or Pinellas County Local Workforce Development Boards do not count toward the eight (8) year limit. A Member may not start another term where the eight (8) consecutive years limit will be reached during such term;
- D. The term of office for the respective Commissioners serving on the Consortium and the respective County Administrator or County staff designee are not subject to the terms of membership specified herein;
- E. In accordance with WIOA and Florida WIOA, whenever a designated seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, the term of office for that seat is not subject to the terms of membership specified herein; and
- F. If a Board member resigns prior to his or her term end date or ceases to represent the category to which they were appointed, they shall be considered as having de facto resigned, and applications for filling the vacancy shall be received in accordance with

the application process set forth by the Consortium. Upon appointment, the new member shall serve the remainder of the unexpired term of the member whose vacancy he or she is filling.

## Section 5.2 – Attendance

Board members are required to attend at least fifty percent (50%) of the Board meetings in any one program year (July – June).

Board members shall notify the Director of Corporation or designee within a reasonable time in advance of the meeting if they will not be able to attend a Board meeting in order to obtain an excused absence. Board members shall notify the Director of Corporation or designee within a reasonable time in advance of the meeting if an alternative designee will attend, see Section 4.7(E). Committee members shall notify the Committee Chair or designee if they will not be able to attend a Committee meeting in order to obtain an excused absence. Designees do not have the right to vote or be counted for purposes of attendance or quorum.

## Section 5.3 – Resignation of Membership

A Board member may resign his or her membership on the Board at any time by submitting a resignation in writing to the Board Chair or Director. In the case of the resignation of the Board Chair, a resignation shall be submitted in writing to the Consortium Chair, the Director, and the Board Vice Chair. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Director or Consortium Chair, unless Section 5.1(D) is applicable.

Three (3) unexcused absences in any one program year (July 1 – June 30) from regularly scheduled Board meetings shall constitute a de facto resignation of the Board member. Three (3) unexcused absences in any one program year (July 1 – June 30) from regularly scheduled Committee meetings shall constitute a de facto resignation of the Committee member from that Committee. De facto resignation from a Committee will not impact the individuals' membership on the Board or membership on other Committees.

## Section 5.4 – Revocation of Membership

The Board Chair may recommend revocation of Board membership to the Consortium Chair, including for, but not limited to, the following reasons:

- A. A member's disability, illness, or inability to perform their duties on the Board; or
- B. Failure to carry out duties, responsibilities, and functions of a Board member as defined in federal and state law, regulations, and these Bylaws; or
- C. Unethical or illegal practices or actions

## **ARTICLE VI** **BOARD OFFICERS**

## Section 6.1 - Board Officer Positions, Nominations and Elections

The Board Officers of Corporation shall consist of a Chair, a Vice-Chair, a 2<sup>nd</sup> Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall not be from the same County of representation during the same program year. The 2<sup>nd</sup> Vice-Chair shall be chosen from the Hillsborough CEO and Pinellas CEO and shall alternate between the County of representation every one (1) year term. The 2<sup>nd</sup> Vice-Chair shall not be from the same County as the Consortium Chair during the same program year.

The Chair, Vice-Chair, Treasurer, and Secretary of Corporation shall be nominated and elected as follows:

- A. A slate of nominees for Officers shall be presented to the Board by the Nominating Committee and selected based upon a majority vote of the quorum present at Corporation annual meeting, except as otherwise directed by the full Board. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in May, or on a date as otherwise set by the Board, and the Officers shall take office in July, or on a date as otherwise set by the Board.
- C. The Chair and Vice-Chair shall be selected from among the representatives of the business sector Board members. The Treasurer and Secretary shall be selected from among any category of Board membership.

## Section 6.2 – Duties of Board Officers

- A. Duties of the Chair shall include:
  - Leading the Board to develop a guiding vision that aligns with the state's priorities;
  - Acting as the lead strategic convener to promote and broker effective relationships between the Consortium and economic development, education, and workforce partners in the Local Area;
  - Reviewing Board directives with the Director of Corporation to ensure compliance and implementation;
  - Presiding at all meetings of the Board;
  - Calling special meetings of the Board;
  - Serving as a signatory for Corporation financial and legal documents;
  - Serving as a member of the Audit Committee;
  - Appointing members to the Education and Industry Consortium;
  - Providing the annual performance review of the Director to the Board and Consortium;
  - Appearing before the state workforce development board (State Board) to discuss the performance of the Board, upon the request of the State Board; and
  - Performing all duties incident to the office of Chair.
- B. Duties of the Vice-Chair shall include:
  - Presiding over meetings of the Board in the absence of the Chair; and
  - Performing all duties incident to the office of Chair in the absence of the Chair.

C. Duties of the 2<sup>nd</sup> Vice Chair shall include:

- Presiding over meetings of the Board in the absence of the Chair and Vice-Chair;
- Serving as a member of the Audit Committee; and
- Performing all duties incident to the offices of Chair and Vice-Chair in the absence of the Chair and Vice-Chair.

D. Duties of the Treasurer shall include:

- Serving as Chair of the Audit Committee;
- Serving as a signatory for Corporation financial and legal documents;
- Making a report on the financial status at each regular meeting of the Board; and
- Performing all duties incident to the office of Treasurer.

E. Duties of the Secretary shall include:

- Signing all bank resolutions;
- Serving as a signatory for Corporation financial and legal documents;
- Reviewing all Board minutes prior to official adoption by the Board of Directors; and
- Performing all duties incident to the office of Secretary.

### Section 6.3 – Terms of Board Officers

The term of office for the Board Chair, Vice-Chair, Treasurer and Secretary shall be for one (1) full year, from July 1 through June 30.

Board Officers shall serve no more than two (2) consecutive terms of one (1) year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two (2) consecutive terms, the Officer shall then step down from their position for a minimum of one (1) year, although he or she may continue to serve as a Board member, or in another office. A member of the Board shall not serve more than two (2) terms in the Board Chair position. Additionally, the Board Chair may not simultaneously act as the employed Director/Chief Executive Officer or Chief Financial Officer of the Board while in position as the Board Chair.

The time which an Officer is appointed to serve the remainder of an unexpired term shall not count towards the Officer's two (2) consecutive terms.

The 2<sup>nd</sup> Vice-Chair is not subject to the Officer term limits specified herein.

### Section 6.4 – Vacancy in One of the Officer Positions

If a vacancy in any office other than the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting where a quorum is established. If the office of Chair becomes vacant, the Vice-Chair will assume the office of Chair for the remainder of the unexpired term. The office of Vice-Chair will then be filled at the Board's discretion.

## **ARTICLE VII**

### **BOARD COMMITTEES**

#### **Section 7.1 – Standing Committees**

The Board shall create an Audit Committee and have the ability to create, expand, or combine additional Standing Committees to carry out the functions of the Corporation as determined necessary for the efficient operation of Corporation. The Consortium shall have the right to approve/appoint one (1) to two (2) non-Board members to the Audit Committee. All created, expanded, or combined Standing Committees shall have identified names, membership, duties and responsibilities. The Board Chair shall name a Committee Chair for each Committee from among the members of the Committee who are also members of the Board of Directors. Each Committee may meet at the call of its Chair or at the direction of the Board of Directors but shall meet at least quarterly. Standing Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board. All standing committees shall have a charter approved by the Board.

The Consortium may create, expand, or combine Standing Committees as determined necessary for the efficient operation of Corporation.

#### **Section 7.2 – Ad Hoc Committees**

The Chair may appoint Ad Hoc Committees as deemed necessary.

#### **Section 7.3 – General Guidelines of Committee Membership**

- A. All Committees shall be chaired by a Board member appointed by the Board Chair and Board members shall comprise a majority of each Committee;
- B. All Board members are required to serve on at least one (1) Standing Committee as determined and appointed by the Board Chair; and
- C. A Committee member, with the exception of a Board member, may designate an alternate in writing who shall have the powers, excluding voting, of the committee member when that alternate attend committee meetings in lieu of the committee member. No committee member or delegate may vote through proxy.

#### **Section 7.4 - Audit Committee Membership, Duties and Responsibilities**

The Audit Committee shall consist of the Board Chair, 2<sup>nd</sup> Vice-Chair, Treasurer, and may include one (1) to two (2) non-Board members if approved/appointed by the Consortium. No employee of Corporation shall serve on the Audit Committee but may serve as staff to the Audit Committee. Corporation's Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- A. Making recommendations to the Board on the selection of an independent auditor, including terms of engagement and compensation;

- B. Overseeing the annual financial audit of any and all programs operated by Corporation in compliance with 2 CFR Part 200 subpart F, including approving annual audit plans;
- C. Reviewing the annual financial audit and recommending responses to any adverse findings thereto to the Board;
- D. Authorizing and procuring Performance audits as defined by Sec 11.45, Florida Statutes, to be performed by independent firms or the Division of Inspector General, Clerk of the Circuit Court and Controller, subject to ratification by the Board;
- E. Reviewing audits and reports on the monitoring of activities, operations and expenditures under the programs operated by Corporation and reporting findings and making recommendations on corrective actions to the Board;
- F. Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of Corporation programs or county staff as determined by the Audit Committee and reporting findings and making recommendations on corrective actions to the Board;
- G. Reviewing and recommending for Board acceptance of the annual financial audit and 401(k) plan audit;
- H. Reviewing and recommending for Board acceptance of the annual IRS Form 990 submission; and
- I. Reviewing internal and external financial monitoring reports performed by Corporation, U.S. Department of Labor, FloridaCommerce, and others as deemed appropriate.

## **ARTICLE VIII**

### **EDUCATION AND INDUSTRY CONSORTIUM**

#### **Section 8.1 – Education and Industry Consortium**

The Board must create an Education and Industry Consortium composed of representatives of educational entities and businesses in the designated service delivery area. The Education and Industry Consortium must provide quarterly reports to the Board which provide community-based information related to educational programs and industry needs to assist the Board in making decisions on programs, services, and partnerships in the service delivery area. The Board will consider the information obtained from the Education and Industry Consortium to determine the most effective ways to grow, retain, and attract talent to the service delivery area. The Board Chair will appoint the Education and Industry Consortium members for two-year terms beginning on January 1 of the year of appointment, and any vacancy must be filled for the remainder of the unexpired term in the same manner as the original appointment. A member of the Board may not serve as a member of the Education and Industry Consortium.

## **ARTICLE IX**

### **MEETINGS**

#### **Section 9.1 – Meeting Frequency, Location, Notices, Minutes, Participation and Parliamentary Procedures**

- A. The Board and Committees of the Board shall meet on a regularly scheduled basis as deemed necessary and appropriate to carry out the responsibilities of the Board or Committee. A calendar of Board and Committee meetings shall be presented to the Board for approval at the annual meeting.
- B. Meetings of the Board and Committees of the Board shall be held at locations determined by the members.
- C. The Director of Corporation or designee shall notice all Board and Committee members of meetings by email, telephone, or any other electronic means at least seven (7) days in advance. These notices shall contain the meeting date, time, location, and identify the agenda items.
- D. Special meetings of the Board or Executive Committee may be called at any time by the Board Chair or by written request to the Board Chair of not less than twenty-five percent (25%) of the Board membership, setting forth the reason for calling a special meeting. In their consideration of whether a Special meeting is necessary Board members must be mindful not to substantively discuss the issue(s) which may come before the Board in their consideration of whether a Special Meeting is necessary.
- E. The Director of Corporation or designee shall notice all Board members of special meetings by email, telephone, or any other electronic means at least three (3) calendar days in advance. These notices shall contain the meeting date, time, location, and identify the purpose of the meeting and whether it has been called by the Chair or by written request.
- F. The public shall be informed of all meetings of the Board and Committees of the Board through notices which shall state the meeting date, time, location, and purpose. Special meeting notices shall identify whether it has been called by the Chair or by written request.
- G. Written minutes shall be kept of all Board and Committee meetings. Written minutes shall be reviewed and approved at the next regularly scheduled Board or Committee meeting. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. All minutes shall be kept on file by the Board Secretary at Corporation administrative office as the record of the official actions of the Board or Committee for as long as prescribed by Chapter 119 of the Florida Statutes.
- H. All Board and Committee meetings shall be conducted in accordance with the "sunshine provision" of WIOA and Florida's Government-in-the-Sunshine Act.
- I. The Board may allow members to participate in Board and Committee meetings by the use of technology, such as telephone and web-based meetings, to promote member participation, provided that same access be made available to the public and it allows all persons participating in the meeting to hear each other.
- J. Members of the public may attend Board or committee meetings and will be given an opportunity to be heard at such meetings except in cases where the meeting involves an emergency situation affecting the public health, welfare, or safety, and comments would cause an unreasonable delay, a ministerial act, is exempt from Florida Statute Section 286.011, or where the Board or committee is acting in a quasi-judicial capacity. An individual is limited to three (3) minutes to make public comment at a Board or committee meeting, absent the Board or committee granting the individual an extension of time. The procedures for an individual to inform the Board or



committee of a desire to be heard at a Board or committee meeting will be published on the agenda.

## Section 9.2 – Participation in Meetings

Participation in Board and Executive Committee meetings shall be limited to members of the Board, Committees of the Board, Corporation staff, County Liaison(s) to Corporation and Board Counsel, with the exception of regularly scheduled agenda items that call for reports or participation by non-members. A time shall be set on the agenda for the receipt of public comment to allow input or comment from any member of the public.

## Section 9.3 – Parliamentary Procedures

Where parliamentary procedures are not covered by these By-laws, Robert's Rules of Order, Revised, shall prevail.

# **ARTICLE X**

## **QUORUM, VOTING, CONFLICT OF INTEREST,**

## **AND RELATED PARTY CONTRACTS**

## Section 10.1 – Quorum

A quorum is required to conduct official business of the Board and Committees of the Board.

- A. A quorum of the Board and Committees of the Board shall consist of at least forty percent (40%) of the actual appointed membership;
- B. Board and Committee members participating by the use of technology, such as telephone and web-based meetings, will be included as part of the quorum as a quorum does not have to be physically present to conduct business; and
- C. In the absence of a quorum, no official action shall be taken on any item by the Board or Committee.

## Section 10.2 – Voting

- A. Any action that may be taken by the Board or a Committee shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the actual appointed membership in attendance at a meeting where a quorum has been established unless otherwise specified in these bylaws.
- B. Each member of the Board or Committee shall have one (1) vote when present at a Board or Committee meeting, whether attending in person or by telephone or other type of communication technology.
- C. Members may not vote by proxy.
- D. Voting privileges of non-Board members selected to serve on a Committee are limited to that Committee.
- E. A member of the Board or Committee, who is present, either in person or by telephone or other type of communication technology, at a meeting of the Board or Committee at

which action on any matter is taken shall vote on all said actions or matters. Every vote shall be declared and entered in the minutes of the meeting except as provided below in the case of conflict of interest.

- F. A Board member acting as presiding Officer at a meeting of the Board or a Committee shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- G. Any action item considered, voted on and approved by a Committee, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth for approval at the next Board meeting.

### Section 10.3 – Conflict of Interest

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.

No Board or Committee member shall vote upon any measure which would inure to their special private gain or loss; which they know would inure to the special private gain or loss of any principal by whom they are retained or to the parent organization or subsidiary of a corporate principal by which they are retained; or which they know would inure to the special private gain or loss of a relative or business associate. A relative is defined as any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. See Chapter 112 Section 3143 Florida Statutes.

### Section 10.4 – Related Party Contracts

Related party contracts shall require a two-thirds (2/3<sup>rd</sup>) vote of the Board or Committee for approval, a quorum having been established, and the Board or Committee member who has a conflict of interest shall comply with requirements of Section 9.3. All related party contracts shall be reported to FloridaCommerce for review and approval prior to being executed, as required. A related party contract is any contract made between Corporation and a member of the Board or Committee, or Board or Committee member's relative, or an entity represented by that Board or Committee member.

## **ARTICLE XI** **AMENDMENTS**

### Section 11.1 – Amendments

These By-laws may be amended or replaced only by the Consortium. At the Consortium's sole discretion, the Consortium may consult with the Board during the Consortium's consideration of amendments or replacements to these By-laws. The Board may initiate or support this process by providing recommendations for amendment or replacement for Consortium consideration and approval.

### Section 11.2 – Recommendations for Amendments

The Board may recommend to the Consortium these By-laws be amended or replaced by a two-thirds (2/3<sup>rd</sup>) affirmative vote of the quorum in attendance at the Board meeting. Notice of recommending a proposed amendment to or replacement of these bylaws shall be made no less than five (5) calendar days prior to the Board meeting at which such amendment or repeal is acted upon.

## **ARTICLE XII** **GENERAL PROVISIONS**

### Section 12.1 – General Provisions

Nothing in these By-laws shall be construed to take precedence over federal, state, or local laws or regulations, or to constrain the rights or obligations of the Consortium or State.

## **ARTICLE XIII** **INDEMNIFICATION**

### Section 13.1 – Indemnification of Board Members

Corporation shall indemnify and hold harmless any Board Officer, Board member, or staff person, or former Board Officer, Board member, or staff person, for expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a Board Officer, Board member, or staff person, except in relation to matters in which he or she was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his or her duties.

### Section 13.2 – Rights to Indemnification

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

### Section 13.3 – Indemnification Insurance

Corporation shall purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

## **ARTICLE XIV** **FISCAL YEAR**

### Section 14.1 – Fiscal Year

The fiscal year of Corporation shall be July 1 through June 30.

## **ARTICLE XV** **DISSOLUTION**

### Section 15.1 – Dissolution

Upon the dissolution of Corporation, the Officers shall, after paying or making provision for the payment of all the liabilities of Corporation, dispose of the remaining assets of Corporation by returning them to the U.S. Department of Labor, the state designee, or, if the U.S. Department of Labor and state designee agree, giving those assets to local charitable, educational, religious, or scientific purposes, which qualify as a Section 501(c)3 non-profit organization under the Internal Revenue Code.

## **ARTICLE XVI** **ENACTMENT PROVISION**

### Section 16.1 – Enactment Provision

Pursuant to 20 C.F.R. 679.310(g), these By-laws shall become effective upon approval by the Consortium.



# 2024-2025 Planning Budget

## ***Background Information***

The CareerSource Hillsborough Pinellas (CSHP) 2024-2025 Planning Budget was prepared jointly by Hillsborough and Pinellas staff and has been prepared based on preliminary information received from FloridaCommerce for our primary formula-based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). The preliminary WIOA allocations indicate an approximate decrease of 10% overall for the combined entity compared to the prior year while the preliminary WTP allocations indicate an approximate decrease of 5.5% when compared to the prior year. Wagner Peyser funding is projected to be level funded. Estimates for other recurring funding sources have been based on prior year allocations received by each County. Carryforward amounts by County are estimated based on current available information and anticipated expenditures through the end of the current fiscal year, June 30, 2024. A budget modification will be presented in the first quarter of FY2025 once all final allocations and carryforward amounts are known.

The Board's general responsibility includes, but is not limited to, developing a budget for the activities of the board, with approval of the Consortium, per the By-Laws (Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. DBA CareerSource Hillsborough Pinellas). Once approved by the CSHP Board of Directors, the budget will go before the Consortium on June 4, 2024, for final approval and then to FloridaCommerce by October 1<sup>st</sup> in accordance with the FloridaCommerce Grantee Subgrantee agreement.



## ***2024-2025 Budgeted Revenues Funding by County and Combined***

## Pinellas County 2024-2025 Planning Budget Revenue Variances

Funding Streams	Proposed Budget 2024- 2025	Approved 2023- 2024 Budget Mod 2	\$ Variance	% Variance
<b>Workforce Innovation &amp; Opportunity Act</b>				
Adult	1,107,776	1,150,000	(42,224)	-3.7%
Dislocated Worker	1,660,052	1,750,000	(89,948)	-5.1%
<b>Total Adult/Dislocated Worker</b>	<b>2,767,828</b>	<b>2,900,000</b>	<b>(132,172)</b>	<b>-8.8%</b>
Youth	909,987	1,400,000	(490,013)	-35.0%
Rapid Response	75,000	100,000	(25,000)	-25.0%
HOPE Funding Initiative	100,000	63,125	36,875	58.4%
Hurricane Idalia	-	25,000	(25,000)	-100.0%
Board Consolidation Funding	15,000	200,000	(185,000)	-92.5%
Get There Faster Low Income Returning Ad.	-	280,890	(280,890)	-100.0%
<b>Total WIOA</b>	<b>3,867,815</b>	<b>4,969,015</b>	<b>(1,101,200)</b>	<b>-22.2%</b>
<b>Employment Services</b>				
Wagner-Peyser	770,000	850,000	(80,000)	-9.4%
Veterans Services	168,000	144,000	24,000	16.7%
Recovery Navigator	65,000	100,000	(35,000)	-35.0%
Apprenticeship Navigator	65,000	65,000	-	0.0%
HOPE Navigator	80,000	44,687	35,313	79.0%
RESEA	480,000	425,000	55,000	12.9%
Supplemental Nutrition Assistance Program	190,000	400,000	(210,000)	-52.5%
Trade Adjustment Assistance	27,000	10,000	17,000	170.0%
<b>Total Employment Services</b>	<b>1,845,000</b>	<b>2,038,687</b>	<b>(193,687)</b>	<b>-9.5%</b>
<b>Welfare Transition</b>	<b>2,228,500</b>	<b>2,150,000</b>	<b>78,500</b>	<b>3.7%</b>
<b>TOTAL Florida Commerce</b>	<b>7,941,315</b>	<b>9,157,702</b>	<b>(1,216,387)</b>	<b>-13.3%</b>
<b>Other Revenue</b>				
Ticket to Work	-	100,000	(100,000)	-100.0%
Tobacco Free Florida	-	2,400	(2,400)	-100.0%
Interest	11,500	42,000	(30,500)	-72.6%
<b>TOTAL NON-Florida Commerce</b>	<b>11,500</b>	<b>144,400</b>	<b>(132,900)</b>	<b>-92.0%</b>
<b>TOTAL 2024-2025 BUDGETED REVENUE</b>	<b>7,952,815</b>	<b>9,302,102</b>	<b>(1,534,287)</b>	<b>-16.5%</b>



## Hillsborough County 2024-2025 Planning Budget Revenue Variances

Funding Streams	Proposed Budget 2024- 2025	Approved 2023- 2024 Budget Mod 2	\$ Variance	% Variance
<b>Workforce Innovation &amp; Opportunity Act</b>				
Adult	2,477,422	3,112,796	(635,374)	-20.4%
Dislocated Worker	2,796,980	2,640,065	156,915	5.9%
<b>Total Adult/Dislocated Worker</b>	<b>5,274,402</b>	<b>5,752,861</b>	<b>(478,459)</b>	<b>-8.3%</b>
Youth	2,869,038	3,167,301	(298,263)	-9.4%
Rapid Response	275,000	275,000	-	0.0%
HOPE Funding Initiative	100,000	64,064	35,936	56.1%
Board Consolidation Funding	625,000	297,084	327,916	110.4%
Get There Faster - Veterans & Military Spouses	725,000	1,931,167	(1,206,167)	-62.5%
<b>Total WIOA</b>	<b>9,868,440</b>	<b>11,487,477</b>	<b>(1,619,037)</b>	<b>-14.1%</b>
<b>Employment Services</b>				
Wagner-Peyser	2,153,152	1,804,773	348,379	19.3%
Veterans Services	280,000	300,000	(20,000)	-6.7%
Apprenticeship Navigator	62,500	62,500	-	0.0%
HOPE Navigator	75,000	44,845	30,155	67.2%
RESEA	1,110,396	1,141,038	(30,642)	-2.7%
Supplemental Nutrition Assistance Program	811,697	1,020,010	(208,313)	-20.4%
Trade Adjustment Assistance	75,000	309,921	(234,921)	-75.8%
Military Family	275,937	275,937	-	0.0%
<b>Total Employment Services</b>	<b>4,843,682</b>	<b>4,959,024</b>	<b>(115,342)</b>	<b>-2.3%</b>
<b>Welfare Transition</b>	<b>4,275,853</b>	<b>5,669,452</b>	<b>(1,393,599)</b>	<b>-24.6%</b>
<b>TOTAL Florida Commerce</b>	<b>18,987,975</b>	<b>22,115,953</b>	<b>(3,127,978)</b>	<b>-14.1%</b>
<b>Direct Grants/Special Projects</b>				
Hillsborough County Re-entry Program	85,000	243,524	(158,524)	-65.1%
Hillsborough County ACE Program	916,250	901,046	15,204	1.7%
Hillsborough County Sector Strategies Initiative	545,000	670,597	(125,597)	-18.7%
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-	0.0%
United Way - Youth Research	-	23,285	(23,285)	-100.0%
Tech Boost	-	120,000	(120,000)	-100.0%
<b>Total Direct Grants/Special Projects</b>	<b>1,632,917</b>	<b>2,045,119</b>	<b>(412,202)</b>	<b>-20.2%</b>
<b>TOTAL NON-Florida Commerce</b>	<b>1,632,917</b>	<b>2,045,119</b>	<b>(412,202)</b>	<b>-20.2%</b>
<b>TOTAL 2024-2025 BUDGETED REVENUE</b>	<b>20,620,892</b>	<b>24,161,072</b>	<b>(3,540,180)</b>	<b>-14.7%</b>





## CareerSource Hillsborough Pinellas 2024-2025 Planning Budget Combined Budgeted Revenues

Funding Streams	Hillsborough County Proposed Budget 2024- 2025	Pinellas County Proposed Budget 2024- 2025	Combined Proposed Budget 2024-2025
<b>Workforce Innovation &amp; Opportunity Act</b>			
Adult	2,477,422	1,107,776	3,585,198
Dislocated Worker	2,796,980	1,660,052	4,457,032
<b>Total Adult/Dislocated Worker</b>	<b>5,274,402</b>	<b>2,767,828</b>	<b>8,042,230</b>
Youth	2,869,038	909,987	3,779,025
Rapid Response	275,000	75,000	350,000
HOPE Funding Initiative	100,000	100,000	200,000
Board Consolidation Funding	625,000	15,000	640,000
Get There Faster - Veterans & Military Spouses	725,000	-	725,000
<b>Total WIOA</b>	<b>9,868,440</b>	<b>3,867,815</b>	<b>13,736,255</b>
<b>Employment Services</b>			
Wagner-Peyser	2,153,152	770,000	2,923,152
Veterans Services	280,000	168,000	448,000
Recovery Navigator	-	65,000	65,000
Apprenticeship Navigator	62,500	65,000	127,500
HOPE Navigator	75,000	80,000	155,000
RESEA	1,110,396	480,000	1,590,396
Supplemental Nutrition Assistance Program	811,697	190,000	1,001,697
Trade Adjustment Assistance	75,000	27,000	102,000
Military Family	275,937	-	275,937
<b>Total Employment Services</b>	<b>4,843,682</b>	<b>1,845,000</b>	<b>6,688,682</b>
<b>Welfare Transition</b>	<b>4,275,853</b>	<b>2,228,500</b>	<b>6,504,353</b>
<b>TOTAL Florida Commerce</b>	<b>18,987,975</b>	<b>7,941,315</b>	<b>26,929,290</b>
<b>Direct Grants/Special Projects</b>			
Hillsborough County Re-entry Program	85,000	-	85,000
Hillsborough County ACE Program	916,250	-	916,250
Hillsborough County Sector Strategies Initiative	545,000	-	545,000
United Way - Tampa Bay Summer Hires Program	86,667	-	86,667
<b>Total Direct Grants/Special Projects</b>	<b>1,632,917</b>	<b>-</b>	<b>1,632,917</b>
<b>Other Revenue</b>			
Interest	-	11,500	11,500
	-	<b>11,500</b>	<b>11,500</b>
<b>TOTAL NON-Florida Commerce</b>	<b>1,632,917</b>	<b>11,500</b>	<b>1,644,417</b>
<b>TOTAL 2024-2025 BUDGETED REVENUE</b>	<b>20,620,892</b>	<b>7,952,815</b>	<b>28,573,707</b>



## ***2024-2025 Planning Budget by County and Combined***

## Pinellas County 2024-2025 Planning Budget

Budget Category	Actual Yr Ended 6/30/2023	Budget Yr Ended 6/30/2024	Proposed 2024- 2025 Planning Budget
Grant Revenue - Federal	9,221,292	8,957,702	7,941,315
Grant Revenue - Local	-	200,000	-
<b>Total Grant Revenue</b>	<b>9,221,292</b>	<b>9,157,702</b>	<b>7,941,315</b>
Other Income	149,331	144,400	11,500
<b>Total Revenues</b>	<b>9,370,623</b>	<b>9,302,102</b>	<b>7,952,815</b>
Salaries	3,264,295	3,494,754	3,158,503
Payroll Tax & Fringe	1,007,965	1,159,357	1,086,075
Retirement	151,677	206,516	270,850
Staff Training & Education	17,801	43,050	38,350
Accounting & Professional fees	329,763	342,470	218,646
Occupancy	356,045	340,623	355,618
Contract Labor	437,126	424,300	264,834
Office Expense	277,992	189,243	187,626
Insurance	93,098	86,000	79,000
Communications	97,695	95,520	96,276
Community Outreach	35,416	35,400	35,132
Travel	50,541	43,650	48,650
Meetings & Conferences	13,765	18,850	24,500
License, Dues & Other Fees	54,181	49,219	40,999
Other expense	18,459	4,200	-
Customer Training & Related Costs	2,758,985	2,175,500	1,750,456
Service Provider Contracts	373,521	563,000	297,300
Depreciation	8,854		-
<b>Total Expenses</b>	<b>9,347,179</b>	<b>9,271,652</b>	<b>7,952,815</b>
<b>Net Income/(Loss)</b>	<b>23,444</b>	<b>30,450</b>	<b>-</b>

## Hillsborough County 2024-2025 Planning Budget

Budget Category	Actual Yr Ended 6/30/2023	Budget Yr Ended 6/30/2024	Proposed 2024- 2025 Planning Budget
Grant Revenue - Federal	19,545,858	22,115,954	18,987,975
Grant Revenue - Local	1,120,506	2,045,119	1,632,917
Total Grant Revenue	<b>20,666,364</b>	<b>24,161,073</b>	<b>20,620,892</b>
Other Income	90,193	-	-
Total Revenues	<b>20,756,557</b>	<b>24,161,073</b>	<b>20,620,892</b>
Salaries	6,585,351	7,424,259	8,295,892
Payroll Tax & Fringe	1,437,252	1,968,501	2,130,753
Retirement	354,833	507,512	527,164
Staff Training & Education	34,013	130,000	113,000
Accounting & Professional fees	574,363	638,913	651,810
Occupancy	1,439,973	1,535,600	1,498,510
Contract Labor	422,087	373,928	405,856
Office Expense	935,649	971,954	846,492
Insurance	118,077	129,220	132,290
Communications	124,951	125,020	124,400
Community Outreach	241,260	285,886	484,600
Travel	96,968	152,450	109,450
Meetings & Conferences	79,863	55,000	44,500
License, Dues & Other Fees	44,780	40,100	30,200
Other expense	10,625	-	-
Customer Training & Related Costs	4,197,992	8,143,500	4,890,500
Service Provider Contracts	4,086,151	1,474,000	130,000
Depreciation	172,075	-	-
Total Expenses	<b>20,956,263</b>	<b>23,955,843</b>	<b>20,415,416</b>
Net Income/(Loss)	(199,707)	-	-
Unobligated Balance		205,230	205,476

## CareerSource Hillsborough Pinellas 2024-2025 Planning Budget

Budget Category	Actual Yr Ended	Budget Yr Ended	Proposed 2024-
	6/30/2023	6/30/2024	2025 Planning Budget
Grant Revenue - Federal	28,767,150	31,073,656	26,929,290
Grant Revenue - Local	1,120,506	2,245,119	1,632,917
Total Grant Revenue	<b>29,887,656</b>	<b>33,318,775</b>	<b>28,562,207</b>
Other Income	239,524	144,400	11,500
Total Revenues	<b>30,127,180</b>	<b>33,463,175</b>	<b>28,573,707</b>
Salaries	9,849,646	10,919,013	11,454,395
Payroll Tax & Fringe	2,445,217	3,127,858	3,216,828
Retirement	506,510	714,028	798,014
Staff Training & Education	51,814	173,050	151,350
Accounting & Professional fees	904,126	981,383	870,456
Occupancy	1,796,018	1,876,223	1,854,128
Contract Labor	859,213	798,228	670,690
Office Expense	1,213,641	1,161,197	1,034,118
Insurance	211,175	215,220	211,290
Communications	222,646	220,540	220,676
Community Outreach	276,676	321,286	519,732
Travel	147,509	196,100	158,100
Meetings & Conferences	93,628	73,850	69,000
License, Dues & Other Fees	98,961	89,319	71,199
Other expense	29,084	4,200	-
Customer Training & Related Costs	6,956,977	10,319,000	6,640,956
Service Provider Contracts	4,459,672	2,037,000	427,300
Depreciation	180,929	-	-
Total Expenses	<b>30,303,442</b>	<b>33,227,495</b>	<b>28,368,231</b>
Net Income/(Loss)	(176,263)	30,450	-
Unobligated Balance		205,230	205,476



## ***CareerSource Hillsborough Pinellas 2024-2025 Planned Expenditure Details***

The total projected expenditures for 2024-2025 are \$28,368,231 for the counties combined. Additional cost savings are anticipated to be realized throughout the year as the counties continue to evaluate operations, including products and services utilized. These cost savings should be realized in future budget modifications. Of the current expenditures the most significant relate to:

- Salaries and Benefits – Approximately \$14.7 million or 51% of total budgeted expenditures. See further information below as to specific benefits and Full-Time equivalents (FTE's).
- Customer Training and Related Costs – Approximately \$6.6 million or 23% of total budgeted expenditures.

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

- **Salaries** – Includes direct salaries of CSHP staff. The current budget includes both CSHP filled and open positions as identified below. CSHP also provides functional supervision of FloridaCommerce State staff that work in the various career centers. The State pays the salaries and related benefits to these staff directly and therefore are not included in this budget.

	FTE Counts by County		
	Hillsborough	Pinellas	Total Combined
CSHP Staff - filled	122	53	175
CSHP Staff - open	10	4	14
State Staff - filled	14	14	28
State Staff - open	5	3	8
Total	151	74	225

- **Payroll Tax & Fringe** – Includes salaries and related benefits. Benefits include: payroll taxes, benefit stipend (if applicable), workers comp insurance, portion of health and wellness benefits paid for by CSHP.
- **Retirement** – Includes a discretionary 5% Non-elective employer contribution and discretionary employer matching contribution of up to a 3% dollar-for-dollar match to eligible staff.
- **Staff Training & Education** – Training for staff to include on-site training, as well as various training opportunities offered by outside sources.
- **Accounting and Professional** – Includes payroll processing fees, background & drug screenings, bank fees, legal services, fees for independent audit of financial statements, and the

IRS Form 990 preparation. Also included are fees for various professional services required throughout the year such as, programmatic monitoring, public relations firm, interim controller through September (Pinellas), and employment verification services provided by outside third parties.

- **Occupancy** – Costs are derived from facility rent, utilities, security, janitorial services, etc., as well as other expenses such as repairs and maintenance. Hillsborough County has one comprehensive Career Center located in Tampa and five affiliate Career Centers located throughout the County (Tampa, Brandon, Ruskin, Plant City and Wimauma). Pinellas County has two comprehensive Career Centers located in Clearwater and St. Petersburg and two affiliate Career Centers located in St. Petersburg and Tarpon Springs. Each County also maintains an administrative office.
- **Contract Labor** – Includes amount for contracted IT service provider for help desk support, fractional CIO, as well as special projects and other support needs of the internal IT team. Also includes costs of contracted temporary staffing for the summer program.
- **Office Expense** – A significant piece of these costs are related to IT specific needs such as Microsoft 365, anti-virus, cloud storage, digital signature, etc. Also included are general office supplies for staff and centers, equipment rental fees for copiers and postage machines, and other expenses such as document shredding and postage costs. May also include budgeted amounts for replacement of furniture and equipment as the need presents.
- **Insurance** – This includes General liability, Property, Auto, Abuse/Molestation, Inland Marine, Professional liability, Umbrella/excess, Management Liability, Crime, and Cyber Security. Workers Compensation is included with Payroll Tax & Fringe.
- **Communications** – Includes internet, phones (both land lines and staff cell phones), fax lines, etc.
- **Community Outreach** – Includes various forms of outreach to engage customers and educate them about our services offered. This can include social media campaigns, TV and radio ads, classified ads, printed materials, as well as community event sponsorships, etc. Also includes contracts with any third-party firms providing services related to outreach and/or public relations.
- **Travel** – Staff mileage reimbursements, as well as various travel related expenditures such as, air fare, hotels, per diem, and incidentals when attending meetings and conferences.
- **Meetings & Conferences** – Meetings and conference fees associated with professional development and training for staff and Board members. These may be both local and out of state.
- **License, Dues & Other Fees** – Includes various membership fees for organizations such as the National Association of Workforce Boards (NAWB) and Florida Workforce Development Association (FWDA), as well as various Chambers of Commerce within the local area. Also included are various other dues, subscriptions and other incidental expenses.
- **Other Expense** – Includes miscellaneous expenses not easily categorized in other significant areas, such as, items related to staff appreciation.

- **Customer Training & Related Costs** - these are direct training costs related to participants and/or employers. This includes, but is not limited to, Individual Training Accounts (ITA's), Supportive Services, On the Job Training (OJT), Paid Work Experience (PWE) and Incumbent Worker Training (IWT).

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

The U.S. Department of Labor sets certain parameters around WIOA Youth funding, however, States can request waivers for these requirements. Florida requested and was granted a waiver for WIOA Youth funding through the period of June 30,2025. This waiver includes the ability to spend 50% of Youth funds for Out-of-School Youth versus the typical 75% requirement. In addition, LWDB's are required to spend 20% of Youth funding for Paid Work Experience (PWE) or On-the-Job training opportunities for Youth.

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





## Definition of Awards/Programs

### **Workforce Innovation and Opportunity Act (WIOA)**

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

- **WIOA Adult**

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

- **WIOA Dislocated Worker**

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

- **WIOA Youth**

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

- **WIOA – Rapid Response \*\***

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

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

- **WIOA – Hope Funding Initiative \*\***

Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency

and hope by focusing on community collaboration amount the private sector, faith-based community organizations, non-profits and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities.

State level WIOA funds provided to Boards to support additional staffing, supplies and other expenses related to the delivery of specialized services and programming offered to Hope Florida, such as training or supportive services. (See also *Wagner Peyser funding received for hiring of a Hope Navigator*).

- **WIOA – Board Consolidation Funding\*\***

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

- **WIOA – Get There Faster – Veterans & Military Spouses \*\***

State level WIOA funds provided as part of a grant application process for WIOA eligible veteran, military spouse and eligible veteran spouse participants. This program assists with providing targeted, in-demand employment opportunities through career training and supportive services to military veterans, military spouses and eligible veteran spouses facing barriers to employment, with a focus on homeless and disabled veterans.

**Note:** Pinellas County received a Get There Faster Grant for Low-Income Returning Adults; however, all funds were fully spent during 203-2024.

## **Employment Services**

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- **Wagner-Peyser**

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

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

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

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

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

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

The *Local Veterans Employment Representatives* program conducts outreach to employers to increase the employment opportunities available to veterans and encourage the hiring of Veterans. The program services include job development, job placement, and supportive employment services to qualified veterans.

- **Wagner Peyser – Recovery Navigator \*\***

The purpose of this award is to provide salary support to establish or expand staff resources that support the grantee's efforts in assisting job seekers with substance use disorders (SUDs) or in recovery obtain employment that leads to self-sufficiency.

The Recovery Navigator will collaborate with internal and external partners to:

- Create and maintain linkages between addiction service providers and the workforce development community
- Engage community-based and service agency professionals to leverage resources and enhance services for individuals with substance use disorders (SUDs) and those in recovery
- Develop expertise regarding addiction/recovery and employment issues, and work with the business services unit to provide support and technical assistance for employers in hiring and retaining workers with SUD and those in recovery
- Work with external partners including employers, recovery organizations, peer support groups, community-based organizations and local criminal justice agencies to:
  - Identify employment opportunities that can serve individuals in recovery
  - Develop wrap-around services for individuals in recovery as they seek and obtain employment (including, when needed, integrated case management teams)
  - Prepare and promote individuals in recovery for employment in career pathways for demand industries and occupations
- Expand training and employment opportunities for individuals in recovery to be peer counselors, as feasible

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

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

The Apprenticeship Navigators Role includes:

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

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

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

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

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

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

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

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

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

- **Trade Adjustment Act (TAA)**

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

- **Military Family/Spouse**

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

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*\*\* Funding received for targeted training or special initiatives*

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

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- **Welfare Transition**

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

## **Direct Grants and Special Projects *(These grants are specific to Hillsborough County)***

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

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

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

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

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

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

- **United Way Suncoast – Tampa Bay Summer Hires**

Supplement existing funding for our Tampa Bay Summer Hires program allowing us to serve those youth that do not meet the eligibility requirements under our other funding sources.

## **Action Item Recommendation**

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



## **Action Item**

### **Selection of Legal Firm**

#### **Background:**

Per Section 4.5 of the Bylaws of Tampa Bay Workforce Alliance, Inc., doing business as CareerSource Hillsborough Pinellas, "The Board shall have the power to select and recommend Legal Counsel for the provision of advice, support, and guidance on legal services to the Corporation for Consortium approval. The Consortium must approve the process for the Board to select Legal Counsel. The Legal Counsel shall report to the Board, shall provide and be responsible for provision of legal services, and give updates at Board meetings, as requested."

Per Section 4.7 of the Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, "the Consortium must approve a process for the LWDB (Local Workforce Development Board) to select General Counsel for the new entity." Accordingly, on February 6, 2024, the Hillsborough Pinellas Workforce Development Consortium approved the issuance of an RFP (Request for Proposal) for the provision of Legal Services General Counsel for the CareerSource Hillsborough Pinellas Workforce Board as well as Counsel to CareerSource Hillsborough Pinellas.

#### **Information:**

Through the issuance of this RFP, CareerSource Pinellas sought legal services from qualified firms that are properly licensed with the following experience:

- Serving quasi-government or government organizations.
- Knowledgeable and experienced in governmental law and federally funded grants and contracts as it relates to workforce development programs such as the Workforce Innovation and Opportunity Act.
- Experience in Florida Non-profit organizations and Internal Revenue Code section 501(c)(3) organizations.
- Experience in complex administrative hearings related to governmental law, rules and procedures of the assigned federal Departments and state Agencies related to Workforce Innovation and Opportunity Act.
- Experience in working with the US Department of Labor Training and Employment Administration, Florida State Department of Commerce.

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

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

Certain members of Senior Leadership of CareerSource Pinellas and CareerSource Tampa Bay (“Panel”) each received copies of the submissions and reviewed/scored/ranked the proposals independently. The Panel discussed their individual scores, ranking, and the scores were then aggregated, and proposals ranked.

Aggregated scores (out of 100 points) from the reviewers were as follows:

Company Name	Score
<b>GrayRobinson, P.A.</b>	<b>89.0</b>
<b>Shumaker, Loop &amp; Kendrick, LLP</b>	<b>85.2</b>
<b>Bush Graziano Rice &amp; Hearing, P.A.</b>	<b>70.4</b>

Considerations for top-two rated firms:

**GrayRobinson, P.A.**

- Current legal counsel for CareerSource Pinellas (since December 2019). Ms. Stephanie Marchman would continue as general counsel. Ms. Heather Ramos would serve, and currently serves, as assistant general counsel.
- Consortium approved GrayRobinson as the Consortium’s legal counsel for the merger.
- Current legal counsel for CareerSource Central Florida (Ms. Heather Ramos). GrayRobinson has also performed legal services for CareerSource Citrus Levy Marion, CareerSource Brevard, CareerSource Florida, CareerSource Florida Crown, CareerSource Flagler Volusia, CareerSource North Central Florida, and CareerSource Tampa Bay in various legal and lobbying capacities, since 2012.
- Lead counsel would serve CareerSource Hillsborough Pinellas from their Gainesville, FL office and has nearly 20 years of experience. The proposed team, except for the Associate, are located in Gainesville and Orlando, FL. In addition to the lead counsel, the team is comprised of three partners who each provide a wide range of legal services, as follows:
  - Advise on board governance, open meeting, public records, and ethics requirements, labor and employment matters and litigation.
  - Advise on Corporate and Tax-Exempt issues.
  - Advise on Governance Policies and Procedures
  - Provide Human Resource and Labor and Employment Services
  - Negotiate, draft, and review contracts essential for day-to-day operations
  - Ensure Merged Entity’s compliance with all applicable laws and regulations, especially Workforce Innovation and Opportunity Act and Chapter 445, Florida Statutes.
- Provides lobbying services to CareerSource Pinellas.
- Fee schedule:



Counsel Services	Fixed Hourly Fee
Senior Partner	\$ 425
Partner	\$ 325
Counsel	\$ 300
Associate	\$ 225
Paralegal	\$ 125
Other	\$

### **Shumaker, Loop & Kendrick, LLP**

- Represents public entities and 501(c)(3) nonprofit organizations throughout the State of Florida, ranging from economic development corporations and public-school systems to port and housing authorities. No workforce boards as current clients.
- Ms. Jennie Tarr, previously at the Hillsborough County Attorney's Office, spent over 35 years serving as legal counsel for entities throughout Hillsborough County, including CareerSource Tampa Bay.
- Attorney who is certified in city, county, and local government law.
- Lead counsel would serve CareerSource Hillsborough Pinellas from their St. Petersburg, FL office, has nearly 40 years of experience and was the former Senior Assistant County Attorney for Hillsborough County. In addition to the Lead Counsel, the Team is comprised of five additional partners who each provide legal counsel to a specific area, such as:
  - Government law and federally funded grants and contracts as they relate to workforce development programs,
  - Florida's Sunshine Law, Public Records Act, Chapter 445, Florida Statutes
  - Assist in Human Resources Department with investigations on labor law and employee relations concerns.
  - Tax-exempt organization legal issues related to the Merged Entity.
- Provides lobbying services to CareerSource Tampa Bay.
- Fee schedule:

Counsel Services	fixed Hourly Fee
Senior Partner	\$ 395
Partner	\$ 395
Counsel	\$ 395
Associate	\$ 250
Paralegal	\$ 200
Other	\$ 150

**Recommendation:** Approve the selection of GrayRobinson, P.A. to be legal counsel for CareerSource Hillsborough Pinellas. The anticipated commencement date of the engagement for the initial term will be on or before July 1, 2024, with an end date of June 30, 2025. The contract will be renewable for up to three one-year terms.



## Action Item

### PY 24-25 Board of Directors Schedule

The CareerSource Tampa Bay Board was meeting on the third Thursday quarterly at 9 a.m.

The CareerSource Pinellas Board was meeting on the second Wednesday Bi-Monthly at 11:45 a.m.

The CareerSource Hillsborough Pinellas board members were surveyed on the day and time preference of the meetings and below are the results.

Day / Time	
Third Thursday of the month at 9:00 a.m.	13
Second Wednesday of the month at 11:45 a.m.	13
Either day works	5
No response	3
	34

The Consortium currently is meeting Bi-Monthly alternating meeting locations between Hillsborough and Pinellas locations.

### Recommendation:

It is recommended that the Board of Directors meet Bi-Monthly alternating meeting locations between Hillsborough and Pinellas locations. The Day and time will be decided at the meeting.



## Action Item

### Approval of CSTB & CSPIN Programmatic Policies (Until New Merged Policies are Approved)

#### Background

Policies and procedures are used to 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 Tampa Bay and CareerSource Pinellas developed their own local policies in accordance with local, state, and federal guidance, as approved by their respective Board of Directors.

#### Information

On April 2, 2024, the Hillsborough/Pinellas Workforce Development Consortium (Consortium) met regarding the upcoming organizational merger of the two Local Workforce Development Boards, to be effective July 1, 2024. The Consortium recommended retaining the existing policies for each region, until the newly established CareerSource Hillsborough Pinellas Board of Directors could meet to review and approve policies for the consolidated organization.

The tables below indicate the current local programmatic policies for CareerSource Tampa Bay and CareerSource Pinellas.

#### Active Local Programmatic Policies: CareerSource Tampa Bay

The following policies can also be found on the CSTB website [here](#).

Policy No.	Policy Title
P-01-V1	<a href="#">Supportive Services</a>
P-02-V2	<a href="#">Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL)</a>
P-03-V1	<a href="#">Limited English Proficient Services</a>
P-04-V15	<a href="#">Eligible Training Provider Policy</a>

## Active Local Programmatic Policies: CareerSource Pinellas

Policy No.	Policy Title
WIOA 22-01	<a href="#">Training, Supportive Service and Needs-Related Payments</a>
WIOA 22-02	<a href="#">Priority of Service</a>
WIOA 24-01	<a href="#">Employed Worker Training (EWT) for Apprenticeships</a>
WIOA 23-04	<a href="#">Eligible Training Provider List (ETPL) Requirements</a>
WIOA 22-03	<a href="#">Youth Incentives</a>
WIOA-P-113-14	<a href="#">Disaster Recovery Dislocated Worker Grants</a>
WP-P-96-14	<a href="#">Job Seeker Registration, Application and Services</a>

### Action

CareerSource Tampa Bay and CareerSource Pinellas staff recommend retaining the existing programmatic policies approved by the respective Boards, to be in effect for each respective county, until the new Board for CareerSource Hillsborough Pinellas has reviewed and approved new policies for the merged organization.



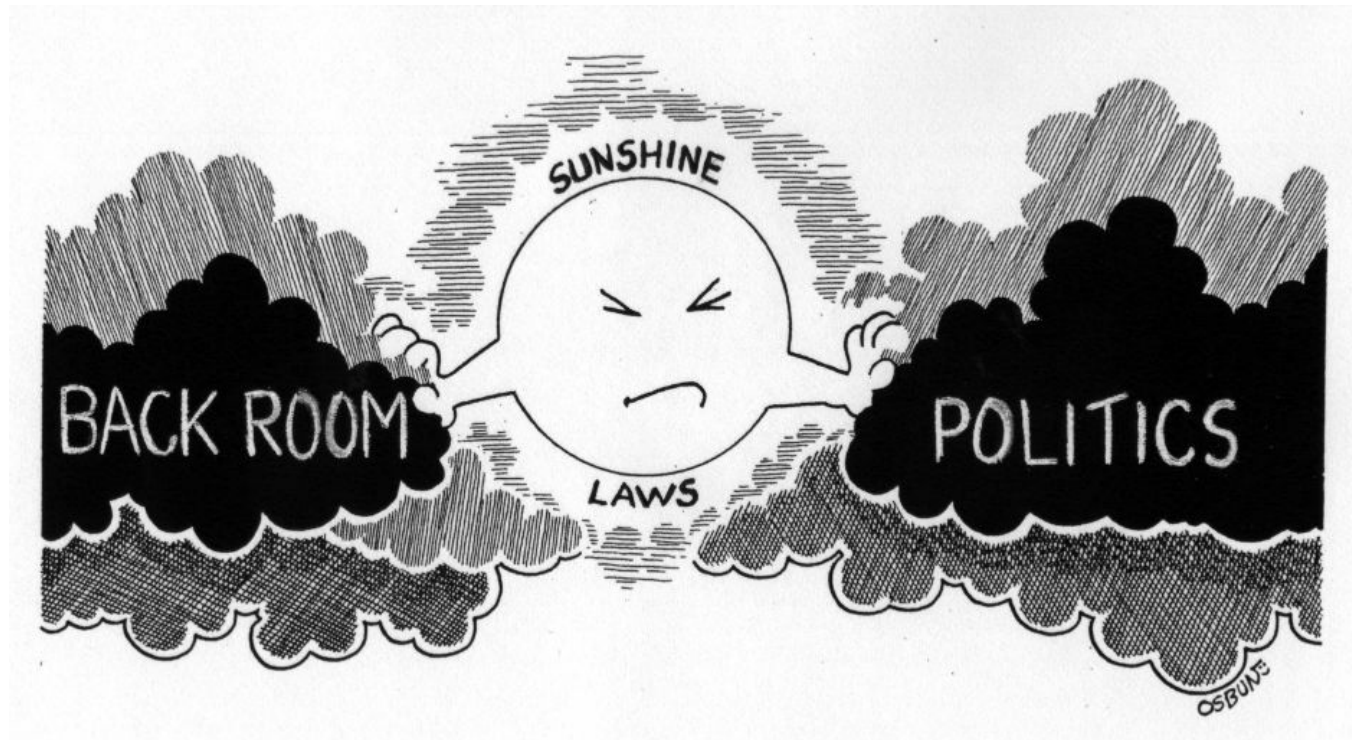
CareerSource Hillsborough Pinellas  
Board of Directors Meeting  
May 30, 2024

**Stephanie Marchman**

Shareholder

GrayRobinson, P.A.

stephanie.marchman@gray-robinson.com



## Basic Sunshine Law Requirements

- Meetings must be **open** and **accessible** to the public.
  - Only exceptions – pending litigation and collective bargaining meetings can be closed but are subject to specific requirements.
- Meetings must be reasonably **noticed**.
- Written **minutes** must be taken.

- Fla. Stat. §286.011

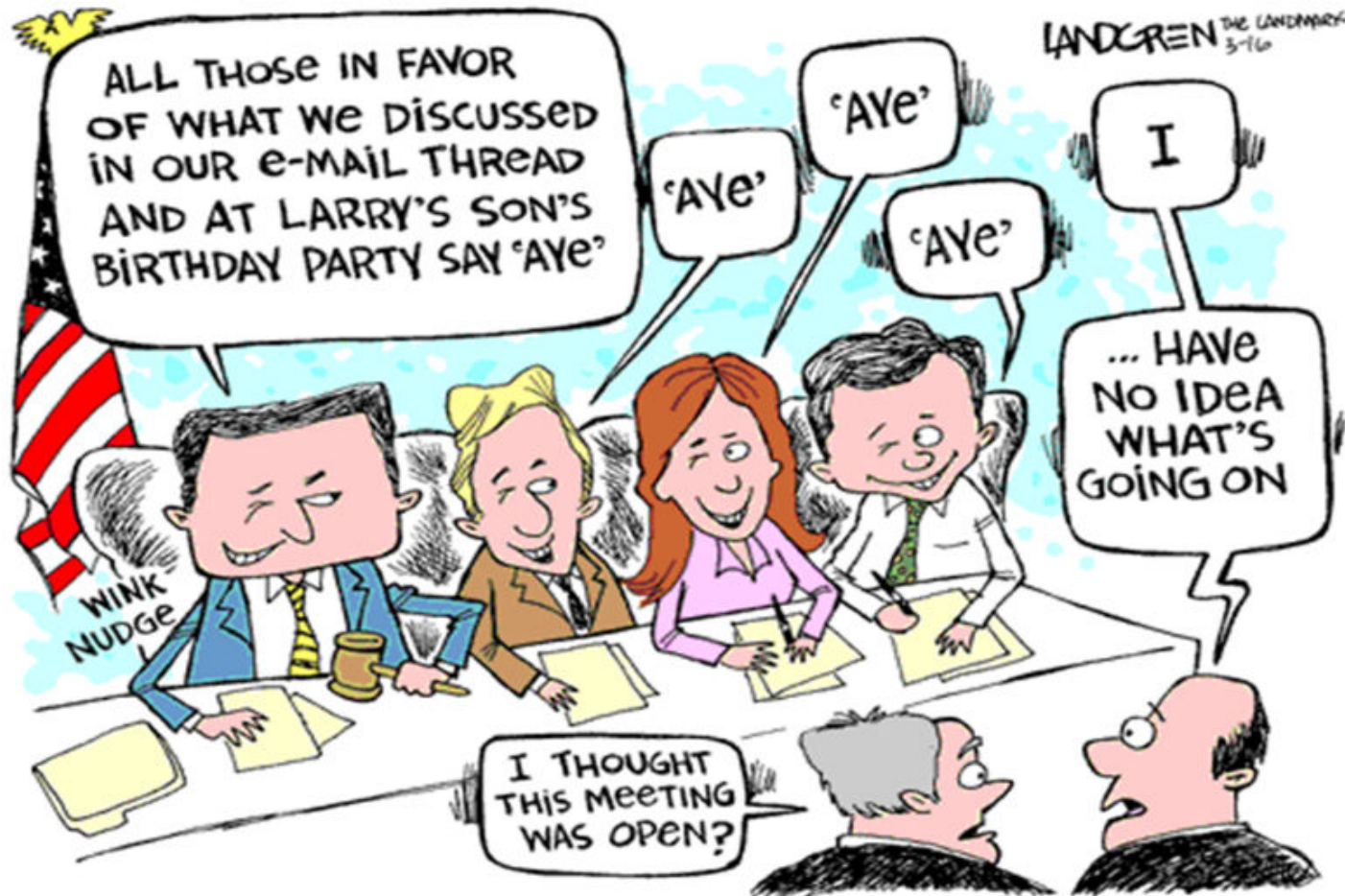


## Scope

Applicable to any **two or more members** of the same board or committee gathering to discuss some matter which will foreseeably come before that same board or committee for action. In our case, includes members of the:

- Board of Directors; and
- Advisory boards and committees when they have been delegated “decision-making authority” as opposed to mere “information gathering or fact-finding authority.”





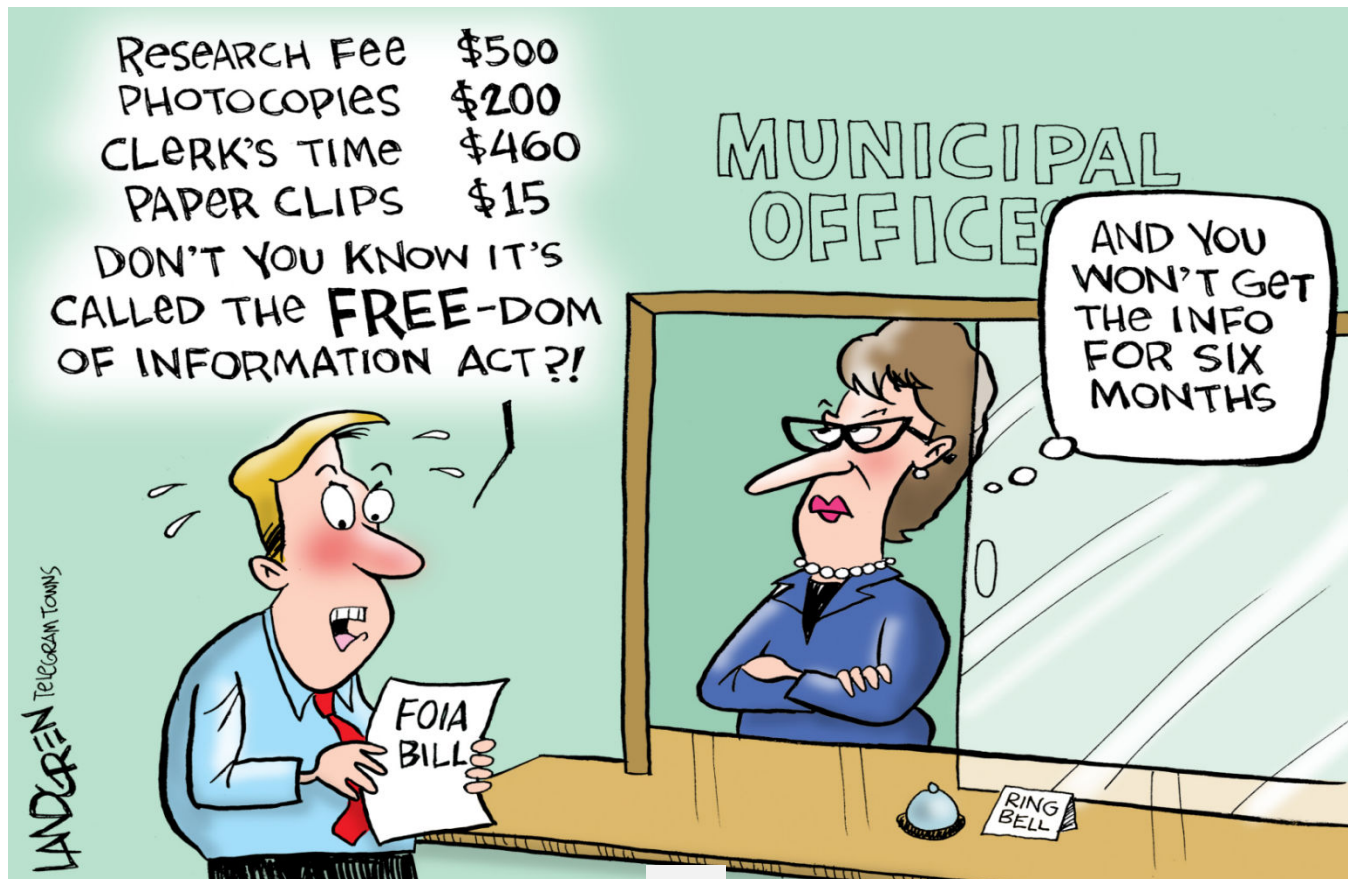
## Things to Remember

- If 2 or more board members need to discuss board-related business, a meeting must be officially noticed.
- Do not call, text, message or e-mail each other on board-related business - all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between.”
- Whispering and passing notes at a noticed meeting could be considered an unnoticed private meeting if discussing board business.
- Once a meeting is adjourned, don’t talk to other board members about board business on your way out of the room or in the parking lot.
- Members of the public must be provided an opportunity to address a board during the decision-making process and before a decision is made.

## Remedies and Penalties

- Knowing violation = second degree misdemeanor (up to 60 days and/or \$500 fine; removal from office).
- Noncriminal infraction = up to \$500 fine.
- Attorney's fees = may be individually responsible except in cases where board sought and took the advice of its attorney.
- Civil injunctive relief.
- Actions of the board taken in violation of the sunshine law are void.

# PUBLIC RECORDS



# PUBLIC RECORDS

- Every record made or received by CareerSource Hillsborough Pinellas in connection with CareerSource Hillsborough Pinellas business.
- All CareerSource Hillsborough Pinellas employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes texts and emails made or received in connection with official business.
- Includes YouTube videos, Facebook posts, tweets, voicemails, and photographs.



# PUBLIC RECORDS

## Important things to know:

- Public records can only be destroyed in accordance with a specific process under state law.
- The law applies to communications with citizens, customers, CareerSource Hillsborough Pinellas board members, employees, consultants, legal counsel, and others involving CareerSource Hillsborough Pinellas business, **even if it is on your personal computer, laptop or phone**. It is the nature of the record – not the location.
- Purely personal e-mails or texts are not public records, but there is no “expectation of privacy” for communications on a CareerSource Hillsborough Pinellas owned computer.

# PUBLIC RECORDS

## Important things to know:

- There is no “unfinished business” exemption – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person, at any time, for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- If you receive a public records request, let your CEO know immediately.

# PUBLIC RECORDS

## Statutory exemptions:

The entire record is a public record unless there is an express statutory exemption.

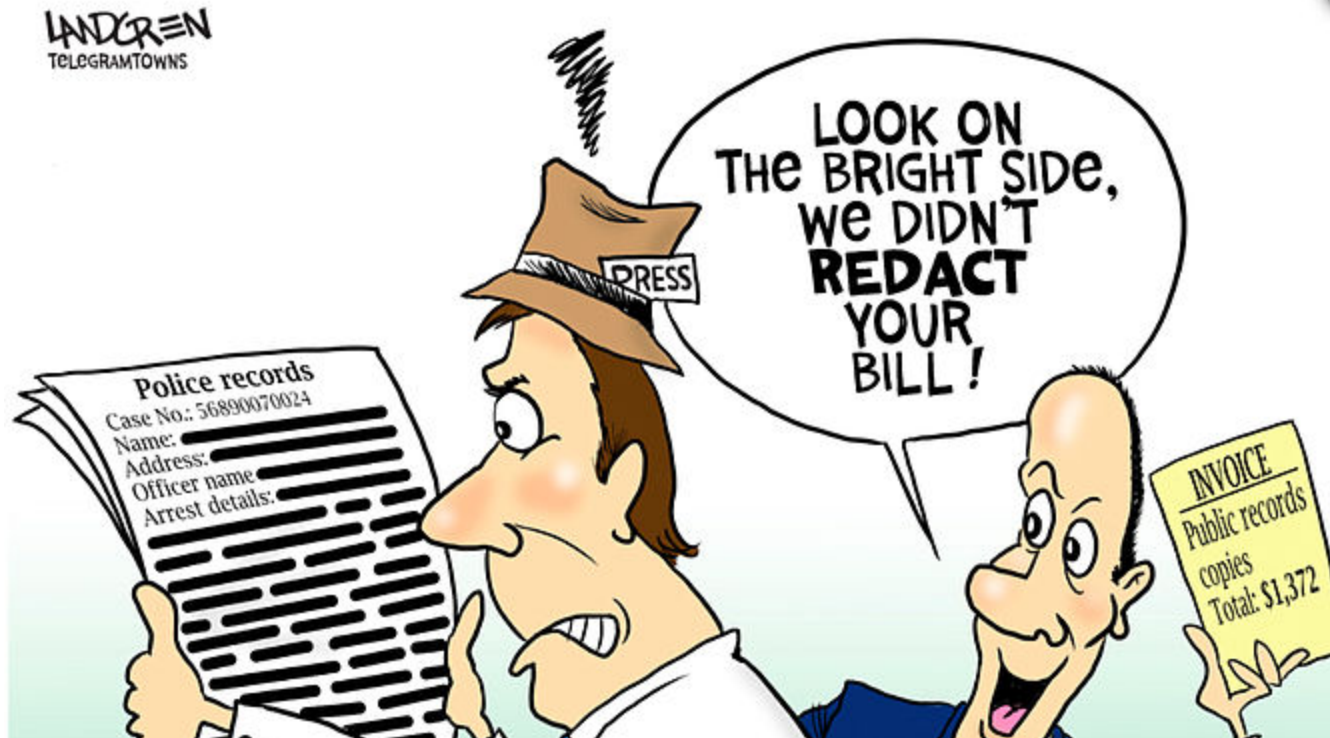
- Exemptions must be **explicitly** provided by statute.
- Exemptions must be **narrowly applied**.
- All exemptions must be **stated in writing** to a requestor.

Some records are exempt *and* confidential.

Common examples: employee medical records, social security numbers, credit card numbers, bank account numbers



# PUBLIC RECORDS



## Remedies and Penalties

- Knowing violation = first degree misdemeanor (up to 1 year in prison and/or \$1,000 fine)
- Noncriminal infraction = up to \$500 fine
- Attorney's fees and costs
- Civil relief (mandamus and injunctive)

## Resources

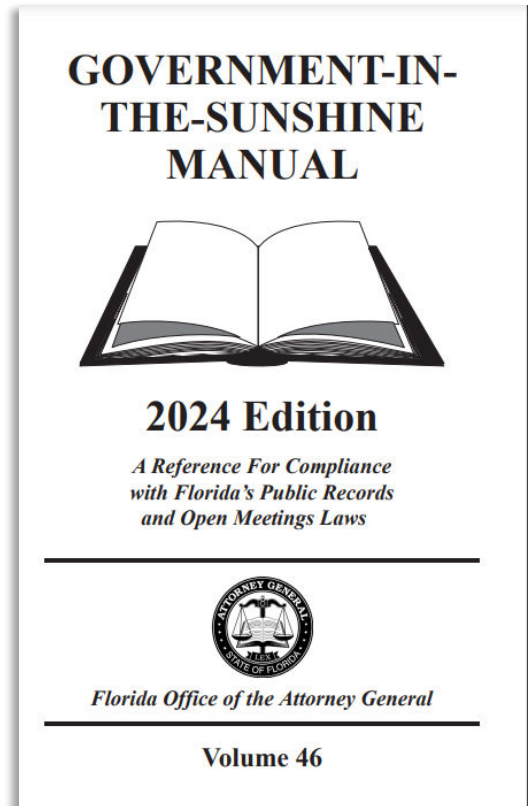


The screenshot shows the header of the Florida Attorney General's Office website. It features the state seal, the text "OFFICE OF ATTORNEY GENERAL ASHLEY MOODY", the slogan "Stronger, Safer Florida", a "Contact Us" link with the toll-free number 1-866-9-NO-SCAM, and a yellow "FILE COMPLAINT" button. Below the header is a navigation bar with "Home" and "AG Opinions". The main content area is titled "ATTORNEY GENERAL OPINIONS" and lists several resources under the heading "Florida Attorney General Advisory Legal Opinions".

**ATTORNEY GENERAL OPINIONS**

**Florida Attorney General Advisory Legal Opinions**

- [Requesting an Attorney General Opinion](#)
- [Searchable Database of Attorney General Opinions](#)
- [Historical Collection of Attorney General Opinions](#)
- [Attorney General Opinion Indexes - 1895 to 1981](#)
- [How to Obtain Previous Opinions](#)
- [Dual Officeholding Pamphlet](#)
- [Sunshine Manual](#)



# ETHICS

It is hereby declared to be the policy of the state that **no officer or employee** of a state agency or of a county, city, or other political subdivision of the state, and no member of the Legislature or legislative employee, **shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.**

...

Such officers and employees are bound to observe, in their official acts, the **highest standards of ethics** consistent with this code and the advisory opinions rendered with respect hereto **regardless of personal considerations**, recognizing that **promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.**

- Fla. Stat. §112.311 (5) and (6)

# ETHICS

\*\*\*The following is a brief summary of the Ethics Code. If you are in a situation where something may apply to you, please ask!\*\*\*



# ETHICS

What to remember:

Do not use your position at CareerSource Hillsborough Pinellas to secure anything special for yourself, your family, friends, or anyone else.



# ETHICS

## Caution areas:

- Taking gifts – taking anything of value for you or your family over \$100 can be an ethics violation. Fla. Stat. § 112.3148.
- Asking for gifts – don't ask people working with or associated with CareerSource Hillsborough Pinellas for anything – lobbyist, vendor, customer, or anyone doing business with CareerSource Hillsborough Pinellas. Fla. Stat. § 112.313(2).
- Misuse of position – don't try to get any special advantages for you or your family or anyone else as a result of your position. Fla. Stat. § 112.313(6).



# ETHICS

## Caution areas:

- Doing business with CareerSource Hillsborough Pinellas – you or your family should not do business with CareerSource Hillsborough Pinellas. First check whether it is a prohibited conflict. Fla. Stat. § 112.313(3).
- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. Fla. Stat. § 112.3149.
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with CareerSource Hillsborough Pinellas. Fla. Stat. § 112.3135.



# ETHICS

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

**ELECTED OFFICERS:**

# ETHICS

## Penalties for public officers:

- Impeachment.
- Removal from office.
- Suspension from office.
- Public censure and reprimand.
- A civil penalty not to exceed \$10,000.
- Restitution.

# ETHICS RESOURCES

**Florida Commission on Ethics**  
*"A Public Office is a Public Trust"*

Search opinions and orders with **Search & Browse**

Financial Disclosure ▾ Public Information ▾ Research ▾ Training ▾ Complaints ▾ About Us ▾

**Form 1 filers will file electronically**

- The form requirement for Mayors and Electors will change from a Form 1 to a Form 6 in 2024. Those officials who are serving as of January 1, 2024, will file the Form 1. Those offices in 2024, will file the Form 6 in 2024.
- On Friday, January 19, 2024, Senator Pizzo and Senator Gruters hosted a live Form 6 tutorial/Q&A session with the Commission's Deputy Executive Director and General Counsel, Steven Zuilkowski. The [recording](#) is now available.
- If you are new to EFDMS and wish to access the system, visit the login page. Existing financial disclosure filers should click "I am a Filer" and follow the prompts. Individuals who need to file a disclosure form as a part of the process of qualifying for office, and you do not otherwise hold a position that requires you to file financial disclosure, go to the login page and click "I am a Candidate."
- Have questions about the impact of electronic financial disclosure on the process of qualifying for office? We have answers. Read our [FAQs and Tips for Qualifying](#) in the EFDMS era for the information you need to know.
- Questions about e-filing in 2024? Read our [Tips for e-filing](#) in 2024.
- Are you leaving office or being appointed to fill a vacancy? Read our [Fact Sheet](#) outlining what form to file and when to file it, based on your dates of service.

**Financial Disclosure Management System**

# Questions?

**Stephanie Marchman**

Shareholder

GrayRobinson, P.A.

Direct dial: 352-283-1522

[stephanie.marchman@gray-robinson.com](mailto:stephanie.marchman@gray-robinson.com)



## NOTES:





CareerSource Hillsborough Pinellas  
9215 North Florida Avenue | Tampa, FL 33612  
[CareerSourceTampaBay.com](http://CareerSourceTampaBay.com)

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