



CareerSource Tampa Bay Board of Directors Meeting

Date: September 18, 2025 at 10:00 a.m.

Location: Hybrid & 9215 North Florida Avenue, Tampa, FL 33612

Zoom Meeting [Zoom Link](#)
Meeting ID: 869 7402 6288
Passcode: 381723
Dial-in-Number: 1 305 224 1968

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Pledge of Allegiance



CEO UPDATE

Top of Mind

Summer Youth Employment Programs: Tampa Bay Summer Hires and Summer PAYS

For the first time, CSTB successfully collaborated on the strategy and resources for the Tampa Bay Summer Hires program in Hillsborough County and Summer PAYS program in Pinellas County. This partnership led to enhanced paid work experiences, career exploration, and leadership training opportunities for 676 young individuals aged 15-24.

Additionally, we **more than doubled the number of youth in Pinellas County** who benefited from the program, serving 301 young people - a remarkable 109% increase from 2024.

Program Highlights:

- Introduced two new components aimed at promoting hands-on career exploration while equipping youth with essential skills for their career journeys.
- Achieved our goal of maintaining a 90% or above completion rate.
- Implemented two cost-saving measures by identifying more affordable options for our enrollment process and Career Exploration module, enabling us to serve additional youth.
- Developed a new, customizable curriculum for Career Exploration, ensuring sustained access and engagement for youth beyond the summer programming.
- Launched an innovative immersive program that significantly improved team collaboration and youth participation.

In addition to our fantastic summer of PathFinder field trips, leadership training, and pitch contests, our youth also engaged in civic activities, thanks to our partners at the City of Tampa. They participated in a focus group focused on the design and development of the upcoming Reconnection Center.

- 97% Completion Rate
- 87% Under the Age of 18
- 98% In-School Youth
- 87% Receiving Free or Reduced Price Lunch
- 4% Identified Disability
- 16 - Average Age at Time of Enrollment
- 130 Employer Partners (6% increase from 2024 regionally, 40% increase in Hillsborough County)
- 616 Available Positions

Enrollment by Program Track



Success Stories

Partnership with BayCare Health System

CareerSource Tampa Bay and BayCare have partnered to create work-based learning opportunities for students interested in healthcare. This collaboration provided **12 students with a six-week training program** at St. Anthony's Hospital in St. Petersburg, Florida.

The students gained hands-on experience, applied classroom knowledge in a real-world setting, and developed essential skills for future careers in healthcare. This initiative highlights the power of community collaboration in preparing the next generation of healthcare professionals and strengthening the local workforce.

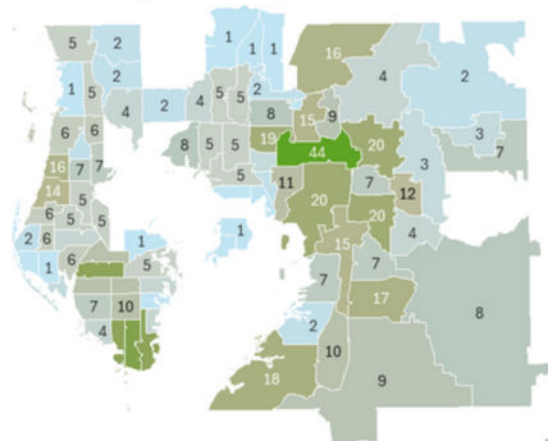
Watch the video story produced by the CSTB Marketing Team [HERE](#).

Youth that Inspired Us

Scan the QR code or click [here](#) to read more about some of the amazing achievements of youth in this year's Summer Youth Programs.



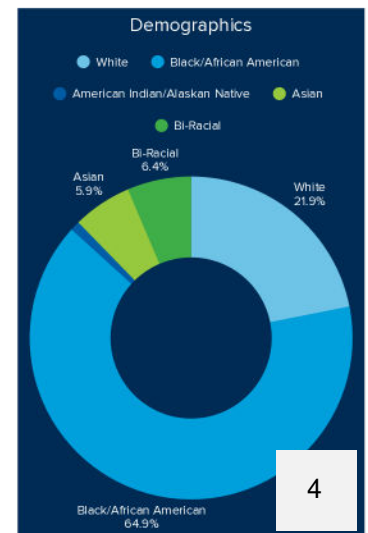
Participant Distribution



Municipality	No. of Youth Served
Apollo Beach	2
Bay Pines	1
Belleair Beach	1
Brandon	27
Clearwater	62
Dover	3
Dunedin	6
Gibsonton	7
Indian Rocks Beach	1
Largo	23
Lithia	8
Lutz	3
Oldsmar	4
Palm Harbor	8
Pinellas Park	35
Plant City	12
Riverview	39
Ruskin	18
St. Petersburg	137
Seffner	20
Seminole	8
Sun City Center	10
Tampa	193
Tarpon Springs	7
Thonotosassa	4
Valrico	16
Wimauma	9

Summer 2025 enrollment by zip code

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Spotlight on: Immersive Learning

CSTB introduced an exciting new immersive learning pilot this summer, aiming to support 20 young individuals. The response to the module was overwhelming, with 141 youth signing up to take part in healthcare and manufacturing modules. Building on this year's success, we plan to collaborate with our partners next year to broaden this initiative.

- **CDC of Tampa:** Provided training led by an EMT, offering nine youth an overview of EMS career pathways, in-person mentorship, and hands-on CPR certification, including Basic Life Support and AED training.
- **Evora Health Institute:** Provided 12 youth with Heartsaver CPR/AED Certification training, a facility tour, and exposure to several healthcare career pathways training programs.
- **Southern Manufacturing Technologies:** Allowed 12 youths to participate in and shadow technicians across various departments, where they learned assembly techniques and gained insight into the equipment used.



Polypack, Inc.

Summer PAYS participants were provided an opportunity to learn about the manufacturing industry with a facility tour and hands on activity at Polypack, Inc. in Pinellas Park.



Looking Ahead

Building on a successful summer, CSTB is already making plans for the upcoming season. Future initiatives will feature a cohesive branding strategy for the program, deepening in-school youth engagement, strengthening wraparound supports, leveraging peer and employer mentorship, and broadening community partnerships.

Cities for Financial Empowerment (CFE) Fund - Summer Jobs Connect Academy

CSTB was selected to join 47 cities nationwide in the CFE Fund Summer Jobs Connect Academy. Led by the CFE Fund with seed support from the Citi Foundation, Summer Jobs Connect (SJC) Academy participants receive robust free technical assistance to learn how to integrate banking access into their programs, build partnerships with financial institutions, deliver financial education, and leverage data to improve program performance. Leondra Foster, Youth Services Director, will participate in the academy and join a nationwide learning community of summer youth employment program leaders.

Upcoming

- **September is National Workforce Development Month!** CSTB is joining workforce boards across the country to celebrate with job fairs, industry events, and community partnerships. Upcoming events can be found at www.CareerSourceTB.com.
 - Sept. 11: WELD (Women for Economic Leadership and Development) Leadership Series – Navigating Your Career Journey: Empowering Workforce Development - I am honored to participate in this event as a panelist.
 - Sept. 16: Second Chance Job Fair
 - Sept. 16: Tampa Bay Tech Apprenticeship Network Event (employer-focused)
 - Sept. 24: Manufacturing Industry Roundtable in partnership with Pinellas Economic Development (employer-focused)
 - Sept. 25: Workforce Development Month Fall Job Fair
- **Florida Workforce Development Association (FWDA) Workforce Professional Development Summit** - Sept. 8-10
- **State Legislative Delegation Meetings** - I look forward to representing CSTB as I engage with our local legislators about the services we offer to their constituents and the significance of workforce boards in the local economy.
 - Sept. 22: Pinellas County Meeting
 - Oct. 21: Hillsborough County Meeting
- **October Highlights**
 - Launch of the traditional Adult/Dislocated Worker and Out-of-School Youth programming
 - TOL and Provider Scorecard Integration
 - Integrated Business Services Team Launch
 - Business Services Team Training

Questions

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

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

Sincerely,

Keidrian Kunkel

Keidrian Kunkel
President & CEO

MEMORANDUM

TO: CareerSource Tampa Bay Board of Directors
FROM: Stephanie Marchman, CareerSource Tampa Bay General Counsel
DATE: September 10, 2025
SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Tampa Bay (“CSTB”) since July 24, 2025:

- Reviewed and provided legal advice regarding Board Agenda items; attended Board of Directors meeting.
- Prepared and presented sunshine law, ethics, and compliance program at Board of Directors Retreat.
- Provided legal guidance on personnel matters and use of severance and release agreements for employee transitions.

Pending litigation report:

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

A lawsuit, *Miesha Lott v. Tampa Bay Workforce Alliance, Inc., D/B/A CareerSource Hillsborough Pinellas* (“CareerSource”), in the Circuit Court of the Thirteenth Judicial Circuit in Hillsborough County, Case Number 25-CA-002343, was served on CSTB on May 21, 2025. On June 10, 2025, CSTB filed a Notice of Removal to the United States District Court in the Middle District of Florida, Case Number 8:25-cv-01509-WFJ-CPT. On June 17, 2025, CSTB moved to dismiss the complaint for failure to state a claim upon which relief may be granted, and Plaintiff responded in opposition to the motion. The parties are awaiting a ruling from the Court on the motion to dismiss.

A lawsuit, *Shonda Redden-Drake v. Tampa Bay Workforce Alliance, Inc., D/B/A CareerSource Tampa Bay* (“CareerSource”), in the United States District Court for the Middle District of Florida, Case Number 8:25-cv-02012-MSS-LSG, was served on CSTB on August 11, 2025. On August 29, 2025, CSTB filed its Answer and Affirmative Defenses.

A lawsuit, *Takia Rhymes v. Worknet Pinellas now known as Tampa Bay Workforce Alliance D/B/A CareerSource Tampa Bay*, in the Circuit Court of the Sixth Judicial Circuit in Pinellas County, Case No. 25-002982-CI, was filed on June 4, 2025, which CSTB answered on July 3, 2025. The Plaintiff amended her complaint on August 20, 2025.



Consent Agenda

CSTB Board of Directors Minutes July 24, 2025



CareerSource Tampa Bay Board of Directors Meeting Minutes

CareerSource Tampa Bay

7/24/2025 10:00 AM EDT

@ Hybrid Meeting: Location Zoom & Epi Center

Board Members

Present:

Mitch Allen, Belinthia Berry, Robert Blount, III, Joseph Eletto (remote), David Fetkenher (remote), Barclay Harless, John Howell, Mark Hunt (remote), Michael Jalazo, Esther Matthews, Shawn McDonnell (remote), Don Noble (remote), Rebecca Sarlo, Sophia West (remote), Kenneth Williams (remote), Ocea Wynn (remote), Mercedes Young, Don Blair, Elisa Caro, Bob Hyde, Dr. Cynthia Johnson, Kenny Wooton, Commissioner Wostal (remote)

Absent:

Warren Brooks, Elizabeth Gutierrez, Gary Hartfield, Commissioner Latvala, Dr. Brian Mann, April Neumann, Jeremy Robinson, Elizabeth Siplin, Roy Sweatman, Russell Williams

CareerSource Tampa Bay: Anna Munro, Andres Baez, Saleema Bennett, Rich Beynon, Kiani Bowman, Jay Burkey, Melissa Carroll (remote), Sheila Doyle, Jason Druding, Leondra Foster, Chad Kunerth, Keidrian Kunkel, Tominique James, Barry Martin, Michelle Moeller, Lysandra Montijo, Maritza Morales, Carla Pagan (remote), Brandon Pham, Mario Rodriguez (remote), Don Shepherd (remote), Tammy Stahlgren, Doug Tobin, April Torregiante

Hillsborough County Government: Jonathan Wolf (remote)

Pinellas County Government: Amelia Campbell

Legal Counsel: Elisabeth Crane (remote)

Others Present: Kelly Bins - AQI Services; Katy Dynan - AQI Services; Tameka Austin - Florida Commerce (remote), Paul Casebolt - EDSI, Kelly Bins- AQI Services, Katy Dynan - AQI Services

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

Barclay Harless, chair called the meeting to order at 10:02 am. There was a quorum present.

Barclay Harless introduced new board members Donald Blair, Lisa Carroll, and Ken Wooten, thanking them for their commitment.

II. Pledge of Allegiance (Presenters: Barclay Harless)

The Pledge of Allegiance was recited.

III. Public Comments

There were none.

IV. CEO Report (Presenters: Keidrian Kunkel)

The CEO shared highlights from the summer youth program, which saw participation nearly double in Pinellas County. Using TANF and WIOA funds, the program focused on leadership development, paid work experiences, and business plan pitches, with plans to expand into manufacturing next year after starting in healthcare.

The CEO emphasized that the program is a workforce pipeline, not just a camp, and praised staff for meeting new challenges with strong results. Updates were also provided on finance, business services, programs, and compliance as local, state, and federal policies continue to align.

Board members were encouraged to stay engaged through LinkedIn and were reminded of the upcoming annual board meeting in August, which will include orientation for new members and a deeper dive into funding programs.

V. General Counsel Update

Presenter: Elisabeth Crane

The General Counsel report was provided, confirming no additional updates beyond the agenda materials.

VI. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. Approval of Minutes of the May 29, 2025 Board of Directors meeting

Motion:

A Motion to approved the minutes of the May 29,2025 Board of Directors Meeting.

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

VII. Action/Discussion Items

There were no action items.

VIII. Committee Reports

A. Workforce Solutions Committee (Presenters: Chad Kunerth)

The Workforce Solutions Committee reported that they met on July 9th to review the regional occupation list and compared it to the resource center-based planning list. The committee agreed to hold a follow-up meeting to review occupations that might be removed and aimed to present an updated list for approval at the next board meeting on September 18th.

However, Florida Commerce required the occupation list to be approved by the end of July, so an extension was requested. It was emphasized that the committee needed to finalize the list quickly, and efforts were underway to schedule a follow-up meeting to complete this work.

The discussion highlighted the importance of ensuring the list reflects local industry needs and provides meaningful training opportunities for participants. The committee planned to take a deeper dive, including input from research staff, to ensure the list is robust and relevant.

IX. Information Items

A. Hope Florida Program Review & Success Story Empowering Lives. Strengthening Communities

Andres Baez presented the Hope Florida Program, which seeks to bridge the gap between individuals in need and available resources through a collaborative network of nonprofits, private sector entities, and faith-based organizations. The program's HOPE navigators serve as guides, helping individuals not only with immediate needs but also in developing a path toward economic self-sufficiency.

Success Story

Tominique James shared her journey of overcoming unemployment, homelessness, and food insecurity after being connected to Hope Florida at a community event. With the support of her Hope Navigator, she received resume assistance, interview preparation, and housing support through Positive Spin. Regaining her confidence, Tominique secured employment as a career coach with CareerSource Tampa Bay, where she now helps others facing

similar challenges. Her story was later featured in the Tampa Bay Business Journal and highlighted at a press conference, demonstrating the meaningful impact of the program.

The board discussed the importance of tracking outcomes and requested more detailed data on referrals, participation, and results.

B. Education and Industry Consortium Quarterly Report

Presenter: Chad Kunerth

The Education and Industry Consortium met on June 18. Their discussions focused on workforce strategies for healthcare and manufacturing sectors, reviewed resource needs from third- and second-registry reports, examined the eligible training provider list, and considered the current in-demand occupation list. The Consortium also received an overview of the ACE program. More detailed information was provided in the board packet. The next Consortium meeting is scheduled for August 26, 2025.

During the meeting, board members discussed the value of obtaining feedback from the Consortium, especially regarding the occupational list, to ensure alignment with local industry needs. While the Consortium cannot formally participate in board meetings, their insights are valued and can be shared as public comment or advisory input.

C. Training Provider Scorecard (Presenters: Chad Kunerth)

The group reviewed the training provider scorecard, which ranks performance metrics to assist job seekers. Excitement was expressed about the scorecard, emphasizing its importance for evaluating training providers.

D. WIOA Primary Indicators of Performance: PY 2425 Q3 (Presenters: Chad Kunerth)

X. Open Discussion

The board chair reminded members about the upcoming board retreat scheduled for August 4th at the Marriott Westshore Tampa.

There was an update on committee assignments: with three new board members joining, some committee reassignments were necessary. Specifically, the One-Stop Committee is currently inactive, so Robert Blount and Joe Eletto will be transferring to the Workforce Solutions Committee. Additionally, members who were on both the Youth Development Committee and the Workforce Solutions Committee will be assigned to just one committee to ensure balanced participation.

The chair clarified that these changes are not a reflection on anyone's performance but are part of the annual committee assignment review.

The floor was then opened for further discussion, but no additional comments or questions were raised by board members.

XI. Adjournment

The meeting adjourned at 11:06 a.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

DRAFT



Action Item

Tampa Bay Workforce Alliance, Inc. 401k Plan Audit December 31, 2024

Background

Per Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas ("By-Laws"), the Audit Committee's responsibilities include but are not limited to: "Reviewing and recommending for Board acceptance of the annual financial audit and 401(k) plan audit." [By-Laws, Article VII, Section 7.4(G)]

Information

The audit firm BDG CPAs has completed the annual audit of the Tampa Bay Workforce Alliance, Inc. 401(k) plan for the calendar year ending December 31, 2024.

Enclosed is a copy of the audit report. Representatives from BDG CPAs will present the results to the Board.

Recommendation

The Finance / Audit Committee recommends acceptance of the Tampa Bay Workforce Alliance, Inc. 401k Plan audit report for the calendar year ending December 31, 2024.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan

Financial Statements
and
Supplemental Schedule

December 31, 2024 and 2023

(With Independent Auditor's Report Thereon)

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
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Financial Statements and Supplemental Schedule

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Note: Supplemental Schedules required by ERISA which are not included herein have been omitted because they are not applicable.	

Independent Auditor's Report

To the Administrative Committee of the
Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Tampa, Florida

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the accompanying financial statements of the Tampa Bay Workforce Alliance, Inc. 401(k) Plan (the "Plan"), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) [ERISA Section 103(a)(3)(C) audit]. The financial statements comprise the statements of net assets available for benefits as of December 31, 2024 and 2023, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of and for the years ended December 31, 2024 and 2023, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section –

- the amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter – Supplemental Schedule Required by ERISA

The supplemental schedule, Schedule of Assets (Held at End of Year) as of December 31, 2024, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including its form and content, is presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion –

- the form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

New York, NY
August xx, 2025

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Statements of Net Assets Available For Benefits
December 31,

	<u>2024</u>	<u>2023</u>
<i>Assets</i>		
Investments:		
Investments at fair value, participant directed	\$ 6,569,996	\$ 3,945,249
Total investments	<u>6,569,996</u>	<u>3,945,249</u>
Receivables:		
Notes receivable from participants	<u>192,170</u>	<u>102,875</u>
Total receivables	<u>192,170</u>	<u>102,875</u>
Total assets	<u>6,762,166</u>	<u>4,048,124</u>
<i>Liabilities</i>		
Excess contributions payable	<u>12,291</u>	<u>14,445</u>
Total liabilities	<u>12,291</u>	<u>14,445</u>
Net assets available for benefits	<u><u>\$ 6,749,875</u></u>	<u><u>\$ 4,033,679</u></u>

The accompanying notes are an integral part of the financial statements.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Statements of Changes in Net Assets Available for Benefits
For the years ended December 31,

	<u>2024</u>	<u>2023</u>
Additions to net assets attributed to:		
Investment income:		
Net appreciation in fair value of investments	\$ 314,251	\$ 486,784
Dividends	<u>187,727</u>	<u>88,572</u>
Total investment income	<u>501,978</u>	<u>575,356</u>
Interest income on notes receivable from participants	<u>11,582</u>	<u>5,494</u>
Contributions:		
Participant	336,070	211,451
Employer	576,636	392,210
Rollover	<u>1,831,352</u>	<u>272,305</u>
Total contributions	<u>2,744,058</u>	<u>875,966</u>
Total additions	<u>3,257,618</u>	<u>1,456,816</u>
Deductions from net assets attributed to:		
Benefits paid to participants	514,955	565,735
Administrative expenses	<u>26,467</u>	<u>19,536</u>
Total deductions	<u>541,422</u>	<u>585,271</u>
Net increase	2,716,196	871,545
Net assets available for benefits, beginning of year	<u>4,033,679</u>	<u>3,162,134</u>
Net assets available for benefits, end of year	<u><u>\$ 6,749,875</u></u>	<u><u>\$ 4,033,679</u></u>

The accompanying notes are an integral part of the financial statements.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 1 – Plan Description

The following description of the Tampa Bay Workforce Alliance, Inc. 401(k) Plan (the “Plan”) provides only general information. Participants should refer to the Plan document for a more complete description of the Plan’s provisions.

General

The Plan is a defined contribution plan covering all employees of Tampa Bay Workforce Alliance, Inc. (“the Company”) upon completing the Plan’s eligibility requirements. Employees become eligible for participation after completing 6 months of service. Plan participation begins on the first day of the month following the completion of the eligibility requirements. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

The Plan was amended and restated effective October 1, 2021. Effective October 1, 2021, employees must be age 18 or older in order to be eligible to participate in the Plan and interns, temporary employees, and co-op students and employees in the category of Paid Work experience are not eligible to participate in the Plan.

Effective July 1, 2023, the Plan was amended to credit prior service to employees previously employed by Educational Data Systems Inc. (EDSI).

Effective July 1, 2024, the Company merged with WorkNet Pinellas, Inc. The Plan was amended, effective June 28, 2024, to extend eligibility to those who became employees due to the merger with WorkNet Pinellas, Inc., including crediting those employees with service under the Plan for purposes of eligibility and vesting.

Contributions

Each year, participants may elect to contribute not less than 1% and not more than 80% of eligible compensation, as defined in the Plan, on a pre-tax or after-tax (Roth) basis, subject to an annual maximum dollar limitation (\$23,000 in 2024 and \$22,500 in 2023). Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions, subject to an annual maximum dollar limitation (\$7,500 in both 2024 and 2023). Notwithstanding the foregoing, the plan administrator can limit the contributions of all participants or any class of participants to the extent it determines that such limitation is necessary to keep the Plan in compliance with the currently applicable provisions of the Internal Revenue Code. Participants may also contribute amounts representing distributions from other qualified retirement plans (rollover). Participants direct the investment of their contributions into various investment options offered by the Plan.

Effective October 1, 2021 participants may elect to have compensation deferred by up to 100% of eligible compensation. Effective January 1, 2022 all new participants to the Plan will be subject to a 1% automatic deferral contribution rate unless otherwise elected.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 1 – Plan Description (continued)

The Company may decide each contribution period whether to make a discretionary matching contribution or discretionary nonelective employer contribution on behalf of all eligible participants. The percentage of elective deferrals to be matched will be determined by the Company and allocated to participants at the end of the Plan year. Discretionary nonelective employer contributions shall be allocated to eligible participants each pay period at a rate of 5% of eligible compensation, as defined by the Plan.

Participant Accounts

Each participant's account is credited with the participant's contributions, employer discretionary matching contributions, and discretionary nonelective employer contributions, as well as allocations of Plan earnings. Participant accounts are charged with an allocation of administrative expenses that are paid by the Plan. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Each participant has a nonforfeitable right to 100% of the value of his or her salary reduction contributions and rollover contribution accounts. A participant shall have a vested interest in his or her employer contribution account according to the following vesting schedule.

<u>Years of Service</u>	<u>Vested Interest</u>
Less than 1 year	0%
1 year or more	100%

Payment of Benefits

Participants are eligible to receive benefits upon retirement, death, disability or termination of employment. Distributions of benefits are paid as a lump sum payment. Participants are able to receive in service distributions after attaining age 59 ½ or upon incurring a financial hardship.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 1 – Plan Description (continued)

Notes Receivable from Participants

Participants may borrow from their fund accounts up to a maximum equal to the lesser of \$50,000 or 50 percent of their account balance. A participant may not have more than three outstanding loans at any one time. The loans are secured by the balance in the participant's account. Such loans bear interest at the prime rate plus two percent. All loans shall be repaid by payroll deduction within five years unless the loan is used for the purchase of your primary residence. Loans used to purchase your primary residence may be repaid within a period of no more than 30 years. Effective October 1, 2021 the minimum loan amount is \$500, a participant may not have more than two loans outstanding at any one time, and loans bear interest at the prime rate plus one percent.

SECURE Act and CARES Act

On August 3, 2022, the IRS released Notice 2022-33, which extends the deadline for adopting any SECURE Act plan amendments until December 31, 2025, to provide relief for plan sponsors waiting for final IRS guidance on many of the SECURE Act's provisions. The Notice also extends the deadline for the 2020 waiver in the CARES Act of required minimum distributions until December 31, 2025. These amendments can be retroactively adopted; therefore, the Plan can implement the amendments prior to amending the plan instrument. Similarly, plans may have voluntarily adopted provisions under the CARES Act by placing them in operation without amending the plan as long as the plan management makes the required amendments to plan documents by December 31, 2025.

SECURE 2.0 Act of 2022

The SECURE 2.0 Act of 2022 ("SECURE 2.0 Act") was signed into law on December 29, 2022, to increase retirement savings, improve retirement rules, and lower employer costs of setting up a retirement plan. Plan amendments required by the SECURE 2.0 Act generally need not be made until the end of the first plan year beginning on or after January 1, 2025; however, plans must be operated in accordance with the effective date of each new provision. There is no current impact to the Plan and these provisions did not have an impact on the financial statements. Since the provisions include both required and optional elements, the Plan Administrator will determine the optional provisions to elect.

Forfeited Accounts

Forfeitures, resulting from application of the vesting provisions, are maintained separately by the Plan, and are used to reduce future Employer matching contributions or to pay administrative expenses.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 2 – Summary of Significant Accounting Policies

Basis of Accounting

The financial statements of the Plan are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

Valuation of Investments and Income Recognition

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's Investment Committee determines the Plan's valuation policies utilizing information provided by the investment adviser and custodian. See Note 4 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Notes Receivable From Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on the accrual basis. Related fees are recorded as administrative expenses and are expensed when they are incurred. No allowance for credit losses has been recorded as of December 31, 2024 and 2023. If a participant ceases to make loan repayments and the plan administrator deems the participant loan to be in default, the participant loan balance is reduced and a benefit payment is recorded.

Excess Contributions Payable

Amounts payable to participants for contributions in excess of amounts allowed by the IRS are recorded as a liability with a corresponding reduction to contributions. The Plan distributed the 2024 and 2023 excess contributions to the applicable participants prior to March 15, 2025 and 2024, respectively.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 2 – Summary of Significant Accounting Policies (continued)

Payment of Benefits

Benefits are recorded when paid.

Plan Expenses

Certain expenses of maintaining the Plan are paid directly by the Company and are excluded from these financial statements. Fees related to the administration of notes receivable from participants are charged directly to the participant's account and are included in administrative expenses. Investment related expenses are included in net appreciation (depreciation) of fair value of investments.

Note 3 – Investments and Information Certified by the Trustee

The Plan management has elected the method of compliance permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Accordingly, as permitted under such election, plan management instructed the Plan's independent auditors not to perform any auditing procedures with respect to the following information certified by John Hancock Trust Company LLC, the trustee of the Plan, as complete and accurate, except for comparing such information certified by the trustee with information included in the Plan's financial statements and supplemental schedule:

Investments held and notes receivable from participants certified by the trustee:

	<i>As of December 31,</i>	
	<u>2024</u>	<u>2023</u>
Investments	\$ 6,569,996	\$ 3,945,249
Notes receivable from participants	192,170	102,875

Investment income and interest income on notes receivable from participants certified by the trustee:

	<i>For the Year Ended December 31,</i>	
	<u>2024</u>	<u>2023</u>
Net appreciation in fair value of investments	\$ 314,251	\$ 486,784
Dividend income	187,727	88,572
Interest income on notes receivable from participants	11,582	5,494

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 3 – Investments and Information Certified by the Trustee (continued)

The following presents select investments, with approximate percentage of the Plan's net assets, as of December 31, 2024 and 2023.

	<i>December 31,</i>			
	<u>2024</u>		<u>2023</u>	
BlackRock LifePath Index 2035 Fund Class K Shares	\$ 1,158,219	17%	\$ 861,775	21%
BlackRock LifePath Index Retirement Fund Class K Shares	985,643	15%	131,934	3%
BlackRock LifePath Index 2045 Fund Class K Shares	925,534	14%	625,512	16%

During the years ended December 31, 2024 and 2023, the Plan's investments (including investments bought and sold, as well as held during the year) appreciated in value by \$314,251 and \$486,784, respectively.

Note 4 - Fair Value Measurements

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

- Level 2 Inputs to the valuation methodology include:
 - Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability; and
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 4 - Fair Value Measurements (continued)

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2024 and 2023.

Mutual funds: Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded.

Common/Collective Trust: Valued at the NAV of units of a bank collective trust. The NAV, as provided by the trustee, is used as a practical expedient to estimate fair value. The NAV is based on the fair value of the underlying investments held by the fund less its liabilities. This practical expedient is not used when it is determined to be probable that the fund will sell the investment for an amount different than the reported NAV. Participant transactions (purchases and sales) may occur daily. Were the Plan to initiate a full redemption of the collective trust, the investment adviser reserves the right to temporarily delay withdrawal from the trust in order to ensure that securities liquidations will be carried out in an orderly business manner.

The categorization of an investment within the fair value hierarchy is based upon the pricing transparency of the investment and does not necessarily correspond to Plan management's perceived risk of that investment.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair value. While Plan management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 4 - Fair Value Measurements (continued)

The following table sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2024 and 2023:

<i>Assets at Fair Value as of December 31, 2024</i>				
	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Total</i>
Mutual funds	\$ 6,524,170	\$ -	\$ -	\$ 6,524,170
Total assets in the fair value hierarchy	<u>\$ 6,524,170</u>	<u>\$ -</u>	<u>\$ -</u>	\$ 6,524,170
Investments measured at net asset value				45,826
Investments at fair value				<u>\$ 6,569,996</u>

<i>Assets at Fair Value as of December 31, 2023</i>				
	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Total</i>
Mutual funds	\$ 3,868,848	\$ -	\$ -	\$ 3,868,848
Total assets in the fair value hierarchy	<u>\$ 3,868,848</u>	<u>\$ -</u>	<u>\$ -</u>	\$ 3,868,848
Investments measured at net asset value				76,401
Investments at fair value				<u>\$ 3,945,249</u>

Fair Value of Investments in Entities that Use NAV

The following table summarizes investments measured at fair value based on NAV per share as of December 31, 2024 and 2023, respectively.

<i>Investment</i>	<i>Fair Value December 31, 2024</i>	<i>Fair Value December 31, 2023</i>	<i>Unfunded Commitments</i>	<i>Redemption Frequency (if currently eligible)</i>	<i>Redemption Notice Period</i>
John Hancock Stable Value R11	\$ 45,826	\$ 76,401	n/a	Daily	Daily

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 5 – Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market, and credit risks. Market risks include risks related to pandemics and international conflicts. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

Note 6 – Related-Party Transactions and Party-In-Interest Transactions

Management believes that fees paid during the year for administrative, recordkeeping, and managerial services rendered by John Hancock Trust Company, LLC, the trustee as defined by the Plan, and John Hancock Retirement Plan Services LLC, the recordkeeper as defined by the Plan, were based on customary and reasonable rates for such services. These transactions qualify as exempt party-in-interest transactions. Notes receivable are also considered exempt party-in-interest transactions.

Note 7 – Plan Termination

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants would become 100% vested in their employer contributions.

Note 8 – Tax Status

The Plan uses a Prototype Non-standardized Pre-Approved Profit Sharing Plan With CODA plan document sponsored by John Hancock Retirement Plan Services LLC. John Hancock Retirement Plan Services LLC obtained an opinion letter on June 30, 2020, in which the IRS stated that the Prototype Non-standardized Pre-Approved Profit Sharing Plan With CODA plan document adopted by the Plan, as then designed, qualifies under Internal Revenue Code ("IRC") Section 401(a). The Plan has not received a determination letter specific to the Plan itself; however, the Plan administrator and the Plan's tax counsel believe that the Plan is designed, and is currently being operated, in compliance with the applicable requirements of the IRC and, therefore, believe that the Plan is qualified and the related trust is tax-exempt.

Accounting principles generally accepted in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any periods in progress.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 9 – Reconciliation of Financial Statements to Form 5500

The following is a reconciliation of net assets available for benefits per the financial statements at December 31, 2024 and 2023 to Form 5500:

	<u>2024</u>	<u>2023</u>
Net assets available for benefits per the financial statements	\$ 6,749,875	\$ 4,033,679
Add: Excess contributions payable	<u>12,291</u>	<u>14,445</u>
Net assets available for benefits per the Form 5500	<u>\$ 6,762,166</u>	<u>\$ 4,048,124</u>

The following is a reconciliation of the net increase in net assets available for benefits per the financial statements for the year ended December 31, 2024 to Form 5500:

Net increase in net assets available for benefits per the financial statements	\$ 2,716,196
Add: Excess contributions payable at end of year	12,291
Less: Excess contributions payable at beginning of year	<u>(14,445)</u>
Net increase in net assets available for benefits per the Form 5500	<u>\$ 2,714,042</u>

Note 10 – Subsequent Events

Effective January 1, 2025, the Employer has elected to contribute as a QACA Safe Harbor contribution 5% of each Participant's compensation. The Plan also amended its automatic enrollment provisions to replace its Eligible Automatic Contribution Arrangement (EACA) with a Qualified Automatic Contribution Arrangement (QACA).

The Plan has evaluated subsequent events through August xx, 2025, the date the financial statements were available to be issued.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Schedule H, Line 4i - Schedule of Assets (Held At End of Year)
December 31, 2024

Plan sponsor's employer identification number: 59-3655316
Plan number: 001

(a)	(b) Identity of issue, borrower, lessor, or similar party	(c) Description of investment including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost	(e) Current Value
	BlackRock LifePath Index 2035 Fund Class K Shares	Mutual Fund	**	\$ 1,158,219
	BlackRock LifePath Index Retirement Fund Class K Shares	Mutual Fund	**	985,643
	BlackRock LifePath Index 2045 Fund Class K Shares	Mutual Fund	**	925,534
	BlackRock LifePath Index 2040 Fund Class K Shares	Mutual Fund	**	791,480
	Fidelity 500 Index Fund	Mutual Fund	**	660,810
	BlackRock LifePath Index 2030 Fund Class K Shares	Mutual Fund	**	413,381
	BlackRock LifePath Index 2050 Fund Class K Shares	Mutual Fund	**	405,295
	BlackRock LifePath Index 2055 Fund Class K Shares	Mutual Fund	**	356,846
	T. Rowe Price Mid Cap Value	Mutual Fund	**	138,388
	Putnam Large Cap Value Fund Class Y	Mutual Fund	**	135,447
	BlackRock LifePath Index 2060 Fund Class K Shares	Mutual Fund	**	119,224
	AB Small Cap Growth Port K	Mutual Fund	**	56,632
	Carillon Eagle Mid Cap Growth I	Mutual Fund	**	49,248
	Harbor Cap Appreciation Inst	Mutual Fund	**	49,147
	Baron International Growth Fund Institutional Shares	Mutual Fund	**	46,563
	iShares MSCI EAFE International Index Fund Class K	Mutual Fund	**	46,407
	John Hancock Stable Value R11	Common/Collective Trust	**	45,826
	Vanguard LifeStrategy Conservative Growth Inv	Mutual Fund	**	38,763
	American New World Fund R6	Mutual Fund	**	35,588
	DFA Real Estate Securities I	Mutual Fund	**	27,041
	BlackRock High Yield Bond Portfolio Institutional Shares	Mutual Fund	**	15,472
	Fidelity Small Cap Index Fund	Mutual Fund	**	14,120
	Hartford Strategic Income R5	Mutual Fund	**	11,885
	BlackRock LifePath Index 2065 Fund Class K Shares	Mutual Fund	**	11,596
	Royce SC Opport Invest Cl	Mutual Fund	**	10,095
	Vanguard Mid Cap Index Adm	Mutual Fund	**	7,444
	Vanguard Total Bond Market Index Adm	Mutual Fund	**	5,955
	BlackRock Global Alloc Fund I	Mutual Fund	**	2,816
	PGIM Global Total Return R6	Mutual Fund	**	2,585
	Carillon Reams Core Plus Bond	Mutual Fund	**	1,783
	Vanguard LifeStrategy Income Inv	Mutual Fund	**	752
	JPMorgan US Government Money Market Fund - Capital	Mutual Fund	**	11
*	Participant loans	4.25% - 10.50%, various maturities	-0-	192,170
				<u>\$ 6,762,166</u>

* Indicates a party-in-interest to the Plan.

** Cost omitted for participant-directed investments.

See independent auditor's report.



Action Item

Audit & Tax Services RFP25-0255

Vendor and Contract Recommendation

Background:

Per Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas ("By-Laws"), the Audit Committee's responsibilities include but are not limited to: "Making recommendations to the Board on the selection of an independent auditor, including terms of engagement and compensation." [By-Laws, Article VII, Section 7.4(A)]

Information:

The RFP for Audit & Tax Services was released on July 9, 2025, and promulgated via multiple avenues, i.e., notice in the Tampa Times and email notification to interested bidders. In addition, public notice was also posted on CareerSource Hillsborough Pinellas Request for Proposal web page. The proposal deadline was August 4, 2025.

Five proposals were received from Cherry Bekaert, Grau & Associates, HBK, James Moore and Moss, Krusick & Associates.

A review committee composed of staff was convened to evaluate the proposals received. Members of the committee completed and signed a Conflict-of-Interest Form declaring no conflict of each entity whose proposal was received. The review committee met on August 19, 2025. The proposals were evaluated based on four components (1) Experience/Qualifications (2) Scope of work (3) Cost and (4) Small business, minority-owned firms, and women's business enterprise.

Below are the committee's rankings:

	Rank
James Moore	1
Cherry Bekaert	2
Moss, Krusick & Associates	3
Grau & Associates	4
HBK	5

Recommendation:

The Finance / Audit Committee recommend approval for CSTB to enter into contract negotiations with James Moore for audit and tax services. The engagement would be for one (1) year with an option to renew for four (4) additional one (1) year periods.



Action Item

2024-2025 Planning Budget Modification #4

Background Information:

Total budgeted revenue increased from \$30,412,627 to \$30,635,493 for an overall increase of \$222,866.

Workforce Innovation & Opportunity Act (WIOA) Programs:

- Decrease in WIOA Youth of \$69,848. *(See FN 1)*
- Decrease in WIOA AI Incumbent Worker of \$25,000. *(See FN 2)*
- Increase in DWG – Hurricane Helene/Milton of \$356,205. *(See FN 3)*

Employment Services:

- Increase in Wagner Peyser of \$22,773. *(See FN 4)*
- Decrease in HOPE Navigator of \$71,428. *(See FN 2)*

Direct Grants and Special Projects:

- Increase in Hillsborough County Re-entry Program of \$10,164. *(See FN 5)*

Additionally, there was an increase in expenditures of \$222,866.

Recommendation:

The Finance / Audit Committee recommends approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

Footnotes:

- 1) *True up of award due to expenditures not previously reported to Florida Commerce.*
- 2) *Funds reverted to CareerSource Florida for repurpose in FY2026 state budget.*
- 3) *Additional funds received from Florida Commerce. Total increase in award of approximately \$1.95M. Majority of new funds will be allocated to FY2026 budget.*
- 4) *Additional funds received from Florida Commerce to assist with program operations.*
- 5) *Shift of budget funds from FY2026 to FY2025 to cover expenditures.*



2024-2025 Budgeted Revenues – Modification #4 Funding by County and Combined

Pinellas County
2024-2025 Planning Budget - Modification #4
Revenues

Funding Streams	Proposed Budget 2024- 2025 Mod #3	Proposed Budget 2024- 2025 Mod #4	\$ Change	% Change
Workforce Innovation & Opportunity Act				
Adult	1,258,707	1,258,707	-	0.0%
Dislocated Worker	1,672,679	1,672,679	-	0.0%
Total Adult/Dislocated Worker	2,931,386	2,931,386	-	0.0%
Youth	1,085,180	1,015,332	(69,848)	-6.4%
Rapid Response	75,952	75,952	-	0.0%
HOPE Funding Initiative	128,127	128,127	-	0.0%
Board Consolidation Funding	12,599	12,599	-	0.0%
AI Incumbent Worker	75,000	62,500	(12,500)	-16.7%
Sector Based Training	62,500	62,500	-	0.0%
DWG - Hurricane Helene/Milton	185,000	185,000	-	0.0%
Opioid Recovery	82,500	82,500	-	100.0%
Total WIOA	4,638,244	4,555,896	(82,348)	-1.8%
Employment Services				
Wagner-Peyser	816,717	816,717	-	0.0%
Veterans Services	168,000	168,000	-	0.0%
Apprenticeship Navigator	48,000	48,000	-	0.0%
HOPE Navigator	118,387	82,673	(35,714)	-30.2%
RESEA	477,724	477,724	-	0.0%
Supplemental Nutrition Assistance Program	206,965	206,965	-	0.0%
Trade Adjustment Assistance	27,000	27,000	-	0.0%
Total Employment Services	1,862,793	1,827,079	(35,714)	-1.9%
Welfare Transition	2,092,311	2,092,311	-	0.0%
TOTAL Florida Commerce Grant Funding	8,593,348	8,475,286	(118,062)	-1.4%
TOTAL Grants Federal, State & Local	8,593,348	8,475,286	(118,062)	-1.4%
Other Revenue				
Ticket to Work	90,000	90,000	-	0.0%
Tobacco Free Florida	2,400	2,400	-	0.0%
Interest	12,000	12,000	-	0.0%
Total Other Revenue	104,400	104,400	-	0.0%
TOTAL 2024-2025 BUDGETED REVENUE	8,697,748	8,579,686	(118,062)	-1.4%

Hillsborough County
2024-2025 Planning Budget - Modification #4
Revenues

Funding Streams	Proposed Budget 2024- 2025 Mod #3	Proposed Budget 2024- 2025 Mod #4	\$ Change	% Change
Workforce Innovation & Opportunity Act				
Adult	2,455,100	2,455,100	-	0.0%
Dislocated Worker	3,209,411	3,209,411	-	0.0%
Total Adult/Dislocated Worker	5,664,511	5,664,511	-	0.0%
Youth	2,911,889	2,911,889	-	0.0%
Rapid Response	275,000	275,000	-	0.0%
HOPE Funding Initiative	128,127	128,127	-	0.0%
Board Consolidation Funding	740,617	740,617	-	0.0%
Get There Faster - Veterans & Military Spouses	821,109	821,109	-	0.0%
AI Incumbent Worker	75,000	62,500	(12,500)	-16.7%
Sector Based Training	62,500	62,500	-	0.0%
DWG - Hurricane Helene/Milton	185,000	541,205	356,205	192.5%
Opioid Recovery	192,500	192,500	-	100.0%
Total WIOA	11,056,253	11,399,958	343,705	3.1%
Employment Services				
Wagner-Peyser	1,860,344	1,883,117	22,773	1.2%
Veterans Services	296,673	296,673	-	0.0%
Apprenticeship Navigator	49,000	49,000	-	0.0%
HOPE Navigator	110,529	74,815	(35,714)	-32.3%
RESEA	1,166,720	1,166,720	-	0.0%
Supplemental Nutrition Assistance Program	728,906	728,906	-	0.0%
Trade Adjustment Assistance	50,359	50,359	-	0.0%
Military Family	275,937	275,937	-	0.0%
Total Employment Services	4,538,468	4,525,527	(12,941)	-0.3%
Welfare Transition	4,117,059	4,117,059	-	0.0%
TOTAL Florida Commerce Grant Funding	19,711,780	20,042,544	330,764	1.7%
Direct Grants/Special Projects				
Hillsborough County Re-entry Program	202,474	212,638	10,164	5.0%
Hillsborough County ACE Program	1,033,073	1,033,073	-	0.0%
Hillsborough County Sector Strategies Initiative	549,234	549,234	-	0.0%
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-	0.0%
Good Jobs Initiative	25,250	25,250	-	0.0%
FL Medical - Foundation for Caring	5,201	5,201	-	0.0%
Total Direct Grants/Special Projects	1,901,899	1,912,063	10,164	0.5%
TOTAL Grants Federal, State & Local	21,613,679	21,954,607	340,928	1.6%
Other Revenue				
Ticket to Work	90,000	90,000	-	0.0%
Tobacco Free Florida	10,000	10,000	-	0.0%
Interest	1,200	1,200	-	0.0%
Total Other Revenue	101,200	101,200	-	0.0%
TOTAL 2024-2025 BUDGETED REVENUE	21,714,879	22,055,807	340,928	1.6%

CareerSource Tampa Bay
2024-2025 Planning Budget - Modification #4
Combined Budgeted Revenues

Funding Streams	Combined Approved Budget 2024-2025 Mod #3	Combined Proposed Budget 2024-2025 Mod #4	\$ Change
Workforce Innovation & Opportunity Act			
Adult	3,713,807	3,713,807	-
Dislocated Worker	4,882,090	4,882,090	-
Total Adult/Dislocated Worker	8,595,897	8,595,897	-
Youth	3,997,069	3,927,221	(69,848)
Rapid Response	350,952	350,952	-
HOPE Funding Initiative	256,254	256,254	-
Board Consolidation Funding	753,216	753,216	-
Get There Faster - Veterans & Military Spouses	821,109	821,109	-
AI Incumbent Worker	150,000	125,000	(25,000)
Sector Based Training	125,000	125,000	-
DWG - Hurricane Helene/Milton	370,000	726,205	356,205
Opioid Recovery	275,000	275,000	-
Total WIOA	15,694,497	15,955,854	261,357
Employment Services			
Wagner-Peyser	2,677,061	2,699,834	22,773
Veterans Services	464,673	464,673	-
Apprenticeship Navigator	97,000	97,000	-
HOPE Navigator	228,916	157,488	(71,428)
RESEA	1,644,444	1,644,444	-
Supplemental Nutrition Assistance Program	935,871	935,871	-
Trade Adjustment Assistance	77,359	77,359	-
Military Family	275,937	275,937	-
Total Employment Services	6,401,261	6,352,606	(48,655)
Welfare Transition	6,209,370	6,209,370	-
TOTAL Florida Commerce Grant Funding	28,305,128	28,517,830	212,702
Direct Grants/Special Projects			
Hillsborough County Re-entry Program	202,474	212,638	10,164
Hillsborough County ACE Program	1,033,073	1,033,073	-
Hillsborough County Sector Strategies Initiative	549,234	549,234	-
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-
Good Jobs Initiative	25,250	25,250	-
FL Medical - Foundation for Caring	5,201	5,201	-
Total Direct Grants/Special Projects	1,901,899	1,912,063	10,164
TOTAL Grants Federal, State & Local	30,207,027	30,429,893	222,866
Other Revenue			
Ticket to Work	180,000	180,000	-
Tobacco Free Florida	12,400	12,400	-
Interest	13,200	13,200	-
Total Other Revenue	205,600	205,600	-
TOTAL 2024-2025 BUDGETED REVENUE	30,412,627	30,635,493	222,866



***2024-2025 Planning Budget (Revenues &
Expenses) – Modification #4
by County and Combined***

Pinellas County
2024-2025 Planning Budget
Modification #4

Budget Category	Approved 2024- 2025 Planning Budget Mod #3	Budget Mod #4	Proposed 2024- 2025 Planning Budget - Mod #4
Grant Revenue - Federal	8,593,348	(118,062)	8,475,286
Grant Revenue - Local	-	-	-
Total Grant Revenue	8,593,348	(118,062)	8,475,286
Other Income	104,400	-	104,400
Total Revenues	8,697,748	(118,062)	8,579,686
Expenses			
Salaries	3,214,410	(28,571)	3,185,839
Payroll Tax & Fringe	901,890	(7,143)	894,747
Retirement	277,353	-	277,353
Staff Training & Education	38,350	-	38,350
Accounting & Professional fees	277,376	-	277,376
Occupancy	381,960	-	381,960
Contract Labor	334,116	-	334,116
Office Expense	183,171	-	183,171
Insurance	81,974	-	81,974
Communications	96,276	-	96,276
Community Outreach	32,609	-	32,609
Travel	65,650	-	65,650
Meetings & Conferences	28,700	-	28,700
License, Dues & Other Fees	40,999	-	40,999
Other expense	7,740	-	7,740
Customer Training & Related Costs	2,269,475	(82,348)	2,187,127
Service Provider Contract	327,000	-	327,000
Total Expenses	8,559,050	(118,062)	8,440,988
Net Income/(Loss)	13,339	-	13,339
Unobligated Balance	125,359	-	125,359

Hillsborough County

2024-2025 Planning Budget

Modification #4

Budget Category	Approved 2024- 2025 Planning Budget Mod #3	Budget Mod #4	Proposed 2024- 2025 Planning Budget - Mod #4
Grant Revenue - Federal	19,711,780	330,764	20,042,544
Grant Revenue - Local	1,901,899	10,164	1,912,063
Total Grant Revenue	21,613,679	340,928	21,954,607
Other Income	101,200	-	101,200
Total Revenues	21,714,879	340,928	22,055,807
Expenses			
Salaries	7,925,376	(10,353)	7,915,023
Payroll Tax & Fringe	2,084,293	(2,588)	2,081,705
Retirement	522,963	-	522,963
Staff Training & Education	113,000	-	113,000
Accounting & Professional fees	727,018	10,164	737,182
Occupancy	1,580,652	-	1,580,652
Contract Labor	528,956	-	528,956
Office Expense	958,909	-	958,909
Insurance	135,430	-	135,430
Communications	121,380	-	121,380
Community Outreach	533,310	-	533,310
Travel	109,450	-	109,450
Meetings & Conferences	121,500	-	121,500
License, Dues & Other Fees	35,200	-	35,200
Other expense	5,000	-	5,000
Customer Training & Related Costs	5,865,063	343,705	6,208,768
Service Provider Contracts	130,000	-	130,000
Total Expenses	21,497,500	340,928	21,838,428
Net Income/(Loss)	10,700	-	10,700
Unobligated Balance	206,679	-	206,679

CareerSource Tampa Bay
2024-2025 Planning Budget Combined
Modification #4

Budget Category	Approved 2024-2025 Planning Budget Mod #3	Budget Mod #4	Proposed 2024-2025 Planning Budget - Mod #4
Grant Revenue - Federal	28,305,128	212,702	28,517,830
Grant Revenue - Local	1,901,899	10,164	1,912,063
Total Grant Revenue	30,207,027	222,866	30,429,893
Other Income	205,600	-	205,600
Total Revenues	30,412,627	222,866	30,635,493
Salaries	11,139,787	(38,924)	11,100,863
Payroll Tax & Fringe	2,986,184	(9,731)	2,976,453
Retirement	800,316	-	800,316
Staff Training & Education	151,350	-	151,350
Accounting & Professional fees	1,004,394	10,164	1,014,558
Occupancy	1,962,612	-	1,962,612
Contract Labor	863,072	-	863,072
Office Expense	1,142,080	-	1,142,080
Insurance	217,404	-	217,404
Communications	217,656	-	217,656
Community Outreach	565,919	-	565,919
Travel	175,100	-	175,100
Meetings & Conferences	150,200	-	150,200
License, Dues & Other Fees	76,199	-	76,199
Other expense	12,740	-	12,740
Customer Training & Related Costs	8,134,538	261,357	8,395,895
Service Provider Contracts	457,000	-	457,000
Total Expenses	30,056,550	222,866	30,279,416
Net Income/(Loss)	24,039	-	24,039
Unobligated Balance	332,038	-	332,038



***2024-2025 Planning Budget by Funding Type
- Modification #4
by County and Combined***

Pinellas County
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget FY 2024-2025	Prior Approved Budget FY 2024-2025	Modification #4
Revenue:									
Fiscal Year 2025 New Allocations	2,983,998	1,370,921	1,628,500	-	5,983,419	-	5,983,419	6,101,481	(118,062)
Carryforward from Prior Year Allocations	1,571,898	456,158	463,811	-	2,491,867	-	2,491,867	2,491,867	-
Projected Unrestricted Revenue	-	-	-	-	-	104,400	104,400	104,400	-
Total Revenue	4,555,896	1,827,079	2,092,311	-	8,475,286	104,400	8,579,686	8,697,748	(118,062)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	590,475	123,090	361,435	-	1,075,000	-	1,075,000	1,075,000	-
Case Management	883,953	525,520	320,813	-	1,730,286	-	1,730,286	1,766,000	(35,714)
Program Services	941,953	1,681	258,323	-	1,201,957	-	1,201,957	1,201,957	-
One Stop Operating/Facilities Costs	5,763	450,437	-	-	456,200	-	456,200	456,200	-
Technology	-	285,973	14,027	-	300,000	-	300,000	300,000	-
Community Outreach	2,540	111,460	-	-	114,000	-	114,000	114,000	-
Program Staff Training & Professional Development	613	23,315	3,572	-	27,500	-	27,500	27,500	-
Subtotal - Program Services Allocated	2,425,297	1,521,476	958,170	-	4,904,943	-	4,904,943	4,940,657	(35,714)
Program Services - Direct Costs:									
Participant & Work Based Learning	1,329,652	23,000	909,476	-	2,262,128	-	2,262,128	2,344,476	(82,348)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	-	-	-	-	-	-
Direct Costs - Other	10,956	-	-	-	10,956	91,061	102,017	102,017	-
Subrecipient Contracts	315,752	73	11,175	-	327,000	-	327,000	327,000	-
DEO Staff Travel	-	15,500	-	-	15,500	-	15,500	15,500	-
Subtotal - Program Services Direct	1,656,360	38,573	920,651	-	2,615,584	91,061	2,706,645	2,788,993	(82,348)
Total Program Service Costs:	4,081,657	1,560,049	1,878,821	-	7,520,527	91,061	7,611,588	7,729,650	(118,062)
Indirect Costs									
Indirect Costs	450,850	174,435	204,115	-	829,400	-	829,400	829,400	-
Total Indirect Costs	450,850	174,435	204,115	-	829,400	-	829,400	829,400	-
Total Expenditures	4,532,507	1,734,484	2,082,936	-	8,349,927	91,061	8,440,988	8,559,050	(118,062)
Projected Net Income/(Loss)	-	-	-	-	-	13,339	13,339	13,339	-
Unobligated Balance	23,389	92,595	9,375	-	125,359	-	125,359	125,359	-

Hillsborough County
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024- 2025	Unrestricted	Total Organization Budget	Prior Approved Budget FY	Modification #4
Revenue:									
Fiscal Year 2025 New Allocations	6,820,416	3,445,422	3,735,853	1,150,581	15,152,272	-	15,152,272	14,811,344	340,928
Carryforward from Prior Year Allocations	4,579,542	1,080,105	381,206	761,482	6,802,335	-	6,802,335	6,802,335	-
Projected Unrestricted Revenue	-	-	-	-	-	101,200	101,200	101,200	-
Total Revenue	11,399,958	4,525,527	4,117,059	1,912,063	21,954,607	101,200	22,055,807	21,714,879	340,928
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,061,997	104,744	233,259	-	1,400,000	-	1,400,000	1,400,000	-
Case Management	2,366,499	1,260,874	1,013,204	-	4,640,577	-	4,640,577	4,653,518	(12,941)
Program Services	1,778,827	326,882	751,984	-	2,857,693	-	2,857,693	2,857,693	-
One Stop Operating/Facilities Costs	112,584	1,422,354	-	115,062	1,650,000	-	1,650,000	1,650,000	-
Technology	44,377	467,773	53,882	33,968	600,000	-	600,000	600,000	-
Community Outreach	11,560	268,956	-	19,484	300,000	-	300,000	300,000	-
Program Staff Training & Professional Development	5,974	41,764	-	2,262	50,000	-	50,000	50,000	-
Subtotal - Program Services Allocated	5,381,818	3,893,347	2,052,329	170,776	11,498,270	-	11,498,270	11,511,211	(12,941)
Program Services - Direct Costs:									
Participant & Work Based Learning	3,961,705	40,000	1,545,000	957,063	6,503,768	-	6,503,768	6,160,063	343,705
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	428,726	428,726	-	428,726	428,726	-
Direct Costs - Other	650,000	-	-	102,164	752,164	90,500	842,664	832,500	10,164
Subrecipient Contracts	80,921	14,870	34,209	-	130,000	-	130,000	130,000	-
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000	35,000	-
Subtotal - Program Services Direct	4,692,626	89,870	1,579,209	1,487,953	7,849,658	90,500	7,940,158	7,586,289	353,869
Total Program Service Costs:	10,074,444	3,983,217	3,631,538	1,658,729	19,347,928	90,500	19,438,428	19,097,500	340,928
Indirect Costs									
Indirect Costs	1,228,810	505,405	456,442	209,343	2,400,000	-	2,400,000	2,400,000	-
Total Indirect Costs	1,228,810	505,405	456,442	209,343	2,400,000	-	2,400,000	2,400,000	-
Total Expenditures	11,303,254	4,488,622	4,087,980	1,868,072	21,747,928	90,500	21,838,428	21,497,500	340,928
Projected Net Income/(Loss)	-	-	-	-	-	10,700	10,700	10,700	-
Unobligated Balance	96,704	36,905	29,079	43,991	206,679	-	206,679	206,679	-

CareerSource Tampa Bay
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget FY 2024-2025	Prior Approved Budget FY 2024-2025	Modification #4
Revenue:									
Fiscal Year 2025 New Allocations	9,804,414	4,816,343	5,364,353	1,150,581	21,135,691	-	21,135,691	20,912,825	222,866
Carryforward from Prior Year Allocations	6,151,440	1,536,263	845,017	761,482	9,294,202	-	9,294,202	9,294,202	-
Projected Unrestricted Revenue	-	-	-	-	-	205,600	205,600	205,600	-
Total Revenue	15,955,854	6,352,606	6,209,370	1,912,063	30,429,893	205,600	30,635,493	30,412,627	222,866
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,652,472	227,834	594,694	-	2,475,000	-	2,475,000	2,475,000	-
Case Management	3,250,452	1,786,394	1,334,017	-	6,370,863	-	6,370,863	6,419,518	(48,655)
Program Services	2,720,780	328,563	1,010,307	-	4,059,650	-	4,059,650	4,059,650	-
One Stop Operating/Facilities Costs	118,347	1,872,791	-	115,062	2,106,200	-	2,106,200	2,106,200	-
Technology	44,377	753,746	67,909	33,968	900,000	-	900,000	900,000	-
Community Outreach	14,100	380,416	-	19,484	414,000	-	414,000	414,000	-
Program Staff Training & Professional Development	6,587	65,079	3,572	2,262	77,500	-	77,500	77,500	-
Subtotal - Program Services Allocated	7,807,115	5,414,823	3,010,499	170,776	16,403,213	-	16,403,213	16,451,868	(48,655)
Program Services - Direct Costs:									
Participant & Work Based Learning	5,291,357	63,000	2,454,476	957,063	8,765,896	-	8,765,896	8,504,539	261,357
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	428,726	428,726	-	428,726	428,726	-
Direct Costs - Other	660,956	-	-	102,164	763,120	181,561	944,681	934,517	10,164
Subrecipient Contracts	396,673	14,943	45,384	-	457,000	-	457,000	457,000	-
DEO Staff Travel	-	50,500	-	-	50,500	-	50,500	50,500	-
Subtotal - Program Services Direct	6,348,986	128,443	2,499,860	1,487,953	10,465,242	181,561	10,646,803	10,375,282	271,521
Total Program Service Costs:	14,156,101	5,543,266	5,510,359	1,658,729	26,868,455	181,561	27,050,016	26,827,150	222,866
Indirect Costs									
Indirect Costs	1,679,660	679,840	660,557	209,343	3,229,400	-	3,229,400	3,229,400	-
Total Indirect Costs	1,679,660	679,840	660,557	209,343	3,229,400	-	3,229,400	3,229,400	-
Total Expenditures	15,835,761	6,223,106	6,170,916	1,868,072	30,097,855	181,561	30,279,416	30,056,550	222,866
Projected Net Income/(Loss)	-					24,039	24,039	24,039	-
Unobligated Balance	120,093	129,500	38,454	43,991	332,038	-	332,038	332,038	-



Discussion Item

Expenditure Reports for Period Ending June 30, 2025

Pinellas County
Grant Award to Expenditure Report
FY 2024-2025
For Period Ending 6/30/2025

Program Description	Award Begin Date	Award End Date	Award Amount	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act								
WIOA - Adult PY2023	7/1/22	6/30/25	1,145,026	418,373	418,373	-	100%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	998,435	798,748	488,885	309,863	61%	49%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	1,208,487	589,449	589,449	-	100%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	1,293,933	1,035,146	1,025,752	9,394	99%	79%
WIOA - Youth PY2023	4/1/22	6/30/25	849,009	353,502	353,502	-	100%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	776,931	621,544	578,746	42,798	93%	74%
WIOA - Supplemental	7/1/24	6/30/26	129,956	129,956	-	129,956	0%	0%
WIOA - Hope Navigator	7/1/23	8/31/25	128,127	128,127	123,595	4,532	96%	96%
WIOA - Rapid Response	7/1/24	6/30/25	75,952	75,952	67,996	7,956	90%	90%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	62,500	62,500	2,984	59,516	5%	5%
WIOA - Sector Based Training	7/1/24	6/30/25	62,500	62,500	5,618	56,882	9%	9%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	185,000	185,000	18,406	166,594	10%	10%
WIOA - Opioid Recovery	12/20/24	12/31/26	82,500	82,500	687	81,813	1%	1%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	50,000	12,599	12,599	-	100%	100%
Total Workforce Innovation Opportunity Act			7,048,356	4,555,896	3,686,592	869,304	81%	
Employment Services								
Wagner Peyser PY2023	7/1/23	9/30/24	776,626	221,717	221,717	-	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	811,532	595,000	584,626	10,374	98%	72%
WP - Apprenticeship Navigator	7/1/24	6/30/25	48,000	48,000	34,942	13,058	73%	73%
WP - Hope Navigator	7/1/23	8/31/25	89,689	82,673	31,479	51,194	38%	43%
WP - Hope Navigator	7/1/23	6/30/25	0	-	-	-	0%	0%
DVOP	7/1/24	12/31/25	180,567	145,631	27,739	117,892	19%	35%
LVER	7/1/24	12/31/25	29,395	22,369	8,836	13,533	40%	54%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	281,705	28,845	28,845	-	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	237,493	178,120	130,269	47,851	73%	55%
TAA Training	10/1/22	9/30/24	8,394	1,996	-	1,996	0%	76%
TAA Training	10/1/24	9/30/25	23,270	23,270	810	22,460	3%	3%
TAA Case Management/Admin	10/1/22	9/30/24	3,850	1,734	-	1,734	0%	55%
RESEA Transition PY2023	1/1/23	9/30/25	482,814	119,193	119,193	-	100%	100%
RESEA Transition PY2024	1/1/24	9/30/25	478,041	358,531	340,294	18,237	95%	71%
Total Employment Services			3,451,377	1,827,079	1,528,750	298,329	84%	
Welfare Transition								
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	1,611,956	463,811	463,811	-	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	330,498	330,498	330,498	(0)	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	8/31/25	1,430,921	1,298,002	1,044,314	253,688	80%	73%
Total Welfare Transition			3,373,375	2,092,311	1,838,623	253,688	88%	
Totals				\$ 8,475,286	7,053,965	1,421,321	83%	

Hillsborough County
Grant Award to Actual Expenditures
FY 2024-2025
For Period Ending 6/30/2025

Program Description	Award Begin Date	Award End Date	Award Amount	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	2,177,393	994,479	994,479	0	100%	100%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	1,854,237	1,483,390	121,820	1,361,570	8%	67%	7%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	2,186,118	1,179,853	1,179,853	(0)	100%	100%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	2,300,324	1,840,261	1,598,026	242,235	87%	67%	69%
WIOA - Youth PY2023	4/1/22	6/30/25	2,318,736	1,315,357	1,315,357	0	100%	100%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	1,902,143	1,521,714	1,487,933	33,781	98%	69%	78%
WIOA - Supplemental	7/1/24	6/30/26	241,347	241,347	-	241,347	0%	0%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/25	3,089,416	821,109	821,109	(0)	100%	100%	100%
WIOA - Hope Navigator	7/1/23	8/31/25	128,127	128,127	117,867	10,260	92%	92%	92%
WIOA - Rapid Response	7/1/24	6/30/25	275,000	275,000	275,000	-	100%	100%	100%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	62,500	62,500	43,603	18,897	70%	100%	70%
WIOA - Sector Based Training	7/1/24	6/30/25	62,500	62,500	32,643	29,857	52%	100%	52%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	541,205	541,205	541,205	-	100%	37%	100%
WIOA - Opioid Recovery	12/20/24	12/31/26	192,500	192,500	12,158	180,342	6%	26%	6%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	363,883	148,000	148,000	(0)	100%	100%	100%
WIOA - Board Consolidation & Realignment	6/3/24	12/31/25	592,617	592,617	260,459	332,158	44%	68%	44%
Total Workforce Innovation Opportunity Act			18,288,046	11,399,958	8,949,512	2,450,446	79%		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	1,756,030	385,016	385,016	(0)	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	1,598,101	1,498,101	1,356,002	142,099	91%	80%	85%
WP - Apprenticeship Navigator	7/1/24	7/31/24	1,000	1,000	1,000	-	100%	100%	100%
WP - Apprenticeship Navigator	7/1/24	6/30/25	48,000	48,000	44,729	3,271	93%	100%	93%
WP - Hope Navigator	7/1/23	8/31/25	89,689	74,815	72,802	2,013	97%	92%	98%
WP - Hope Navigator	7/1/23	6/30/25	0	-	-	-	0%	100%	0%
DVOP	7/1/24	12/31/25	217,178	217,178	103,073	114,105	47%	66%	47%
LVER	7/1/24	12/31/25	79,495	79,495	61,455	18,040	77%	66%	77%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	815,596	221,950	221,950	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	675,941	506,957	481,668	25,289	95%	75%	71%
TAA Training	10/1/22	9/30/24	21,442	21,442	-	21,442	0%	100%	0%
TAA Training	10/1/24	9/30/25	25,000	25,000	-	25,000	0%	75%	0%
TAA Case Management/Admin	10/1/22	9/30/24	3,917	3,917	3,917	-	100%	100%	100%
RESEA Transition PY2023	1/1/23	9/30/25	947,195	470,748	470,748	0	100%	91%	100%
RESEA Transition PY2024	1/1/24	9/30/25	927,963	695,972	593,657	102,315	85%	86%	64%
Military Family	7/1/24	6/30/25	275,937	275,937	275,937	-	100%	100%	100%
Total Employment Services			7,482,484	4,525,527	4,071,954	453,573	90%		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	3,111,657	381,206	381,206	(0)	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	1,043,820	1,043,820	1,043,820	-	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	8/31/25	2,692,033	2,692,033	2,482,109	209,924	92%	81%	92%
Total Welfare Transition			6,847,510	4,117,059	3,907,135	209,924	95%		
Direct Grants & Special Projects									
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	174,234	174,234	0	100%	100%	100%
Hills County - Targeted Industry Sector Workforce Prog	10/1/24	9/30/25	500,000	375,000	333,315	41,685	89%	75%	67%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	466,823	278,811	188,012	60%	100%	75%
Hills County - ACE 5.0	10/1/24	9/30/25	755,000	566,250	319,629	246,621	56%	75%	42%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	89,973	34,431	55,542	38%	100%	81%
Hills County - Ex-Offender/Returning Citizen	10/1/24	9/30/25	150,000	122,664	122,664	-	100%	75%	82%
United Way Suncoast - TBSH	7/1/24	6/30/25	86,667	86,667	86,667	-	100%	100%	100%
Good Jobs Initiative	7/1/23	12/31/25	25,250	25,250	-	25,250	0%	0%	0%
Florida Medical - Foundation for Caring	7/1/23	12/31/24	9,244	5,201	5,201	(0)	100%	100%	100%
Total Direct Grants & Special Projects			26,409,760	1,912,063	1,354,952	557,111	71%		
Totals			\$ 21,954,607	18,283,553	3,671,054	83%			

CareerSource Tampa Bay
Combined Grant Award to Actual Expenditures
FY 2024-2025
For Period Ending 6/30/2025

Program Description	Award Begin Date	Award End Date	Award Amount	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	3,322,419	1,412,852	1,412,852	0	100%	100%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	2,852,672	2,282,138	610,705	1,671,433	27%	67%	21%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	3,394,605	1,769,302	1,769,302	(0)	100%	100%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	3,594,257	2,875,407	2,623,778	251,629	91%	67%	73%
WIOA - Youth PY2023	4/1/22	6/30/25	3,167,745	1,668,859	1,668,859	0	100%	100%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	2,679,074	2,143,258	2,066,679	76,579	96%	69%	77%
WIOA - Supplemental	7/1/24	6/30/26	371,303	371,303	-	371,303	0%	50%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/25	3,089,416	821,109	821,109	(0)	100%	100%	100%
WIOA - Hope Navigator	7/1/23	8/31/25	256,254	256,254	241,462	14,792	94%	92%	94%
WIOA - Rapid Response	7/1/24	6/30/25	350,952	350,952	342,996	7,956	98%	100%	98%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	125,000	125,000	46,587	78,413	37%	100%	37%
WIOA - Sector Based Training	7/1/24	6/30/25	125,000	125,000	38,261	86,739	31%	100%	31%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	726,205	726,205	559,611	166,594	77%	37%	77%
WIOA - Opioid Recovery	12/20/24	12/31/26	275,000	275,000	12,845	262,155	5%	26%	5%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	413,883	160,599	160,599	(0)	100%	100%	100%
WIOA - Board Consolidation & Realignment	6/3/24	12/31/25	592,617	592,617	260,459	332,158	44%	68%	44%
Total Workforce Innovation Opportunity Act			25,336,402	15,955,855	12,636,104	3,319,751	79%		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	2,532,656	606,733	606,733	(0)	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	2,409,633	2,093,101	1,940,628	152,473	93%	80%	81%
WP - Apprenticeship Navigator	7/1/24	7/31/24	1,000	1,000	1,000	-	100%	100%	100%
WP - Apprenticeship Navigator	7/1/24	6/30/25	96,000	96,000	79,671	16,329	83%	100%	83%
WP - Hope Navigator	7/1/23	8/31/25	179,378	157,488	104,281	53,207	66%	92%	70%
WP - Hope Navigator	7/1/23	6/30/25	0	-	-	-	0%	100%	0%
DVOP	7/1/24	12/31/25	397,745	362,809	130,812	231,997	36%	66%	42%
LVER	7/1/24	12/31/25	108,890	101,864	70,291	31,573	69%	66%	71%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	1,097,301	250,795	250,795	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	913,434	685,077	611,937	73,140	89%	75%	67%
TAA Training	10/1/22	9/30/24	29,836	23,438	-	23,438	0%	100%	21%
TAA Training	10/1/24	9/30/25	48,270	48,270	810	47,460	2%	75%	2%
TAA Case Management/Admin	10/1/22	9/30/24	7,767	5,651	3,917	1,734	69%	100%	78%
RESEA Transition PY2023	1/1/23	9/30/25	1,430,009	589,941	589,941	0	100%	91%	100%
RESEA Transition PY2024	1/1/24	9/30/25	1,406,004	1,054,503	933,951	120,552	89%	86%	66%
Military Family	7/1/24	6/30/25	275,937	275,937	275,937	-	100%	100%	100%
Total Employment Services			10,933,861	6,352,606	5,600,704	751,902	88%		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	4,723,613	845,017	845,017	(0)	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	1,374,318	1,374,318	1,374,318	(0)	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	8/31/25	4,122,954	3,990,035	3,526,423	463,612	88%	81%	86%
Total Welfare Transition			10,220,885	6,209,370	5,745,758	463,612	93%		
Direct Grants & Special Projects									
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	174,234	174,234	0	100%	100%	100%
Hills County - Targeted Industry Sector Workforce Prog	10/1/24	9/30/25	500,000	375,000	333,315	41,685	89%	75%	67%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	466,823	278,811	188,012	60%	100%	75%
Hills County - ACE 5.0	10/1/24	9/30/25	755,000	566,250	319,629	246,621	56%	75%	42%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	89,973	34,431	55,542	38%	100%	81%
Hills County - Ex-Offender/Returning Citizen	10/1/24	9/30/25	150,000	122,664	122,664	-	100%	75%	82%
United Way Suncoast - TBSH	7/1/24	6/30/25	86,667	86,667	86,667	-	100%	100%	100%
Good Jobs Initiative	7/1/23	12/31/25	25,250	25,250	-	25,250	0%	80%	0%
Florida Medical - Foundation for Caring	7/1/23	12/31/24	9,244	5,201	5,201	(0)	100%	100%	100%
Total Direct Grants & Special Projects			37,568,742	1,912,063	1,354,952	557,111	71%		
Totals				\$ 30,429,893	25,337,518	5,092,375	83%		

Action Item

Regional Targeted Occupations List

Background

The Florida Department of Commerce Bureau of Labor Market Statistics (LMS) published the 2024-2025 Statewide Demand Occupational Lists on the Department's website on May 31st, 2024. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage and are used as a baseline for establishing the Regional Targeted Occupations List (RTOL).

The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). Pursuant to the TOL requirements, as described in CareerSource Florida's Administrative Policy 082, each LWDB is required to develop its RTOL, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as including additional occupations to their lists that are based on local demand. A TOL may be updated when occupations are deleted or added. In addition, each local board may add or delete occupations to its current TOL based on the demand of local employers. This process and revised Local Area Targeted Occupations Lists do not require approval from CareerSource Florida, Inc. (CSF).

Process

CareerSource Tampa Bay (CSTB) Workforce Solutions Committee conducted a review of the Regional Targeted Occupation List (RTOL) provided by Florida Department of Commerce compared to the current CSTB RTOL. The Committee reviewed additional metrics including PY2425 enrollments, PY2223-PY2425 training enrollments, employment and average wage of individuals receiving occupational skills training.

Suggested to remove: Of the 89 occupations recommended for removal by Florida Department of Commerce, the Workforce Solutions Committee are recommending the removal of 7 occupations with primary consideration given to impact on the Primary Indicator of Performance Report, lack of training programs, and/or lack of potential career pathways.

CSTB Workforce Solutions Committee Reviewed Occupations Recommended for Removal

SOC Code	Occupation Title
413011	Advertising Sales Agents
111011	Chief Executives
212011	Clergy

212021	Directors, Religious Activities and Education
119013	Farmers, Ranchers, and Other Agricultural Managers
499044	Millwrights
212099	Religious Workers, All Other

RECOMMENDATION

Workforce Solutions Committee recommends approval of the PY25-26 proposed Regional Targeted Occupations List (RTOL).

CSTB Proposed PY2526 Targeted Occupation List

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
132011	HSHW	Accountants and Auditors	0.94	42.69	26.60	Retain
272011		Actors	N/A	N/A	N/A	Retain
113012	HSHW	Administrative Services Managers	0.84	51.00	27.87	Retain
173011	HSHW	Architectural and Civil Drafters	1.24	30.66	20.71	Retain
119041	HSHW	Architectural and Engineering Managers	0.83	81.76	56.59	Retain
271011	HSHW	Art Directors	0.93	45.50	27.96	Retain
493021		Automotive Body and Related Repairers	0.18	29.76	19.22	Retain
493023		Automotive Service Technicians and Mechanics	0.73	25.51	16.60	Retain
433031		Bookkeeping, Accounting, and Auditing Clerks	-0.09	25.30	18.42	Retain
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	0.33	30.25	21.45	Retain
131199	HSHW	Business Operations Specialists, All Other	1.00	46.37	24.34	Retain
131021	HSHW	Buyers and Purchasing Agents	-0.38	38.21	23.24	Retain
252032		Career/Technical Education Teachers, Secondary School	0.62	28.20	23.02	Retain
472031		Carpenters	0.76	24.74	18.34	Retain
351011	HSHW	Chefs and Head Cooks	0.72	33.02	22.77	Retain
211021		Child, Family, and School Social Workers	0.52	27.88	20.02	Retain
172051	HSHW	Civil Engineers	1.40	53.08	34.50	Retain
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.50	35.86	24.84	Retain
292018		Clinical Laboratory Technologists and Technicians	0.84	28.83	17.78	Retain
211099		Community and Social Service Specialists, All Other	0.45	27.53	19.02	Retain
211094		Community Health Workers	2.35	26.26	19.15	Retain
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.17	36.07	24.33	Retain
131041	HSHW	Compliance Officers	1.15	38.95	23.17	Retain
113021	HSHW	Computer and Information Systems Managers	1.95	82.27	54.31	Retain
151241	HSHW	Computer Network Architects	0.87	62.29	42.16	Retain
151231	HSHW	Computer Network Support Specialists	1.31	37.21	24.68	Retain
151299		Computer Occupations, All Other	1.53	43.30	16.48	Retain
151251	HSHW	Computer Programmers	-0.63	46.88	30.34	Retain
151211	HSHW	Computer Systems Analysts	1.40	53.84	35.46	Retain
151232		Computer User Support Specialists	1.17	29.51	19.70	Retain
492011		Computer, Automated Teller, and Office Machine Repairers	0.26	23.66	17.94	Retain
474011	HSHW	Construction and Building Inspectors	0.58	33.63	23.19	Retain
119021	HSHW	Construction Managers	0.97	54.51	27.53	Retain
131051	HSHW	Cost Estimators	0.19	38.71	24.12	Retain
434031		Court, Municipal, and License Clerks	0.22	24.12	20.30	Retain
152051	HSHW	Data Scientists	4.10	56.58	33.66	Retain
319091		Dental Assistants	1.03	22.90	19.01	Retain
291292	HSHW	Dental Hygienists	1.11	41.89	37.43	Retain

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
472111		Electricians	1.00	26.82	20.13	Retain
252021		Elementary School Teachers, Except Special Education	0.66	29.72	22.07	Retain
292042		Emergency Medical Technicians	1.02	19.84	16.44	Retain
436011	HSHW	Executive Secretaries and Executive Administrative Assistants	-1.92	34.75	24.23	Retain
113013	HSHW	Facilities Managers	0.69	48.16	28.72	Retain
132051	HSHW	Financial and Investment Analysts	0.71	44.10	29.44	Retain
132061	HSHW	Financial Examiners	2.64	33.25	20.70	Retain
113031	HSHW	Financial Managers	1.85	81.54	44.47	Retain
132099	HSHW	Financial Specialists, All Other	0.80	36.89	23.60	Retain
332011	HSHW	Firefighters	0.45	30.96	23.51	Retain
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.73	37.07	24.67	Retain
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	0.93	27.15	17.79	Retain
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.05	26.16	18.34	Retain
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.66	36.67	24.72	Retain
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.60	46.16	27.28	Retain
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	-0.12	32.76	21.42	Retain
391022		First-Line Supervisors of Personal Service Workers	1.03	24.25	16.53	Retain
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.56	33.96	21.48	Retain
411011		First-Line Supervisors of Retail Sales Workers	0.09	24.84	16.44	Retain
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	1.07	30.72	20.56	Retain
119051	HSHW	Food Service Managers	0.39	33.23	21.12	Retain
111021	HSHW	General and Operations Managers	0.94	66.82	27.83	Retain
271024		Graphic Designers	0.91	29.76	19.83	Retain
251071	HSHW	Health Specialties Teachers, Postsecondary	2.27	57.63	26.98	Retain
292099		Health Technologists and Technicians, All Other	0.85	23.75	17.98	Retain
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0.70	26.09	19.81	Retain
533032		Heavy and Tractor-Trailer Truck Drivers	1.33	25.89	19.27	Retain
434161		Human Resources Assistants, Except Payroll and Timekeeping	0.34	24.78	19.09	Retain
113121	HSHW	Human Resources Managers	1.03	69.85	41.64	Retain
131071	HSHW	Human Resources Specialists	1.42	35.21	21.03	Retain
172112	HSHW	Industrial Engineers	1.50	47.36	31.28	Retain
499041	HSHW	Industrial Machinery Mechanics	1.66	30.62	22.19	Retain
113051	HSHW	Industrial Production Managers	0.55	59.74	34.29	Retain
151212	HSHW	Information Security Analysts	3.49	56.19	36.01	Retain

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	-0.17	22.95	16.70	Retain
413021	HSHW	Insurance Sales Agents	1.36	39.61	20.52	Retain
132053	HSHW	Insurance Underwriters	0.44	41.73	27.18	Retain
271025	HSHW	Interior Designers	1.55	31.68	19.97	Retain
252012	HSHW	Kindergarten Teachers, Except Special Education	0.62	31.68	23.56	Retain
436012		Legal Secretaries and Administrative Assistants	-1.48	28.56	19.69	Retain
292061		Licensed Practical and Licensed Vocational Nurses	1.03	29.10	24.31	Retain
132072	HSHW	Loan Officers	-0.07	37.94	20.99	Retain
131081	HSHW	Logisticians	2.33	38.09	24.25	Retain
514041		Machinists	0.93	25.68	19.55	Retain
131111	HSHW	Management Analysts	1.42	47.45	28.22	Retain
119199	HSHW	Managers, All Other	0.78	56.62	26.69	Retain
131161	HSHW	Market Research Analysts and Marketing Specialists	1.71	38.89	22.98	Retain
112021	HSHW	Marketing Managers	1.08	74.34	39.82	Retain
319011		Massage Therapists	2.10	24.59	17.15	Retain
172141	HSHW	Mechanical Engineers	1.33	49.56	33.74	Retain
119111	HSHW	Medical and Health Services Managers	2.68	58.76	26.54	Retain
319092		Medical Assistants	1.72	20.22	17.27	Retain
499062		Medical Equipment Repairers	1.72	28.56	18.20	Retain
292072		Medical Records Specialists	0.94	26.34	18.20	Retain
191042	HSHW	Medical Scientists, Except Epidemiologists	1.01	57.28	29.35	Retain
436013		Medical Secretaries and Administrative Assistants	0.89	20.33	16.75	Retain
131121	HSHW	Meeting, Convention, and Event Planners	0.83	31.65	19.48	Retain
211023	HSHW	Mental Health and Substance Abuse Social Workers	1.04	26.33	18.91	Retain
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	0.65	30.99	22.43	Retain
493042	HSHW	Mobile Heavy Equipment Mechanics, Except Engines	1.22	30.56	23.70	Retain
493051		Motorboat Mechanics and Service Technicians	1.52	27.10	19.79	Retain
272042	HSHW	Musicians and Singers	0.43	64.36	24.08	Retain
151244	HSHW	Network and Computer Systems Administrators	0.98	48.42	31.73	Retain
195011	HSHW	Occupational Health and Safety Specialists	1.87	39.76	25.16	Retain
312011	HSHW	Occupational Therapy Assistants	1.91	34.17	28.69	Retain
439199		Office and Administrative Support Workers, All Other	-0.16	22.91	16.76	Retain
152031	HSHW	Operations Research Analysts	2.78	42.10	27.13	Retain
292057		Ophthalmic Medical Technicians	1.65	21.39	17.73	Retain
232011	HSHW	Paralegals and Legal Assistants	1.18	30.08	20.17	Retain
433051		Payroll and Timekeeping Clerks	-0.53	23.41	14.83	Retain
132052	HSHW	Personal Financial Advisors	-0.08	71.97	24.44	Retain
292052		Pharmacy Technicians	1.04	21.21	16.84	Retain
319097		Phlebotomists	1.81	19.82	17.30	Retain

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
312021	HSHW	Physical Therapist Assistants	2.25	33.24	27.49	Retain
472152		Plumbers, Pipefitters, and Steamfitters	0.51	26.40	20.54	Retain
333051	HSHW	Police and Sheriff's Patrol Officers	0.41	38.66	29.51	Retain
339021		Private Detectives and Investigators	1.20	25.97	16.54	Retain
272012	HSHW	Producers and Directors	0.01	44.60	23.26	Retain
435061		Production, Planning, and Expediting Clerks	0.74	26.54	18.44	Retain
131082	HSHW	Project Management Specialists	1.11	49.54	30.64	Retain
132022	HSHW	Property Appraisers and Assessors	0.86	35.75	19.71	Retain
119141	HSHW	Property, Real Estate, and Community Association Managers	1.18	38.10	22.01	Retain
292053		Psychiatric Technicians	0.99	21.18	16.78	Retain
273031	HSHW	Public Relations Specialists	0.90	32.17	20.79	Retain
292034	HSHW	Radiologic Technologists and Technicians	0.84	35.83	27.13	Retain
419021		Real Estate Brokers	0.98	41.66	19.98	Retain
419022		Real Estate Sales Agents	0.96	34.03	16.93	Retain
291141	HSHW	Registered Nurses	0.44	43.60	34.29	Retain
291126	HSHW	Respiratory Therapists	1.17	40.92	33.09	Retain
112022	HSHW	Sales Managers	0.80	71.46	34.09	Retain
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.24	34.84	18.20	Retain
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.76	34.25	18.11	Retain
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	0.77	55.55	24.08	Retain
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	0.66	30.34	23.16	Retain
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	0.42	41.08	22.26	Retain
492098		Security and Fire Alarm Systems Installers	1.09	27.42	20.97	Retain
119151	HSHW	Social and Community Service Managers	0.66	38.04	22.98	Retain
211093		Social and Human Service Assistants	0.56	21.11	16.48	Retain
151252	HSHW	Software Developers	2.89	59.28	37.84	Retain
151253	HSHW	Software Quality Assurance Analysts and Testers	2.65	45.84	34.02	Retain
252052		Special Education Teachers, Kindergarten and Elementary School	0.56	34.31	26.17	Retain
252058	HSHW	Special Education Teachers, Secondary School	0.62	31.16	24.09	Retain
271014	HSHW	Special Effects Artists and Animators	1.36	46.49	29.77	Retain
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	1.92	28.69	18.22	Retain
173031		Surveying and Mapping Technicians	1.15	23.60	17.77	Retain
132082		Tax Preparers	0.87	27.85	17.57	Retain
253099		Teachers and Instructors, All Other	0.65	31.51	15.09	Retain
492022	HSHW	Telecommunications Equipment Installers and Repairers, Except Line Installers	1.76	30.27	22.63	Retain
499052		Telecommunications Line Installers and Repairers	1.79	28.32	20.16	Retain

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
131151		Training and Development Specialists	1.20	33.92	18.32	Retain
113071	HSHW	Transportation, Storage, and Distribution Managers	0.94	51.02	27.09	Retain
413041		Travel Agents	0.65	23.87	15.94	Retain
292056		Veterinary Technologists and Technicians	2.53	21.53	17.24	Retain
151255	HSHW	Web and Digital Interface Designers	1.92	40.87	22.73	Retain
151254	HSHW	Web Developers	2.04	46.68	21.74	Retain
514121		Welders, Cutters, Solderers, and Brazers	0.53	24.65	19.46	Retain
273043	HSHW	Writers and Authors	0.54	36.48	22.99	Retain
493011	HSHW	Aircraft Mechanics and Service Technicians	-0.81	40.28	26.05	Retain
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	-1.72	129.86	62.28	Retain
171011	HSHW	Architects, Except Landscape and Naval	1.67	43.68	28.01	Retain
395011		Barbers	1.95	23.06	15.99	Retain
194021		Biological Technicians	1.22	24.55	17.05	Retain
472021		Brickmasons and Blockmasons	-0.13	24.63	18.21	Retain
533052		Bus Drivers, Transit and Intercity	0.10	21.20	17.11	Retain
251011	HSHW	Business Teachers, Postsecondary	#N/A	#N/A	26.77	Retain
292031		Cardiovascular Technologists and Technicians	0.06	31.42	17.91	Retain
251194		Career/Technical Education Teachers, Postsecondary	#N/A	#N/A	18.65	Retain
435011		Cargo and Freight Agents	-0.10	25.41	18.95	Retain
472051		Cement Masons and Concrete Finishers	-0.04	23.14	17.79	Retain
194031		Chemical Technicians	0.02	22.09	17.92	Retain
192031	HSHW	Chemists	-0.20	31.70	22.91	Retain
272022		Coaches and Scouts	0.25	22.71	15.03	Retain
532012	HSHW	Commercial Pilots	0.66	61.93	33.68	Retain
519161		Computer Numerically Controlled Tool Operators	-0.21	21.43	17.28	Retain
519162	HSHW	Computer Numerically Controlled Tool Programmers	2.50	32.86	22.00	Retain
352014		Cooks, Restaurant	0.15	17.88	14.68	Retain
333012		Correctional Officers and Jailers	0.32	31.81	22.09	Retain
434051		Customer Service Representatives	-0.13	19.46	15.78	Retain
151242	HSHW	Database Administrators	-0.28	48.91	30.02	Retain
292032	HSHW	Diagnostic Medical Sonographers	1.62	38.79	32.12	Retain
292051		Dietetic Technicians	1.16	17.29	14.75	Retain
472081		Drywall and Ceiling Tile Installers	-0.03	23.19	16.71	Retain
119032	HSHW	Education Administrators, Kindergarten through Secondary	0.05	44.15	31.95	Retain
119033	HSHW	Education Administrators, Postsecondary	0.12	41.53	31.27	Retain
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	-0.11	31.31	23.18	Retain
172071	HSHW	Electrical Engineers	0.27	55.27	37.65	Retain
499051	HSHW	Electrical Power-Line Installers and Repairers	0.15	49.43	28.19	Retain
172072	HSHW	Electronics Engineers, Except Computer	-0.25	52.10	40.05	Retain
492094	HSHW	Electronics Repairers, Commercial and Industrial Equip.	0.11	25.72	20.36	Retain

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
533011		Emergency Medical Responders	3.20	16.25	15.03	Retain
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	-0.26	29.11	20.50	Retain
172199	HSHW	Engineers, All Other	0.05	49.29	32.23	Retain
192041	HSHW	Environmental Scientists and Specialists, Including Health	0.26	30.12	21.41	Retain
132054	HSHW	Financial Risk Specialists	0.89	50.35	27.38	Retain
351012		First-Line Supervisors of Food Preparation and Serving Workers	0.02	20.98	15.52	Retain
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	0.02	22.50	16.58	Retain
331012	HSHW	First-Line Supervisors of Police and Detectives	0.06	54.10	42.51	Retain
194092		Forensic Science Technicians	0.54	28.38	21.45	Retain
131131		Fundraisers	0.03	31.02	19.05	Retain
472121		Glaziers	0.29	24.05	17.20	Retain
395012		Hairdressers, Hairstylists, and Cosmetologists	0.00	13.92	12.49	Retain
211091	HSHW	Health Education Specialists	-0.18	29.94	18.22	Retain
299021	HSHW	Health Information Technologists and Medical Registrars	1.50	35.04	20.68	Retain
319099		Healthcare Support Workers, All Other	0.02	22.45	17.20	Retain
311128		Home Health Aides	0.18	15.98	13.99	Retain
173026		Industrial Engineering Technologists and Technicians	0.80	27.48	19.70	Retain
537051		Industrial Truck and Tractor Operators	0.11	22.83	17.66	Retain
472131		Insulation Workers, Floor, Ceiling, and Wall	0.03	23.69	17.42	Retain
273091		Interpreters and Translators	1.12	26.04	15.17	Retain
194099		Life, Physical, and Social Science Technicians, All Other	-0.25	29.56	18.91	Retain
533033		Light Truck Drivers	-0.07	19.00	15.37	Retain
434131		Loan Interviewers and Clerks	-0.37	24.71	17.95	Retain
119081	HSHW	Lodging Managers	0.15	29.96	17.03	Retain
499071		Maintenance and Repair Workers, General	0.09	21.85	16.20	Retain
395092		Manicurists and Pedicurists	0.01	17.30	13.34	Retain
292036		Medical Dosimetrist	1.52	73.98	57.76	Retain
319093		Medical Equipment Preparers	0.35	22.21	17.18	Retain
514199		Metal and Plastic Machine Workers, all other	0.23	16.79	13.98	Retain
119121	HSHW	Natural Sciences Managers	0.69	68.16	31.24	Retain
292033	HSHW	Nuclear Medicine Technologists	0.51	44.98	37.29	Retain
311131		Nursing Assistants	0.59	19.45	16.64	Retain
439061		Office Clerks, General	-0.04	21.44	15.59	Retain
472073		Operating Engineers and Other Construction Equipment Operators	0.08	23.80	19.36	Retain
519083		Ophthalmic Laboratory Technicians	-0.03	17.31	15.70	Retain
292081		Opticians, Dispensing	0.64	27.65	20.49	Retain
311132		Orderlies	0.07	16.75	15.51	Retain
472141		Painters, Construction and Maintenance	0.10	22.65	17.56	Retain

SOC Code*	HSHW**	Occupation Title*	Regional % Growth	Regional Mean Wage	Regional Entry Wage	Workforce Solutions Committee Recommendation
119179	HSHW	Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other	-0.37	31.42	19.34	Retain
372021		Pest Control Workers	0.01	22.85	17.24	Retain
291071	HSHW	Physician Assistants	0.44	56.14	40.02	Retain
472151		Pipelayers	0.01	22.87	18.30	Retain
251199	HSHW	Postsecondary Teachers, All Other	#N/A	#N/A	19.90	Retain
252011		Preschool Teachers, Except Special Education	0.09	16.51	13.44	Retain
113061	HSHW	Purchasing Managers	-0.04	59.31	37.75	Retain
472181		Roofers	0.04	23.46	16.55	Retain
436014		Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	-0.09	21.43	16.06	Retain
339032		Security Guards	0.14	17.40	14.42	Retain
472211		Sheet Metal Workers	-0.08	23.94	16.68	Retain
395094		Skincare Specialists	-0.19	19.42	13.09	Retain
211029		Social Workers, All Other	0.31	31.88	22.31	Retain
472231		Solar Photovoltaic Installers	0.08	24.12	20.73	Retain
472221		Structural Iron and Steel Workers	-0.51	23.67	18.38	Retain
292055		Surgical Technologists	0.34	29.39	21.34	Retain
259045		Teaching Assistants, Except Postsecondary	0.11	13.23	12.29	Retain
259044		Teaching Assistants, Postsecondary	0.03	14.78	12.04	Retain
472044		Tile and Stone Setters	0.22	24.29	15.35	Retain

*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

Youth Development Committee Summer Update



Program Updates



Message from Tampa Bay Summer Hires

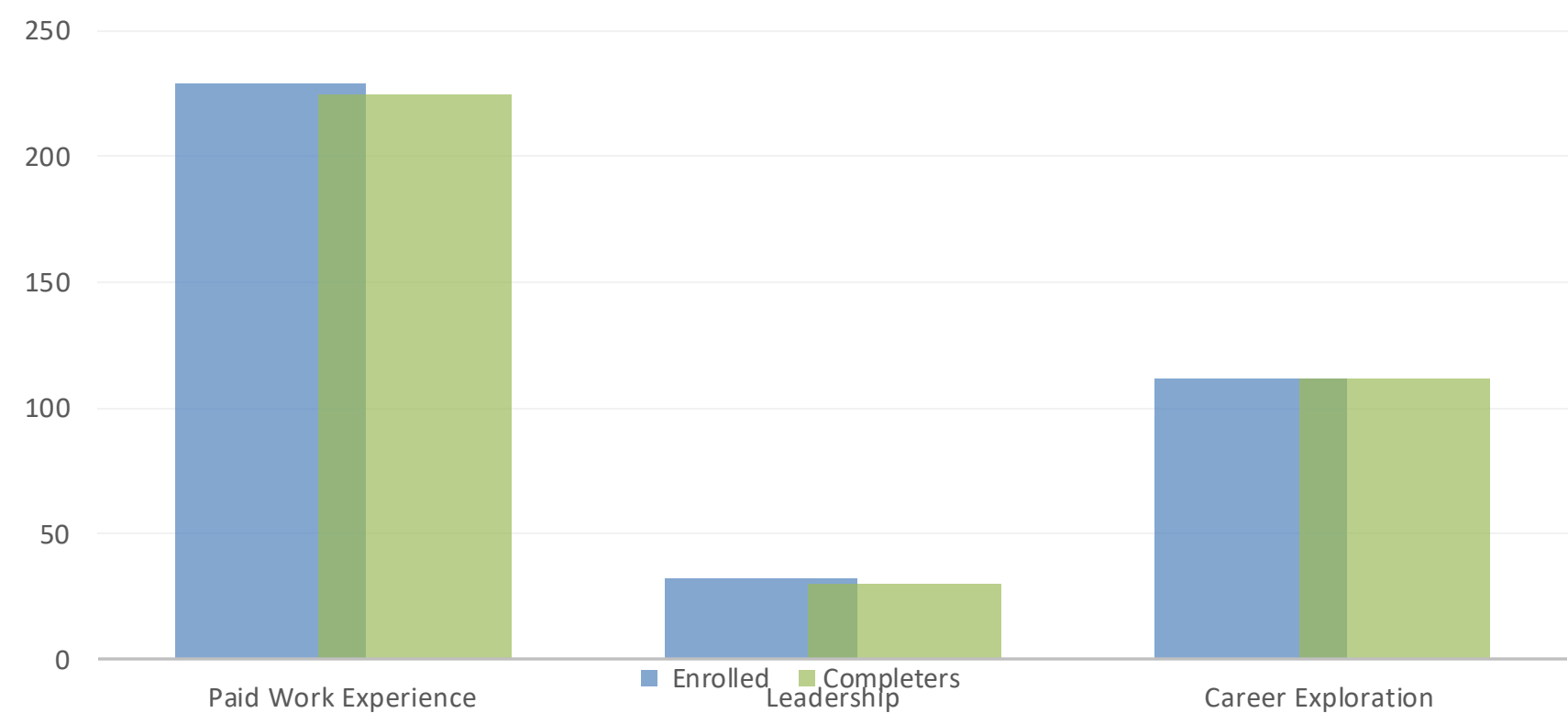
Tampa Bay Hires thanks our partners and the community for another impactful year. We appreciate your continued support and commitment to securing a bright future for the Tampa Bay area that incorporates the skills, ingenuity and innovation of our emerging workforce! We are currently planning our next year's initiative and developing new partnerships to better serve youth.

With the support of our community, we achieved another remarkable year with notable highlights as follows:

- Implemented 2 new components to promote hands on career exploration and provide youth with the subsequent skills to explore careers
- Maintained our goal of a 90% completion rate
- Incorporated two new cost saving measures by identifying lower cost options for facilitate our enrollment process and Career Exploration
- Created a new and customizable curriculum for Career Exploration that provides prolonged access and engagement for youth post summer programming

Opportunities & Outcomes

Program Enrollment Breakdown



Employer Impact

Business Impact

In the 2025 Summer Program year, Tampa Bay Summer Hires served 229 youth across 61 zip codes in Hillsborough County. This expansive effort from our Business Services Unit team allowed us to achieve the following:

Number of employer partners and positions

- 70 Participating Employers
- 80 Employers Registered
- 400 Positions



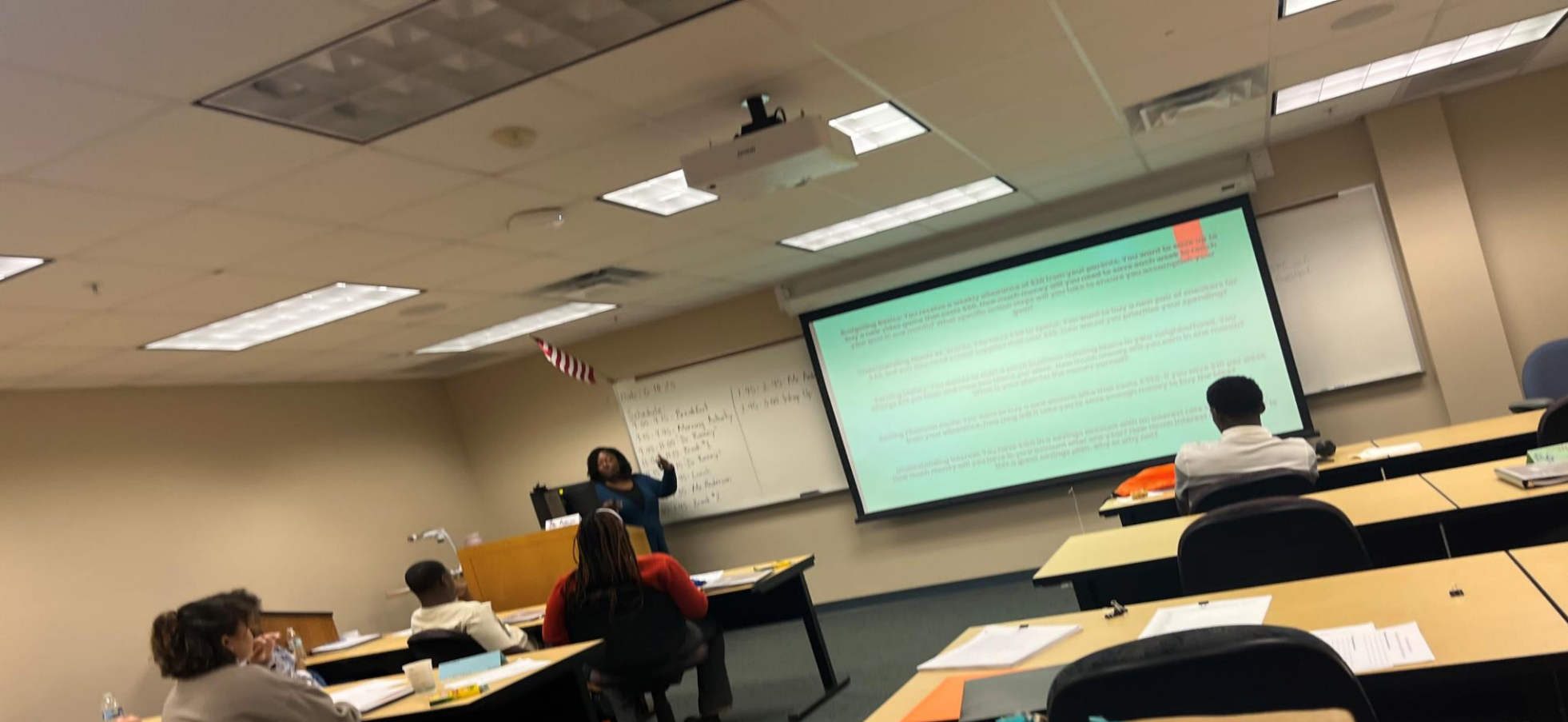


**How was
your
summer ?**



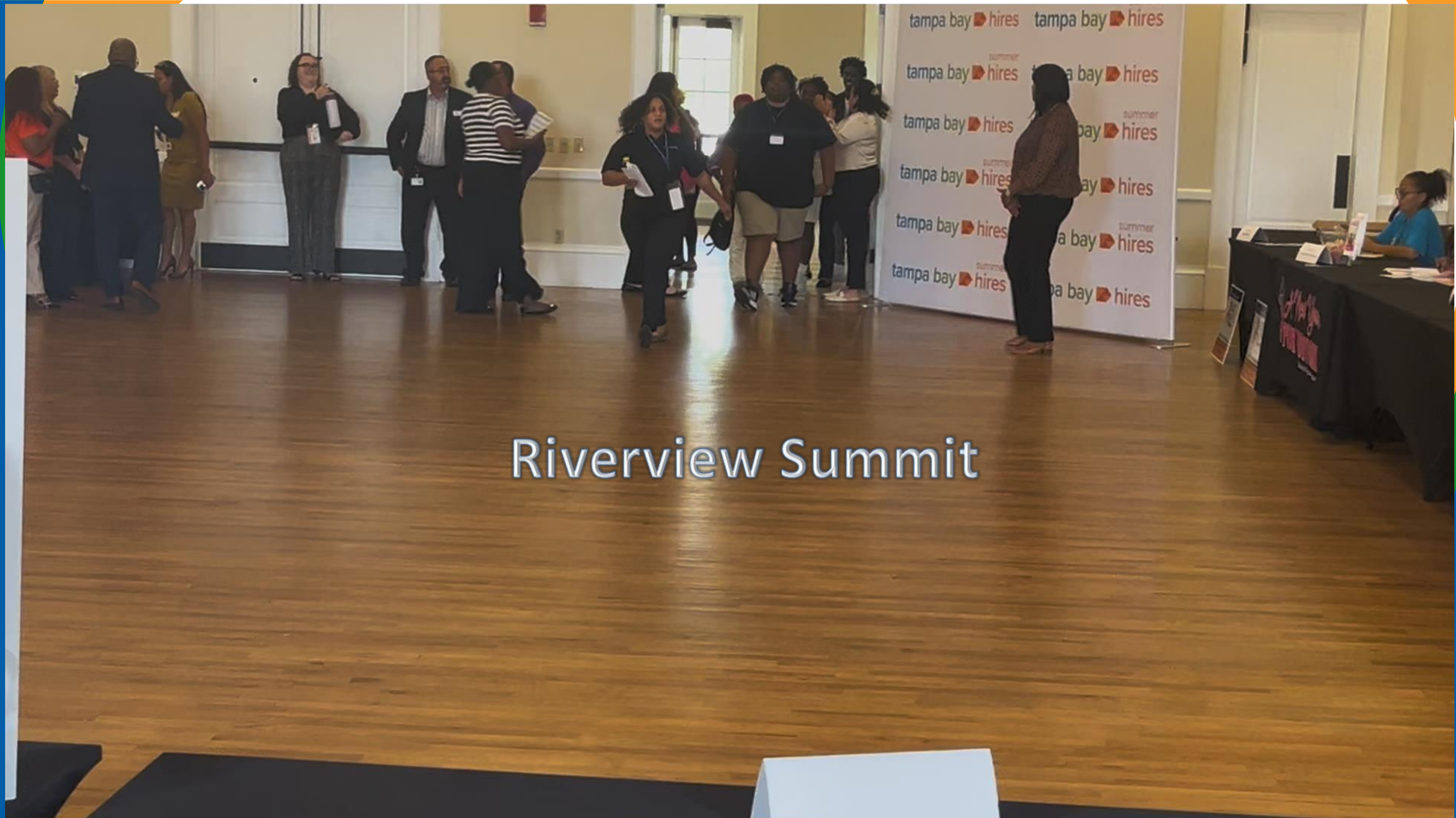


Tampa Bay Summer Hires Medical Immersive Learning









Riverview Summit



Young Leaders of Tampa Bay

Thank You To Our Partners



United Way Suncoast



THANK YOU

FOR YOUR ATTENTION



Program Updates



Summer PAYS extends our deepest gratitude to our partners and the community for another impactful year. Your continued support fuels our mission to build a brighter future for the Pinellas area—one that celebrates the skills, ingenuity, and innovation of our emerging workforce.

This year, we proudly enrolled **296 youth participants**, with **262 completing** the program across three core components:

Over **400 applicants** were carefully reviewed and contacted to determine eligibility for this transformative initiative. In collaboration with **78 employer partners**—including standout organizations like **Clearwater Aquarium**, **BayCare Health Systems**, and the **City of Largo**—we cultivated a dynamic ecosystem of opportunity.

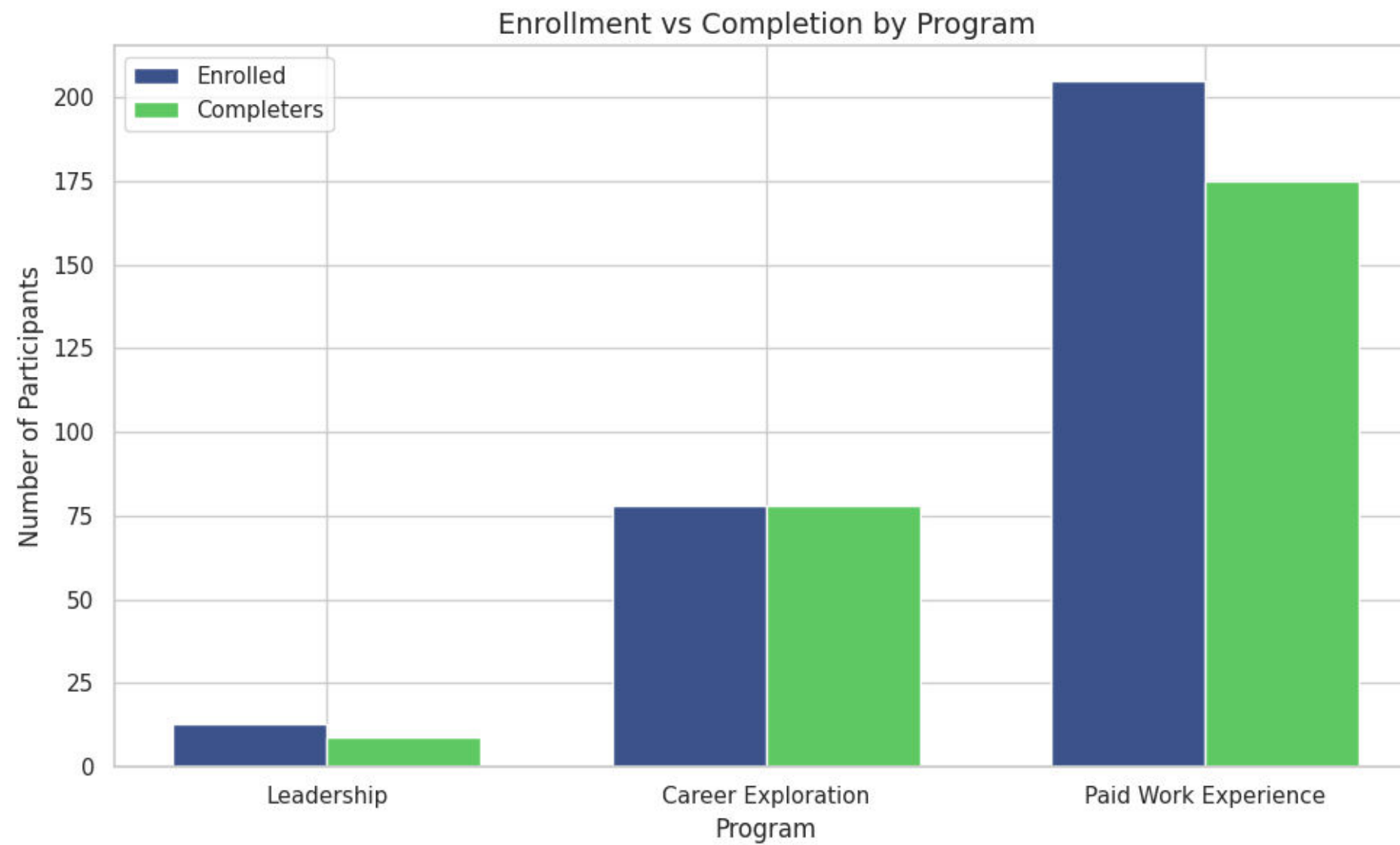
Thanks to the invaluable support of partners such as **Pinellas County Schools**, **St. Petersburg College (SPC)**, **CodeBoxx**, **Evara Health**, **Polypack, Inc.**, **Family Center for the Deaf**, **Manpower**, and **CDC of Tampa**, just to name a few.

Participants engaged in hands-on **CPR certification** and explored cutting-edge **fusion manufacturing** through facility tours and interactive model car assembly—merging life-saving skills with technical innovation.

Our CSTB team proudly coordinated with employers and agencies to deliver these experiences. In doing so, we witnessed the remarkable **passion, resilience, and focus** of our youth. Their growth inspires us to continue expanding horizons and shaping the leaders of tomorrow.



Summer PAYS Opportunities & Outcomes



Employer Impact

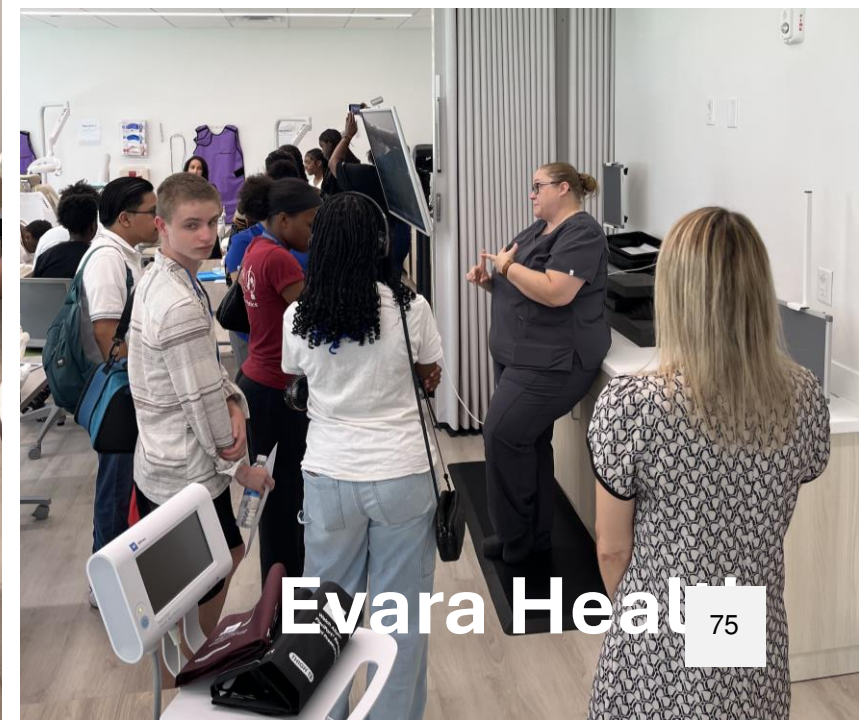
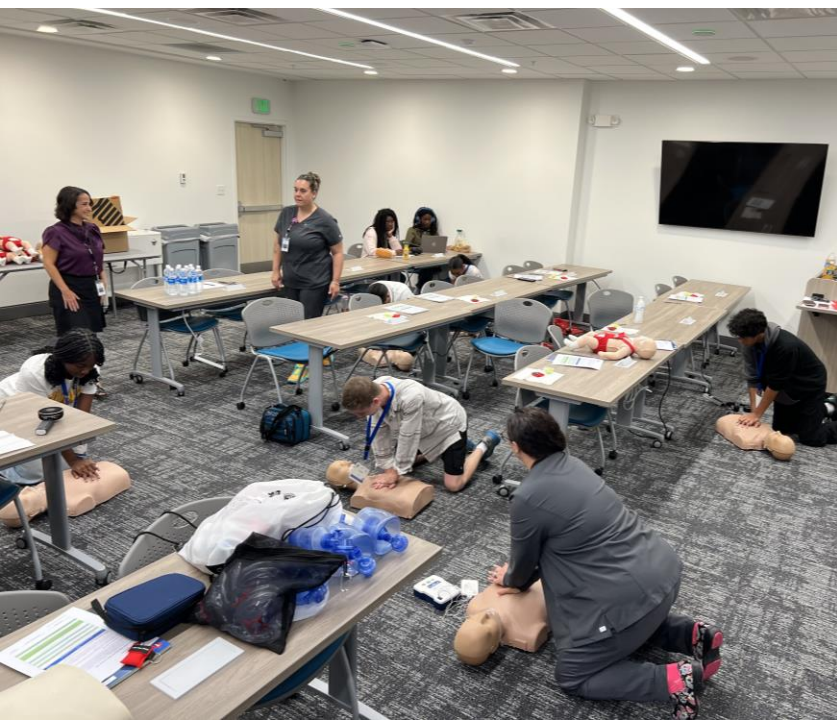
☀ Empowering Pinellas County Youth Through Workforce Innovation

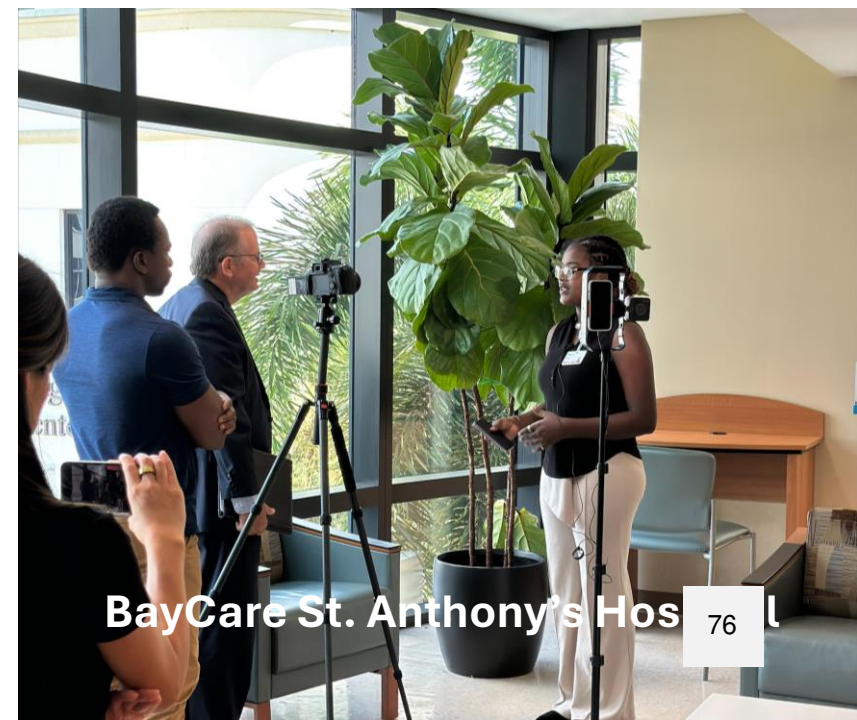
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Number of employer partners and positions

- 78 Participating Employers
- 400 Positions







Thank You To Our Partners

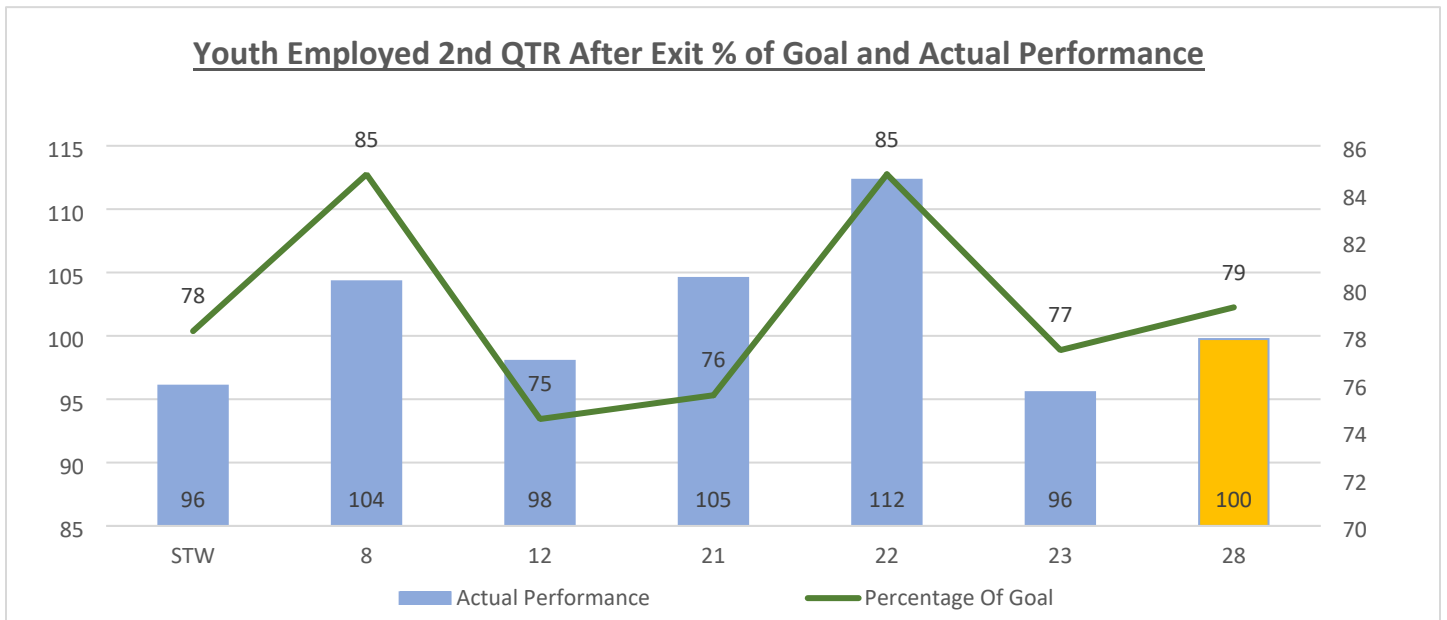




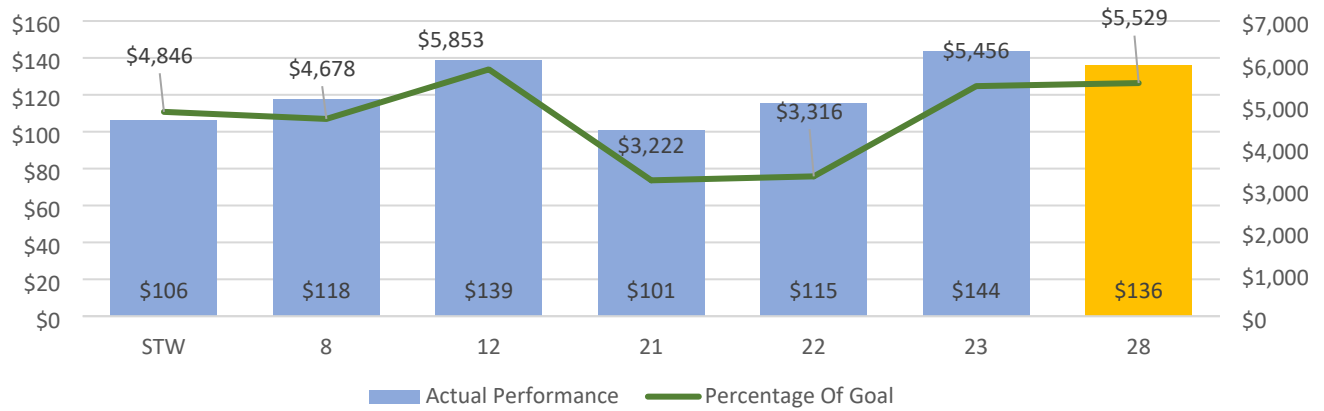
Information Item

WIOA Youth Primary Indicators of Performance Q3 PY2425

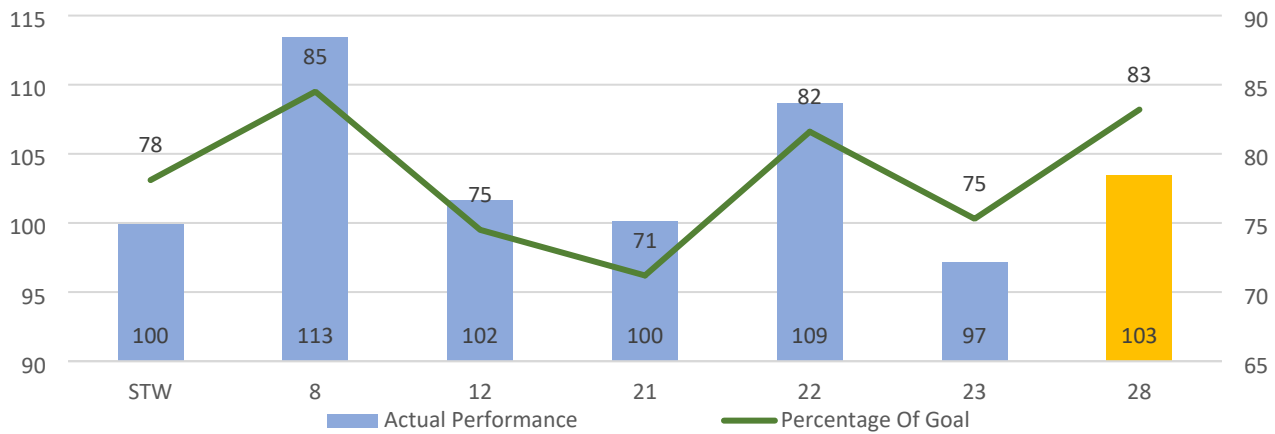
Measures	PY2024-2025 3rd Quarter Performance	PY2024-2026 % of Performance Goal Met For Q3	PY2024-2025 Performance Goals
Youth:			
Employed 2nd Qtr After Exit	79.2	99.75	79.4 %
Median Wage 2nd Quarter After Exit	\$5,528.5	135.94	\$4,067
Employed 4th Qtr After Exit	83.2	103.48	80.4 %
Credential Attainment Rate	75.6	120.57	62.7 %
Measurable Skill Gains	71	120.34	59.0 %
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			



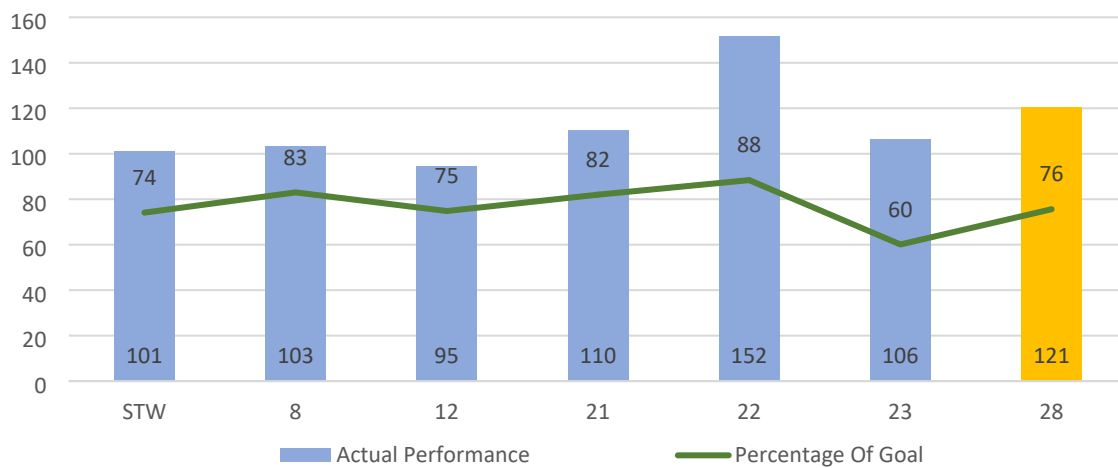
Youth Median Wage 2nd Quarter After % of Goal and Actual Performance



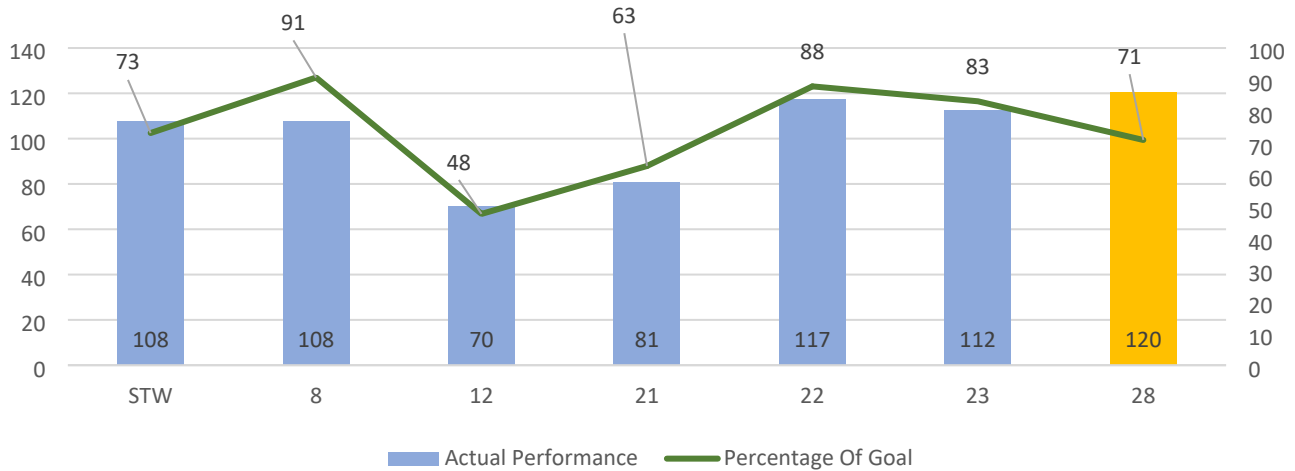
Youth Employed 4th QTR After Exit % of Goal and Actual Performance



Youth Credential Attainment % of Goal and Actual Performance



Youth Measurable Skills Gains and Actual Performance



STW – Statewide

Region 8- CareerSource North Florida

Region 12 CareerSource Central Florida

Region 21- CareerSource Palm Beach

Region 22- CareerSource Broward

Region 23- CareerSource South Florida

Region 28 – CareerSource Hillsborough Pinellas



Action Item

Hillsborough County Targeted Industry Sector Workforce Training and Placement Program Agreement

CareerSource Tampa Bay will continue to refine and deliver a Sector Expansion Strategy that builds on the success of the Manufacturing Alliance of Hillsborough County Workforce Development Initiative (Manufacturing Alliance) and is replicable to other in-demand industry sectors. The new industry sectors will align with the Sector Expansion Strategy with potential targeted industry sectors including, but not limited to, Manufacturing, Construction, Financial & Professional Services, Healthcare, Information Technology, and Transportation & Logistics. These industry sectors are experiencing what has been described as a “skills gap” or a mismatch between what employers need in terms of worker skills and the skills offered by the available workforce.

CareerSource Tampa Bay will provide a Targeted Industry Sector Workforce Training and Placement Program (Program) which will assist unemployed and under-employed Hillsborough County residents obtain employment or advance along career pathways of high-demand middle to high skill jobs within targeted industry sectors. CareerSource Tampa Bay will utilize a three-pronged approach in implementing services to address the skills gap experienced by Hillsborough County targeted industries by; 1) providing oversight and coordination of the Program, 2) developing industry specific career pathways, and 3) marketing and promoting high-demand career opportunities in targeted industries to Hillsborough County residents, students and their families.

The Agreement shall cover services from October 1, 2025, through September 30, 2026 (“Term”). For performance under the Agreement, CSTB will receive an amount not-to-exceed of \$500,000 for the term.

Recommendation:

Approval of Hillsborough County Targeted Industry Sector Workforce Training and Placement Program Agreement for the period October 1, 2025, through September 30, 2026.

**AGREEMENT BY AND BETWEEN
HILLSBOROUGH COUNTY, FLORIDA
AND
TAMPA BAY WORKFORCE ALLIANCE, INC., d/b/a CAREERSOURCE TAMPA BAY
(Targeted Industry Sector Workforce Training and Placement Program)**

THIS AGREEMENT (“Agreement”) is entered into by and between Hillsborough County, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602 (“COUNTY”), and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Tampa Bay, a Florida non-profit Corporation, existing under the laws of the State of Florida, headquartered at 4350 West Cypress Street, Suite 875, Tampa, FL 33607 (“AGENCY”). The foregoing entities individually are sometimes referred to herein as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, the AGENCY has been designated and recognized by the Hillsborough Board of County Commissioners, State of Florida and U.S Department of Labor, as the Local Workforce Development Board for Hillsborough County, responsible for the administration, operation and implementation of the State and Federal funded workforce development system in Hillsborough County; and

WHEREAS, the AGENCY is a 501(c)(3) non-profit corporation whose mission is to expand career opportunities for residents and enable the success of residents through comprehensive workforce development solutions that meet the needs of the business community; and

WHEREAS, the COUNTY believes it to be in the public interest to provide operational and support services for the delivery of workforce training and placement through the AGENCY for the residents and employers of Hillsborough County; and

WHEREAS, the AGENCY has the facilities and staff to provide for the management and administration, and delivery of workforce training and placement to the residents and employers of Hillsborough County; and

WHEREAS, the COUNTY believes it to be in the public interest to provide services through the AGENCY for the residents and employers of Hillsborough County who are desirous of such services.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the COUNTY and the AGENCY (“Parties”) agree as follows.

ARTICLE 1

Recitals

- 1.1 The foregoing recitals are true and correct and are incorporated in this Agreement by reference.

ARTICLE 2

Term of Agreement

- 2.1 This Agreement shall be effective upon execution by both Parties and shall cover services provided from October 1, 2025, through September 30, 2026 ("Term"), unless sooner terminated in accordance with this Agreement.

ARTICLE 3

Scope of Services

- 3.1 The AGENCY shall provide the services described in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference.

ARTICLE 4

Consideration and Limitations of Costs

- 4.1 For its performance under this Agreement as described in Exhibit A, Scope of Services, and other applicable terms under this Agreement, the AGENCY will receive funds from the COUNTY, in a not-to-exceed amount of Five Hundred Thousand Dollars (\$500,000) during the Term. Notwithstanding the foregoing, if the AGENCY fails to submit proper Request for Payment Forms for such period, then, any remaining portions thereof which the COUNTY has not paid to the AGENCY shall not be available for payment.

ARTICLE 5

Payment and Reporting Requirements

- 5.1 Expenditure and payment of funds shall be made in accordance with Exhibit B, Method of Payment form, attached hereto and incorporated herein and Exhibit C, Request for Payment form attached hereto and incorporated herein. COUNTY shall review and approve AGENCY'S Method of Payment submission for conformance with this Agreement. COUNTY shall not pay the AGENCY for unallowable expenses.
- 5.2 If AGENCY fails to perform any obligation hereunder, COUNTY may withhold or adjust the amount of payments due under the Agreement until all obligations are met. The total amount of funding available may also be adjusted as a result of reductions in the level of funding available to COUNTY, and as a result of programmatic changes and budgetary revisions agreed to by the Parties. If AGENCY fails to provide the services required to be performed under this Agreement, all rights to payment are forfeited.

- 5.3 COUNTY may not honor a late request for payment and will not be liable for non-payment of a late request. AGENCY shall submit its final Exhibit C, Request for Payment form, and Exhibit D, Program Performance Report form, attached hereto and incorporated herein, and any other required reports within thirty (30) days of the termination or expiration of this Agreement. COUNTY agrees to be bound by the applicable provisions of the Florida Prompt Payment Act, sections 218.70., et seq., Florida Statutes, in connection with this Agreement.

ARTICLE 6

Maintenance and Review of Records

- 6.1 The AGENCY and any of its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts, including, but not limited to, property, personnel and financial records, and supporting documentation which shall enable ready identification of AGENCY'S cost of goods and use of funds for a period of six (6) years from the date of final payment to the AGENCY, or its subcontractors, as applicable, under this Agreement or the termination of this Agreement, whichever occurs later and such six-year period is hereinafter referred to as the "Audit Period."
- 6.2 The COUNTY and its authorized agents shall have the right, and the AGENCY, and its subcontractors, as applicable, will permit the COUNTY and its authorized agents, including, but not limited to, the COUNTY Internal Auditor, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, to audit all contracts, invoices, materials, accounts, and records relating to all matters covered by this Agreement, including, but not limited to, personnel and employment records, and to interview personnel and review policies and procedures during the Audit Period. All such records, accounts and documentation shall be made available to the COUNTY and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the COUNTY may deem necessary during the Audit Period. The COUNTY's right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether Federal, state or local. AGENCY shall ensure that any subcontractor providing any services that AGENCY is required to provide shall recognize the COUNTY'S right to examine, inspect, and audit its records, accounts, and documentation in connection with its provision of services required to be provided by the AGENCY under this Agreement. If an audit is begun by the COUNTY or other agency, whether Federal, state or local, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article shall survive the expiration or earlier termination of this Agreement.

ARTICLE 7

Financial Reports

- 7.1 Unless otherwise specified in Exhibit A, Scope of Services form, the AGENCY shall submit to the COUNTY within one hundred and twenty (120) days after the end of the AGENCY'S fiscal year, and otherwise upon request by the COUNTY, audited financial

statements, which must comply with Generally Accepted Accounting Principles (GAAP), covering the entire Term of this Agreement. If the AGENCY fails to provide its audited financial statements within the 120-day time period referenced above, then, the AGENCY shall be in default hereunder. Notwithstanding the foregoing, the COUNTY may grant the AGENCY an extension of the 120-day time period to provide its audited financials, but such extension shall be solely at the COUNTY'S discretion.

ARTICLE 8

Access to Records

- 8.1 The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that the AGENCY has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the AGENCY is acting on behalf of the COUNTY as provided under section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the AGENCY. As stated below, the AGENCY may contact the COUNTY'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the AGENCY is advised to seek independent legal counsel as to its legal obligations. The COUNTY cannot provide the AGENCY advice regarding its legal rights or obligations.
- 8.2 **IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**
- a) **813-273-3719,**
 - b) **PetrovicJ@hcfl.gov,**
 - c) **Jaksa Petrovic, Director, Economic Development Department,
601 E. Kennedy Blvd., 20th Floor, Tampa, Florida 33602**
- 8.3 If under this Agreement, the AGENCY is providing services and is acting on behalf of the COUNTY as provided under section 119.011(2), Florida Statutes, the AGENCY will comply with public records law, and agrees to:
- a) Keep and maintain public records required by the COUNTY to perform the services.
 - b) Upon request from the COUNTY'S custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected

or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.

- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the AGENCY does not transfer the records to the COUNTY.
- d) Upon completion of the Agreement, transfer at no cost to the COUNTY, all public records in possession of the AGENCY or keep and maintain public records required by the COUNTY to perform the service. If the AGENCY transfers all public records to the COUNTY upon completion of the Agreement, the AGENCY shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Agreement, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY'S custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

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

ARTICLE 9

Indemnification

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

employee benefit acts. The provisions of this paragraph shall survive the termination of this Agreement. No member of the COUNTY shall be personally liable under this subsection.

ARTICLE 10

Equal Opportunity: Non-Discrimination Clause

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

ARTICLE 11

Political Endorsement Prohibition

- 11.1 Pursuant to BOCC Policy No. 02.12.00.00, the AGENCY shall not engage, participate or intervene in any form of political activities or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 12

Conflict of Interest

- 12.1 AGENCY represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity; or incur any obligation of any nature which would conflict in any manner with the performance of the scope of service required hereunder.
- 12.2 AGENCY warrants to COUNTY that no gifts or gratuities have been or will be given to any COUNTY employee or agent, either directly or indirectly, to obtain this Agreement.

ARTICLE 13

Compliance with Applicable Laws

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

ARTICLE 14

Drug Free Workplace

- 14.1 AGENCY shall administer, in good faith, a policy designed to ensure that AGENCY is free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 15

Public Entity Crimes

- 15.1 AGENCY represents and warrants that it has not been convicted of a public entity crime

and that it is not on the State of Florida's convicted vendor list. AGENCY also represents that it is not prohibited from entering into this Agreement by Florida Statutes Section 287.133.

ARTICLE 16

Termination of Agreement

- 16.1 In addition to the exercise of any other remedies available to it at law or in equity, the COUNTY, through the COUNTY Administrator or his designee, may terminate this Agreement for the AGENCY'S non-performance, as solely determined by the COUNTY Administrator or his designee, upon no less than twenty-four (24) hours written notice to the AGENCY.
- 16.2 Either party to this Agreement may terminate this Agreement without cause upon thirty (30) days prior written notice to the other party. In the event of termination by the COUNTY hereunder, the AGENCY shall not incur any new obligations after notification of the effective date of termination. The COUNTY shall pay the AGENCY for services incurred by the AGENCY prior to termination. Any costs incurred by the AGENCY after the effective date of the termination will not be reimbursed.

ARTICLE 17

Headings

- 17.1 Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 18

Waiver

- 18.1 A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 19

Additional Rights and Remedies

- 19.1 Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

ARTICLE 20

Order of Precedence

- 20.1 In the event of any conflict between the provisions of this Agreement and the Exhibits, the

provisions of the Agreement shall control over the provisions of the Exhibits.

ARTICLE 21
Governing Laws

- 21.1 This Agreement shall be governed by the laws, rules and regulations of the State of Florida and the venue shall be in Hillsborough County, Florida.

ARTICLE 22
Severability

- 22.1 In the event any section, sentence, clause or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 23
Survivability

- 23.1 Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 24
Third Party Beneficiaries/Independent Contractors

- 24.1 This Agreement is for the benefit of COUNTY and AGENCY. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. AGENCY acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of COUNTY.
- 24.2 AGENCY shall carry out, or cause to be carried out, all of the services required herein as an independent contractor. AGENCY acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer, or employee of COUNTY.

ARTICLE 25
Modifications

- 25.1 This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be modified/amended or extended by a written instrument executed by COUNTY and AGENCY expressly for that purpose.

ARTICLE 26
Assignment

- 26.1 This Agreement may not be assigned in whole or in part without the prior written consent of COUNTY.

ARTICLE 27
Notice and Definition of Days

- 27.1 Any notice required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, overnight delivery service or personal delivery with signature verification, to the attention of the following representatives of the parties:

COUNTY:

Mr. Ron Barton, Assistant County Administrator
Economic Prosperity

To the following address for U.S. mail:

Post Office Box 1110
County Center – 20th Floor
Economic Prosperity
Tampa, FL 33601-1100

*Or to the following address for overnight delivery
service, certified mail or personal delivery:*

601 E. Kennedy Blvd.
County Center – 20th Floor
Economic Prosperity
Tampa, FL 33602

AGENCY

Ms. Keidrian Kunkel, President & CEO
CareerSource Tampa Bay
Telephone: (813) 460-9253
Email: kunkelk@careersourcetb.com

To the following address for U.S. mail:
4350 West Cypress Street, Suite 875
Tampa, FL 33607

- 27.2 Any notice sent in accordance with this Article shall be deemed given two (2) days after deposit in the U.S. Mail, if sent certified mail, or upon receipt, if sent by overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in

accordance with this Article shall be deemed acceptance of such notice by such party.

ARTICLE 28
Fiscal Non-Funding Clause

- 28.1 This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced or unavailable, COUNTY shall notify AGENCY of such occurrence, and COUNTY may terminate this Agreement, without penalty or expense to COUNTY, upon no less than twenty-four (24) hours written notice to AGENCY. The COUNTY shall be the sole authority as to the availability of funds and how funds will be allotted. If this Agreement is funded in whole or in part by federal or state dollars which are reduced or become unavailable, COUNTY shall notify AGENCY of such occurrence and COUNTY may terminate this Agreement, without penalty or expense to COUNTY, upon no less than twenty-four (24) hours written notice to AGENCY. COUNTY shall make payments to AGENCY for appropriate expenditures incurred up to the effective date of the termination.

ARTICLE 29
Project Publicity

- 29.1 Pursuant to the BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the services performed by the AGENCY pursuant to this Agreement must recognize the contribution of the COUNTY. The AGENCY receiving public funding or non-monetary contributions through the COUNTY shall recognize the COUNTY for its contribution in all promotional materials and at any event or workshop for which COUNTY funds are allocated. Any news release or other type of publicity must identify the COUNTY/BOCC as a funding source. In written materials, the reference to the COUNTY must appear in the same size letters and font type as the name of any other funding sources.

ARTICLE 30
Electronic Signatures Authorized

- 30.1 The Parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

ARTICLE 31
E-Verify Requirement

- 31.1 To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the AGENCY agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the AGENCY during the term of the Agreement. If the AGENCY enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the

AGENCY with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the AGENCY for the duration of the Agreement or longer as provided in Article 6.

ARTICLE 32

Restriction on Funding for Identification

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

ARTICLE 33

- 33.1 **Prohibition Against Economic Incentives for Foreign Entities**

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

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, AGENCY and COUNTY respectively, have caused this Agreement to be executed by their duly authorized representatives.

ATTEST: Victor Crist, Clerk of the Court

COUNTY: Hillsborough County, Florida

By: _____
Deputy Clerk

By: _____
Title: Chair, Board of County Commissioners

Date

Date

Approved as to Form and Legal Sufficiency:

By: _____
Senior Assistant County Attorney

ATTEST: Attest for the AGENCY

AGENCY: Tampa Bay Workforce Alliance, Inc.,
d/b/a CareerSource Tampa Bay

By: _____

By: _____
Chair, Board of Directors

Print Name: _____

By: _____

Print Name: _____

Print Name: _____

BOCC Document Number: _____

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online
notarization this _____ day of _____, 202_, by _____
Name and Title of Officer or Agent
of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)
He/she is personally known to me or has produced: _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

(Commission Expiration Date)

EXHIBIT “A” SCOPE OF SERVICES

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

PRIMARY GOAL: 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.

PART I - Scope of Services

The AGENCY shall provide the following approved Scope of Services on which the COUNTY funding is based.

The AGENCY will continue to refine and deliver a Sector Expansion Strategy that builds on the success of the Manufacturing Alliance of Hillsborough County Workforce Development Initiative (Manufacturing Alliance) and is replicable to other in-demand industry sectors. The new industry sectors will align with the Sector Expansion Strategy with potential targeted industry sectors including, but not limited to, Manufacturing, Construction, Financial & Professional Services, Healthcare, Information Technology, and Transportation & Logistics. These industry sectors are experiencing what has been described as a “skills gap” or a mismatch between what employers need in terms of worker skills and the skills offered by the available workforce.

A Sector Expansion Strategy, with the AGENCY serving as the “connector”, will serve as a foundation for the continuation and development of successful strategies to support the growing need for new hire talent into high-demand occupations among additional in-demand industries.

A “Unit of Service” is defined as one (1) month of services in Program development and delivery by the AGENCY.

- The Per Unit Rate under this Agreement is Forty-One Thousand Six Hundred Sixty-Six Dollars (\$41,666) per month for each of the first 11 months during the Term and Forty-One Thousand Six Hundred Seventy-Four Dollars (\$41,674) for the 12th month during the Term.
- The not-to-exceed total amount is Five Hundred Thousand Dollars (\$500,000) for the Term.

The AGENCY will provide the following services:

The AGENCY shall provide the staff and resources for the delivery of targeted industry sector workforce training and placement to the residents of Hillsborough County. These training and placement opportunities will serve as a resource for residents to increase their employability by providing them resources, tools and support services to overcome barriers to employment and successfully transition from unemployment or under-employment into a full or part-time job.

Management and administrative services shall include, but not be limited to, overseeing staff and day-to-day operations, serving as the first point of contact for residents and businesses, negotiation of contracts related to Program implementation, providing centralized operations and procedures for delivery of services, and submitting reimbursement requests and performance reports. More specifically, the costs associated with direct and indirect staff shall include: Finance staff to process invoices, manage budget and forecasting, reporting requirements; and Program and Contract staff to recruit participants, enroll in services, facilitate documentation for eligibility, enrollment, participant management.

The AGENCY will connect Program participants to employment assistance services, which includes but is not limited to, work readiness and employability skills training; financial literacy supports; career pathway guidance and skill development resources; including digital literacy and internet access supports; placement services; mentoring; and enrollment into the Employ Florida online employment assistance system. Employ Florida is the AGENCY'S online tool specifically designed to help connect employers and job seekers and is another tool of their network of workforce services and resources. Enrolled participants will be able to search for a job and apply online, post a resume, research labor market information and trends, and find information on employers that may be of interest to them.

The AGENCY will provide a Targeted Industry Sector Workforce Training and Placement Program (Program) which will assist unemployed and under-employed Hillsborough County residents obtain employment or advance along career pathways of high-demand middle to high skill jobs within targeted industry sectors. The AGENCY will utilize a three-pronged approach in implementing services to address the skills gap experienced by Hillsborough County targeted industries by; 1) providing oversight and coordination of the Program, 2) developing industry specific career pathways, and 3) marketing and promoting high-demand career opportunities in targeted industries to Hillsborough County residents, students and their families.

Major work program items and initiatives:

A. Alliance for Workforce Innovation ("Alliance"):

1. Provide oversight and coordination of the Alliance partnership consisting of employers, industry associations, partner agencies, apprenticeship programs, educational institutions, and staffing companies;
2. Conduct regularly scheduled meetings with Alliance partners to discuss and evaluate Program effectiveness, strengthen relationships between educational institutions and

employers, recruit additional employers to participate in the Alliance, and identify apprenticeship and internship opportunities; and

3. Work to create an ongoing commitment by targeted industry employers to engage residents and students in meaningful paid work-based learning employment opportunities in the form of on-the-job training, paid work experiences, apprenticeships and internships.

B. Development of Career Pathways:

1. Work with employers and educational partners to develop career pathways for high-demand jobs that will outline a training curriculum, needed skills, and easy to understand career ladders that will include training requirements and average wage for each job;
2. Work with Hillsborough County Public Schools (HCPS) and Hillsborough Community College (HCC) to align their occupational skills certification, training curriculum and desired outcomes with industry standards for high-demand jobs. If required, develop a proposal of elements needed to align HCPS and HCC occupational skills certification, training curriculum and desired outcomes to industry standards and submit to the COUNTY for funding consideration and administration;
3. Facilitation of targeted industry career exploration activities with residents, students and their parents, and employers, to include career fairs, industry associations events, and other such innovative partnerships; and
4. Continued development of a Career Exploration portal, easily accessible by residents, students and their parents, and educators, allowing them to input and share their targeted industry career exploration highlights and experiences.

C. Marketing and promoting high-demand career opportunities in targeted industries:

1. Undertake outreach efforts to Hillsborough County residents, students and their families to encourage and understand the benefits and pathways to a career in high-demand middle to high skill jobs;
2. Develop online and print materials to market high-demand career opportunities and spotlight the earnings potential of these careers;
3. Carry out outreach efforts to residents, students and their parents, and employers to encourage participation in targeted industry registered apprenticeship and internship programs; and
4. Maintain a website or a page on the AGENCY'S existing website, and utilize social media outlets, to promote high-demand middle to high skill jobs in Hillsborough County which will include: links to national, state and local industry associations; quick fact sheets on the targeted industries; videos of local employers' places of business and the work that is performed; success stories of targeted industry employees; apprenticeship and internship opportunities; promote job shadowing and other such real world experiences; highlight current local high-demand job vacancies; and career pathways with the education required and average wage for each job shown.

PART II - Total Consideration

For its performance under this Agreement, the AGENCY will receive funds from the COUNTY, at a unit rate of Forty-One Thousand Six Hundred Sixty-Six Dollars (\$41,666) per month for each of the first 11 months during the Term and Forty-One Thousand Six Hundred Seventy-Four Dollars (\$41,674) for the 12th month during the Term. Notwithstanding the foregoing, if the AGENCY fails to submit proper Exhibit C, Request for Payment forms totaling \$500,000 for the Term, any remaining portions thereof which the COUNTY has not paid to the AGENCY shall not be available.

If the COUNTY determines, through its inspection or review, that the AGENCY has performed, or is performing fewer than the total agreed upon Units of Service, the total consideration paid to the AGENCY shall be subject to a pro-rata reduction.

The AGENCY shall maintain the necessary back-up information to document the delivery of the services. An Exhibit D, Program Performance Report form, attached hereto and incorporated herein, shall be submitted with each Exhibit C, Request for Payment form. The Exhibit D, Program Performance Report form, must provide the project details for each period to document the progress in delivering the services and include: list of participants served and services provided, participants home address, participants employment status, participants Employ Florida enrollment status, training provider name and address (if applicable), employer name and address (if applicable), supporting documentation (certificates of completion, Employ Florida enrollment verification, etc.), and immediate outcomes when possible. The COUNTY reserves the right to request any additional documentation necessary to document the residency of participants in the AGENCY's programs for which payment is being sought.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, or termination, of this Agreement, outlining the AGENCY'S efforts, accomplishments, deliverables, benchmarks, performance measures and results covering the entire Term. Each Program Performance Report shall also include an income and expense statement and balance sheet for the reporting period and from the commencement of the Term. Since there may be a lag in compiling information for each Program Performance Report, the latest available data for each reporting period will be acceptable during the Term.

In addition to the BOCC Policy No. 10.04.00.00, that any news release or other type of publicity pertaining to the services performed by the AGENCY pursuant to this Agreement must recognize the contribution of the BOCC, through inclusion of the County's logo on its promotional material and electronic communications where feasible.

The AGENCY shall permit the COUNTY to use the AGENCY's Common Meeting Space (based on its availability) for internal COUNTY meetings up to two (2) times per year at no room charge or room rental fee, which includes parking access to the facility.

The AGENCY shall make available to the COUNTY similar sponsorship benefits as it offers to other sponsors as well as complimentary access to AGENCY controlled facilities, meetings, events and parking accessibility for up to ten (10) COUNTY personnel.

The AGENCY will provide updated organizational documents, business marketing plan(s), annual audit or financial statements, budgets and measurable performance objectives and goals at the COUNTY'S request.

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**EXHIBIT “B”
METHOD OF PAYMENT**

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

Payment for services in accordance with the unit rate described in Exhibit A, Scope of Services form (the “Unit Rate”), will be made upon receipt of a completed Exhibit A, Request for Payment form, and Exhibit D, Program Performance Report. In no event, however, shall payments to the AGENCY exceed \$500,000 annually during the Term. However, all funding under this Agreement is subject to availability and the amount may be reduced. The COUNTY shall be the final authority as to the availability of funds and how available funds will be allotted.

Payment requests may be submitted on a quarterly or monthly basis with proper backup. Payment requests shall not be submitted for a period less than one (1) month. If the COUNTY determines, through its inspection or review, that the AGENCY has performed, or is performing less than the total agreed upon services, payments to the AGENCY shall be subject to a pro-rata reduction. Performance will be measured by Units of Service. Payment of the request shall be made within fifteen (15) business days after approval of such request by the COUNTY.

The COUNTY'S Fiscal Year commences on October 1st and ends on September 30th of the following calendar year. Invoices with supporting documentation for services delivered between October 1st and September 30th must be received no later than October 5th of each year to allow closeout of the COUNTY'S Fiscal Year.

No COUNTY funds will be expended for the AGENCY’s purchase of food, beverages or entertainment costs, business memberships or for any event or client services conducted outside of Hillsborough County.

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EXHIBIT "C"
REQUEST FOR PAYMENT FORM

HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 1110, TAMPA, FLORIDA 33601
(813) 272-6212

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

REQUEST NUMBER: _____ MONTH: _____ AMOUNT: \$ _____

FINANCIAL STATUS REPORT

BUDGET CATEGORIES	TOTAL (ANNUAL) APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE \$
		CURRENT REQUEST \$	YTD REQUESTS \$	
Management and Administration, and Targeted Industry Sector Workforce Training and Placement Services (\$41,666 for months 1-11 and \$41,674 for month 12)	\$500,000			
TOTAL:	\$500,000			

I certify that the services provided by this request have been provided to the County in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report form is true, accurate, and complete.

Authorized Agency Signature Title Date

FOR COUNTY USE ONLY

ACCT CODE: _____ SUPPLIER: _____

P.O. #: _____ APPROVED: _____

I verify that Hillsborough County (based upon certification of Agency Official) has received the goods and/or services.

TYPE OF REVIEW	APPROVED	DATE
FISCAL		
PROGRAMMATIC		
DIRECTOR		

COMMENTS: Payment of the request shall be made within fifteen (15) business days after approval of such request by the County.

**EXHIBIT “D”
PROGRAM PERFORMANCE REPORT**

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

REPORT PERIOD: _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED: _____%

I. ACCOMPLISHMENTS:

II. PROBLEMS:

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

Units of Service Provided	Program Goal	Report Period	Year to Date	% of Goal Completed
Workforce Training & Placement Program	12			

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: With each request for payment, include an Exhibit C, Request for Payment form, which shall include the project detail report and the areas served, and an Exhibit D, Program Performance Report form, which shall include the project detail report and include: list of participants served and services provided, participants home address, participants employment status, participants Employ Florida enrollment status, training provider name and address (if applicable), employer name and address (if applicable), supporting documentation (certificates of completion, Employ Florida enrollment verification, etc.), and immediate outcomes when possible. The COUNTY reserves the right to request any additional documentation necessary to document the residency of participants in the AGENCY’s programs for which payment is being sought.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, or termination, of this Agreement, outlining the AGENCY’S efforts, accomplishments, deliverables, benchmarks, performance measures and results covering the entire Term.

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INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

THE PURPOSE OF THIS REPORT IS TO PRESENT A CONCISE REVIEW SUMMARIZING THE AGENCY'S ACTIVITIES FOR THE COUNTY FUNDED PROGRAM. USE ADDITIONAL PAGES ONLY IF NECESSARY/REQUIRED.

Agency: Provide name of AGENCY as it appears on your Agreement.

Program: Provide title of the program or general service area as contracted.

Report Period: Identify dates covered by this narrative report. After the first report, begin with ending date of the previous report.

I. Accomplishments

Highlight significant or major accomplishments in the COUNTY funded program during the report period.

II. Problems

Provide a description of the problems that were encountered during this report period which would have a negative impact on the program. Also, provide a plan for a corrective action, to include time of implementation, effect on the program, and indicate if there is a need to modify the program, goals, Agreement or funding.

III. Status Report on Provision of Services, Goals and Objectives (Report period and year-to-date)

Report statistically on program goal achievements for report period and year-to-date total.

IV. Other Comments

Use this section for general remarks regarding AGENCY, etc. General information to assist in understanding the program's operation and purpose may be included.

The Exhibit D, Program Performance Report form, must be submitted with each Exhibit C, Request for Payment form, and must provide details for each reporting period covered by such report, including all necessary back-up information and documentation, to document the delivery of the services for the COUNTY, including but not limited to, an update on the status of each of the items outlined in Exhibit A, Scope of Services, to outline the AGENCY'S efforts, accomplishments, deliverables, benchmarks, performance measures and results for the reporting period.

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EXHIBIT E
AFFIDAVIT OF COMPLIANCE

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

1. My name is _____
(Full Name)

2. I am the _____ of _____
(Job Title) (Company Name)

3. The Company was formed in _____ and is a _____
(Country and State) (Type of Entity (i.e., LLC., Inc.))

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

5. I affirm that the Company is not:

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

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

(Signature of Affiant)

The foregoing instrument was acknowledged before me this ____ day of _____, _____
by _____.
(Name of Affiant)

Personally known _____

OR Produced Identification _____

Type of Identification Provided _____

PRINT, TYPE OR STAMP NAME OF NOTARY



Action Item

Hillsborough County Apprenticeship-to-Career Empowerment Agreement

Since April 7, 2021, CareerSource Tampa Bay has successfully administered the Apprenticeship-to-Career Empowerment (ACE) Program. Therefore, the Board of County Commissioners (the County) has determined the best interests of Hillsborough County eligible residents will be served by CSTB's continuation of the ACE program for the period October 1, 2025 to September 30, 2026 (the Term). Eligible residents are defined as Workforce Innovation Opportunity Act (WIOA) eligible young adults between the ages of 18 to 29, at the time of beginning the ACE program, from a low-income household (defined as TANF-eligible up to 185 percent of the poverty level based on family size).

The primary goal of the ACE program is to provide eligible young adults operational and career services, short-term occupational skills training that will result in industry-recognized certifications, a meaningful work experience with a local employer in a career pathway for a brighter future in high demand occupation such as Healthcare, Manufacturing and Trades, Information Technology, Financial Services, and Hospitality, with special consideration to those exiting the foster care system or escaping human trafficking.

The ACE Program combines short-term occupational skills training and paid work experience (PWE), weekly, for a period of up to 16 weeks, depending on the industry, at a wage rate of \$15/hr. Participants will spend two days a week in a classroom environment and three days a week in a PWE, so they are earning while they are learning. In addition, Employment Support Services will be provided to participants that are necessary to enable an individual to successfully participate in the ACE Program. Employment Support services may include, but are not limited to, assistance with transportation, clothing (including, general interview clothing), certification fees, and tools for occupational skills training or work-related). There are many additional benefits to ACE Program participants.

To serve 100 eligible participants for the Term, the County will provide funding for management and administration costs of \$267,000 and paid work experience of up to \$488,000. In addition, CareerSource Tampa Bay will fund up to \$360,000 in management and administration, up to \$502,000 in short-term occupational skills training, and up to \$10,000 in employment support services for the Term.

Recommendation:

Approval of Hillsborough County Apprenticeship-to-Career Empowerment for the period October 1, 2025 through September 30, 2026.

**AGREEMENT
BY AND BETWEEN
HILLSBOROUGH COUNTY,
A Political Subdivision of the State of Florida
AND
TAMPA BAY WORKFORCE ALLIANCE, INC.,
d/b/a CAREERSOURCE TAMPA BAY,
A Florida Non-Profit Corporation
(Apprenticeship-to-Career Empowerment Program)**

THIS AGREEMENT (“Agreement”) is made and entered into by and between **HILLSBOROUGH COUNTY**, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602 (“County”), and **TAMPA BAY WORKFORCE ALLIANCE, INC.**, d/b/a CareerSource Tampa Bay, a Florida non-profit Corporation, existing under the laws of the State of Florida, headquartered at 4350 West Cypress Street, Suite 875, Tampa, FL 33607 (“Agency”). The foregoing entities individually are sometimes referred to herein as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, the County previously entered into an Agreement with the Agency on April 7, 2021 defining their respective duties and responsibilities for the administration and operation of the Apprentice-to-Career Empowerment (“ACE”) Program; and

WHEREAS, the Agency has successfully administered the ACE Program to provide residents of Hillsborough County with short-term occupational skills training, industry-recognized certifications, and paid work experiences with local employers and a career pathway for a brighter future; and

WHEREAS, the Agency is uniquely positioned to continue to administer the ACE Program participant counseling, training and placement, and participating employer relations because of its role as the designated workforce development agency by the state and federal government; and

WHEREAS, the Agency has the staff, knowledge and infrastructure that already administers a wide array of career services through its service centers throughout the County; and

WHEREAS, by using the Agency as the program vehicle, the County can leverage federal workforce services dollars and make the County dollars go farther; and

WHEREAS, the County has determined that the best interests of Hillsborough County Workforce Innovation Opportunity Act (WIOA) eligible youth residents between the ages of 18 to 29 from low-income households will be served by the Agency continuing to provide short-term occupational skills training, paid work experience, and a career pathway for a brighter future; and

WHEREAS, the County believes it to be in the public interest to provide such services through the Agency for WIOA eligible youth residents of Hillsborough County between the ages of 18 to 29 from low-income households who are desirous of such services; and

WHEREAS, the County has examined the services and/or facilities of the Agency, and has determined that the Agency provides the facilities and/or services needed by the youth residents of Hillsborough County; and

WHEREAS, the County has determined that the best interests of its citizens will be served by entering into an Agreement with the Agency for the furnishing of services and/or facilities provided by the Agency; and

WHEREAS, this Agreement shall inure to the mutual benefit of the Parties.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the Agency agree as follows:

ARTICLE 1

Recitals

- 1.1 The aforesaid recitals are true and correct and are incorporated herein by reference.

ARTICLE 2

Scope of Service

- 2.1 The Agency shall provide the staff and resources needed for delivery of these services as described in Exhibit “A”, Scope of Services, attached hereto and incorporated herein by reference.

ARTICLE 3

Term of Agreement

- 3.1 This Agreement shall be effective upon execution by both Parties and shall cover services provided from October 1, 2025, until September 30, 2026 (“Term”), unless sooner terminated in accordance with this Agreement.

ARTICLE 4

Consideration and Limitation of Costs and Funding Source Acknowledgement

- 4.1 For its performance under this Agreement as provided for in Exhibit “A”, Scope of Services, and other applicable terms of this Agreement, the Agency will receive funds from the County in an amount not to exceed Seven Hundred Fifty-Five Thousand Dollars (\$755,000) during the Term, unless otherwise authorized by the County in a written modification to this Agreement.
- 4.2 Notwithstanding the foregoing, if the Agency fails to submit proper Request for Payment Forms totaling the funded amount for such period, then, any remaining portions thereof which the County has not provided to the Agency shall not be available.
- 4.3 All payments provided for in this Agreement will be made in accordance with the procedures specified in Exhibit “B”, Method of Payment, and Exhibit “C”, Request for Payment Form, both of which are attached hereto and incorporated herein by reference. The Agency shall

submit program performance report(s) in accordance with Exhibit “D”, Program Performance Report, attached hereto and incorporated herein by reference, with all payment requests.

- 4.4 The source of funding for this Agreement is the County’s General Operating Funds and does not include any State or Federal funds.

ARTICLE 5

Maintenance and Review of Records

- 5.1 The Agency and its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts pertaining to such services, including but not limited to property, personnel and financial records, and supporting documentation which among other things, shall enable ready identification of the Agency’s cost of goods and use of funds, for a period of six (6) years from the date of final payment of such funds to the Agency, or its subcontractors, as applicable, under this Agreement or the termination of this Agreement, whichever occurs later, or such longer period as required by law. (Such six-year or longer period is hereinafter referred to as the “Audit Period”). The County and its authorized agents, and the Clerk of the Circuit Court (“Clerk”), shall have the right, and the Agency, and its subcontractors, as applicable, will permit the County and its authorized agents, including but not limited to, the County Internal Auditor, and the Clerk, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this Agreement, including but not limited to personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to the County and its authorized agents, and the Clerk, for audit, examination or copying purposes at any time during normal business hours and as often as the County may deem necessary during the Audit Period. The County’s right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. The Agency shall ensure that any such subcontractor shall recognize the County’s right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by the Agency under this Agreement. If an audit is begun by the County or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article shall survive the expiration or earlier termination of this Agreement.

ARTICLE 6

Financial Reports and Program Reporting Requirements

- 6.1 The Agency shall submit to the County within one hundred and eighty (180) days after the end of the Agency's fiscal year, and otherwise upon request by the County, audited financial statements, which must comply with Generally Accepted Accounting Principles (GAAP), covering the entire Term of this Agreement. If the Agency fails to provide its audited financial statements within the 180-day time period referenced above, then, the Agency shall be in default of the Agreement. Notwithstanding the foregoing, the County may grant the Agency an extension of the 180-day time period to provide its audited financials, but such extension shall be solely at the County’s discretion.

ARTICLE 7
Legally Required Statement and Provisions Regarding Access to Records

- 7.1 The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that the Agency has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the Agency is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the CSTB. As stated below, the Agency may contact the County's Custodian of Public Records with questions regarding the application of the Public Records Law; however, the Agency is advised to seek independent legal counsel as to its legal obligations. The County cannot provide the Agency advice regarding its legal rights or obligations.
- 7.2 **IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**
- i) 813-273-3719**
 - ii) PetrovicJ@hcfl.gov**
 - iii) Jaksa Petrovic, Director, Economic Development Department,
601 E Kennedy Blvd, 20th Floor, Tampa, Florida 33602**
- 7.3 If under this Agreement, the Agency is providing services and is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, the Agency will comply with public records law, and agrees to:
- i) Keep and maintain public records required by the County to perform the services.
 - ii) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
 - iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Contract if the Agency does not transfer the records to the County.
 - iv) Upon completion of the Agreement, transfer at no cost to the County and the Clerk, all public records in possession of the Agency or keep and maintain public records required by the County to perform the service. If the Agency transfers all public records to the County upon completion of the Contract, the Agency shall destroy any

duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Agency keeps and maintains public records upon completion of the Contract, the Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

- 7.4 Failure of the Agency to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Contract by the County.

ARTICLE 8

Indemnification

- 8.1 To the extent not otherwise limited by applicable law, the Agency shall indemnify, hold harmless, and defend the County and the Hillsborough County Board of County Commissioners ("BOCC"), and the respective agents and employees of the County (all of the foregoing shall hereinafter collectively be referred to as the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees at the trial and all appellate levels, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation or breach of any provision of this Agreement or applicable law by the Agency, its agents, subcontractors, assigns, heirs, and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of the Agency, any subcontractor, heir, assign, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Agency or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 9

Equal Opportunity: Non-Discrimination Clause

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

ARTICLE 10
Political Endorsement Prohibition

- 10.1 Pursuant to BOCC Policy No. 02.12.00.00, the Agency shall not engage, participate or intervene in any form of political activities or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 11
Conflict of Interest

- 11.1 The Agency represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity, or incur any obligation of any nature which would impede or conflict in any manner with the performance of the scope of service required hereunder.
- 11.2 The Agency warrants to the County that no gifts or gratuities have been or will be given to any County employee or agent, either directly or indirectly, in order to obtain this Agreement.

ARTICLE 12
Compliance With Applicable Laws

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

ARTICLE 13
Drug Free Workplace

- 13.1 The Agency shall administer, in good faith, a policy designed to ensure that the Agency is free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 14
Public Entity Crimes

- 14.1 The Agency hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Agency also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes.

ARTICLE 15
Termination of Agreement

- 15.1 In addition to the exercise of any other remedies available to it at law or in equity, the County may terminate this Agreement for the Agency's non-performance, as solely determined by the County, upon no less than seven (7) days written notice to the Agency.
- 15.2 The County also may terminate this Agreement without cause upon fifteen (15) days prior written notice to the Agency. In the event of termination by the County hereunder, the Agency shall not incur any new obligations after notification of the effective date of termination. The

County shall pay the Agency for services undertaken by the Agency prior to the effective date of the termination. Any costs incurred by the Agency after the effective date of the termination will not be reimbursed.

ARTICLE 16

Headings

- 16.1 Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 17

Waiver

- 17.1 A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 18

Additional Rights and Remedies

- 18.1 Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

ARTICLE 19

Order of Precedence

- 19.1 In the event of any conflict between the provisions of this Agreement and the Exhibits, then the provisions of the Agreement shall take precedence over the provisions of the Exhibits.

ARTICLE 20

Governing Laws; Venue

- 20.1 This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

ARTICLE 21

Severability

- 21.1 In the event any section, sentence, clause, or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 22

Survivability

- 22.1 Any term, condition, covenant or obligation which requires performance by either party

subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 23
Third Party Beneficiaries/Independent Contractor

- 23.1 This Agreement is for the benefit of the County and the Agency. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. Agency acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of the County.

ARTICLE 24
Modifications

- 24.1 This writing embodies the entire Agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement only may be amended or extended by a written instrument executed by the County and the Agency expressly for that purpose.

ARTICLE 25
Assignment

- 25.1 This Agreement may not be assigned or subcontracted in whole or in part without the prior written consent of the County.

ARTICLE 26
Notices

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

A. COUNTY:

Mr. Ron Barton, Assistant County Administrator
Economic Prosperity

To the following address for U.S. mail:

Post Office Box 1110
County Center – 20th Floor
Economic Prosperity
Tampa, Florida 33601 – 1100

*And to the following address for overnight
delivery service, certified mail or personal delivery:*

County Center – 20th Floor
Economic Prosperity
601 E. Kennedy Boulevard

Tampa, Florida 33602

B. AGENCY

Ms. Keidrian Kunkel, President & CEO
CareerSource Tampa Bay
4350 West Cypress Street, Suite 875
Tampa, FL 33607
Telephone: (813) 460-9253
Email: kunkelk@careersourcetb.com

- 26.2 Any notice sent in accordance with this Article shall be deemed given two (2) days after deposit in the U.S. Mail, if sent by certified mail, return receipt requested, overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such party. Either party may change its notice address at any time by providing to the other party a notice of that change sent in conformance with the requirements of this Article 26.

ARTICLE 27

Fiscal Non-Funding Clause

- 27.1 This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced, unavailable, or are subsequently determined not to be eligible to fund this Agreement, including, but not limited to, federal or state funds, the County shall notify the Agency of such occurrence, and the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-hours (24) hours written notice to the Agency. The County shall be the final authority as to the availability of funds and how available funds will be allotted. The County shall pay the Agency for services rendered by the Agency prior to the effective date of termination. Any costs incurred by the Agency after the effective date of termination will not be reimbursed.

ARTICLE 28

Project Publicity

- 28.1 Pursuant to the BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the services performed by the Agency pursuant to this Agreement must recognize the contribution of the County. The Agency being a non-profit corporation receiving public funding or non-monetary contributions through the County shall recognize the County for its contribution in all promotional materials and at any event or workshop for which County funds are allocated. Any news release or other type of publicity must identify the County/BOCC as a funding source. In written materials, the reference to the County must appear in the same size letters and font type as the name of any other funding sources.

ARTICLE 29

Electronic Signatures Authorized

- 29.1 The parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

ARTICLE 30
E-Verify Requirement

- 30.1 To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the Agency agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the Agency during the term of the Agreement. If the Agency enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the Agency with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the Agency for the duration of the Agreement or longer as provided in Article 5.

ARTICLE 31
Restriction on Funding for Identification

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

ARTICLE 32
Prohibition Against Economic Incentives for Foreign Entities

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

ARTICLE 33
Entire Agreement

- 33.1 The foregoing constitutes the entire Agreement between the parties with respect to the subject matter contained herein.

IN WITNESS WHEREOF, the Agency and the County respectively, have caused this Agreement to be executed by their duly authorized representatives.

ATTEST: Victor Crist, Clerk of the Court **COUNTY:** Hillsborough County, Florida

By: _____ **By:** _____
Deputy Clerk Title: Chair, Board of County Commissioners

Date Date

ATTEST: For the ORGANIZATION **ORGANIZATION:** TAMPA BAY
WORKFORCE ALLIANCE, INC., d/b/a
CAREERSOURCE TAMPA BAY
(Two Witnesses Required)

By: _____ **By:** _____

Print Name: _____ Title: Chair, Board of Directors

By: _____ **Print Name:** _____

Print Name: _____

Approved as to Form and Legal Sufficiency:

By: _____

Senior Assistant County Attorney

BOCC Document Number: _____

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

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

notarization this _____ day of _____, 202_, by _____
Name and Title of Officer or Agent

of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)

He/she is personally known to me or has produced: _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

(Commission Expiration Date)

EXHIBIT “A” SCOPE OF SERVICES

AGENCY: CareerSource Tampa Bay

PROGRAM: Apprenticeship-to-Career Empowerment Program

PRIMARY GOAL: To provide operational and career services to identify and engage up to one hundred (100), WIOA eligible, young adults between the ages of 18 to 29 from low-income households each annual period during the term, 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.

The Apprenticeship-to-Career Empowerment (ACE) Program will be supported by strong community partnerships which will help identify candidates, provide training and engage employers to participate. CareerSource Tampa Bay, hereinafter referred to as “Agency”, will play a critical role in the success of the program as the hub for additional financial and training resources, as well as serving as the career counselor, placement manager and employer of record for participants. The County will provide funding for training, participant wages and overall oversight to ensure that BOCC objectives are met.

PART I – Scope of Services

The Agency will provide the staff and resources needed for delivery of this Program to increase the ability of young adults to improve their employability by providing training assistance, paid work-based learning opportunities, and employment assistance career services.

An “ACE Program Participant” is defined as a young adult who is a Hillsborough County resident, WIOA eligible, between the ages of 18 to 29 (at the time of beginning the ACE Program) from a low-income household (defined as TANF-eligible up to 185 percent of the poverty level based on family size), with special consideration to those exiting the foster care system or escaping human trafficking. The ACE Program Participant must be engaged in both the Occupational Skills Certification and Training and the Paid Work Experience components of the ACE Program to count toward the Agency’s Paid Work Experience Unit of Service described below.

CSTB will assist the participant with career counseling and training options, and connect them with a Paid Work Experience at a participating company. Participants will spend two (2) days a week in a classroom environment and three (3) days a week in on-the-job training, so they are learning while they are learning. Training, which will last 8 to 16 weeks depending on the industry, will be made up of a fixed curriculum targeted to build employability or soft skills and a customized curriculum to meet the needs of the industry. Industries targeted for the ACE program should be high demand occupations with a career pathway such as Healthcare, Manufacturing and Trades, Information Technology, Financial Services, and Hospitality.

The Agency will provide the following deliverables:

- 1) Management and Administration (County Funding) Up to \$267,000
Services to be provided: The primary goal of the Program is to assist up to one hundred (100) ACE Program Participants at the beginning of their workforce journey find a career ladder that can help them rise above their low-income environment. The Agency shall provide monthly management and administration of the Program.

Management and administration of the Program shall include, but not be limited to, overseeing staff and day-to-day operations, serving as the first point of contact for residents and businesses, negotiation of contracts related to Program implementation, providing centralized operations and procedures for delivery of services, continuous assessment and improvement of program service delivery, outreach and marketing, meeting with key stakeholders (i.e., training providers, employers, community-based organizations) for continued partnership development, participant intake and case management, career coaching, referrals to other community services, and submitting reimbursement requests and performance reports.

Unit of Service: A Unit of Service is defined as one (1) month of operational management and administration of the Program. Based on the Term of this Agreement, the Agency shall provide twelve (12) units of service during the Term. The Unit of Service rate for units 1–12 is Twenty-Two Thousand Two Hundred and Fifty Dollars (\$22,250). The total amount paid to the Agency during the Term of this Agreement is not to exceed Two Hundred Sixty-Seven Thousand Dollars (\$267,000) during the Term.

- 2) Management and Administration (Agency Funding)
Services to be provided: The Agency will contribute approximately Three Hundred Sixty Thousand Dollars (\$360,000) of Agency funds to cover costs associated with the ACE Program as described above during the Term.

Unit of Service: A Unit Service is defined as one (1) month of Agency supported operational management and administration of the Program. Based on the Term of this Agreement, the Agency shall provide twelve (12) units of service during the Term.

- 3) Occupational Skills Certification and Training (Agency Funding)
Services to be provided: The Agency will contribute approximately Five Hundred and Two Thousand Dollars (\$502,000) of Agency funds to provide occupational skills certification, assessment, and training to ACE Program Participants during the Term. For the assessment, the Agency will use Wonderlic, a cognitive ability test which measures an individual's ability to learn, adapt, solve problems, and understand instructions. It is a valid predictor of future job performance and may be used for positions ranging from routine to complex. Eligible training expenses include tuition assistance, instructional costs, books, materials, and class uniforms/supplies. Participants interested in this service must use the approved training provider list maintained by the Agency as a guideline of available training providers.

Occupational skills certification and training opportunities shall have a training period of not less than eight (8) weeks but not more than sixteen (16) weeks, or be completed by September 30, 2026, whichever is earlier. Each ACE Program Participant will train a maximum of 16-hours per week and their training location must be virtual or in Hillsborough County. The training will be consistent with and relevant to the ACE Program Participant's Paid Work

Experience assignment.

Units of Service: A Unit of Service is defined as one (1) ACE Program Participant who participates in an occupational skills certification or training program in conjunction with the corresponding Paid Work Experience described below. The Agency shall provide up to one hundred (100) Units of Service during the Term.

- 4) Paid Work Experience (PWE) (County Funding) Up to \$488,000
- Services to be provided: Provide paid work-based learning employment opportunities to up to one hundred (100) ACE Program Participants engaged in corresponding Occupational Skills Certification and Training during the Term. The two (2) unique features of the paid work-based learning employment opportunity are:
- Direct Placement: PWE participants begin training with a business as a new employee and receives training in the workplace acquiring occupational skills and knowledge in a PWE training environment,
 - No Cost to the Business: The Agency shall be the Employer of Record and compensate the ACE Program Participant one hundred percent (100%) of wages of \$15.00 per hour while engaged in PWE. The Agency shall pay all applicable payroll taxes. The County will reimburse the Agency for these costs.

PWE employment opportunities shall have a training period of not less than eight (8) weeks but not more than sixteen (16) weeks, or be completed by September 30, 2026, whichever is earlier. Each ACE Program Participant will work a maximum of 24-hours per week, at \$15.00 per hour, and their PWE or virtual worksite location must be in Hillsborough County. In an effort to fully utilize the PWE employment opportunity for each ACE Program Participant, extension of the PWE employment opportunity beyond 16 weeks may be allowed due to extenuating circumstances (i.e., illness, emergencies, unforeseen situations or approved absence) if approved by the Agency.

Upon enrollment into Occupational Skills Certification and Training, and prior to placement into a PWE employment opportunity, ACE Program Participants will spend up to four (4) weeks in Job Readiness Assistance. This Job Readiness Assistance shall include, but not be limited to, background screening, drug screening (if required by employer), interview skills, documentation preparation, communication and soft skills.

Units of Service: A Unit of Service is defined as one (1) ACE Program Participant who participates in a Paid Work Experience as described above. Based on the Term of this Agreement, the Agency shall provide up to one hundred (100) Units of Service during the Term. The Unit of Service rate will vary based on the nature of the program and program length. The maximum cost to the County for an ACE Program Participant is up to Eight Thousand Dollars (\$8,000) which represents an ACE Program Participant working three (3), eight (8) hour days per week. The total amount paid to the Agency during the Term of this Agreement is not to exceed Four Hundred Eighty-Eight Thousand Dollars (\$488,000) during the Term.

The Agency may request a monthly reimbursement for the costs associated with ACE Program Participants' PWE. With each such request, the Agency shall provide proof of the associated salary and payroll tax obligation for which such payment will be applied.

5) Employment Support Services (Agency Funding)

Services to be provided: The Agency will contribute approximately Ten Thousand Dollars (\$10,000) of Agency funds to provide employment support services to each ACE Program Participant for services that are necessary to enable an individual to successfully participate in the ACE Program during the Term. Support services may include, but are not limited to, assistance with transportation, clothing (including, general interview clothing), certification fees, and tools for occupational skills training or work-related).

Units of Service: A Unit of Service is defined as one (1) ACE Program Participant who participates in an occupational skills certification or training program in conjunction with the corresponding Paid Work Experience described above. The Agency shall provide up to one hundred (100) Units of Service during the Term.

The Agency shall maintain the necessary back-up information to document the delivery of the services. A Program Performance Report is to be submitted with each Request for Payment. The Program Performance Report must provide the project details for each period sufficient for the County to document the progress in delivering the services and include: the project detail report, the list of participants served, participants home addresses, business name and address, occupational certification and training provided, and amount paid to each ACE Program Participant.

A Final Program Performance Report is due within ninety (90) days after the end of the Term, summarize the results and outlining the accomplishments of the Program over the Term.

PART II – Total Consideration

For its performance under this Agreement, the Agency will receive funds from the County, in an amount not to exceed Seven Hundred and Fifty-Five Thousand Dollars (\$755,000) during the Term. Notwithstanding the foregoing, if the Agency fails to submit proper Request for Payment forms up to Seven Hundred and Fifty-Five Thousand Dollars (\$755,000) during the Term of this Agreement, then, any remaining portions thereof which the County has not disbursed to the Agency shall not be available for funding.

The Management and Administration services will be paid on a unit of service, fee for services basis for each month services are provided. PWE will be a monthly reimbursement of actual allowable expenses associated with ACE Program Participants' wages and payroll expenses.

If the County determines, through its inspection or review, that the Agency has performed, or is performing fewer than the total agreed upon Units of Service, the total consideration paid to the Agency shall be subject to a pro-rata reduction.

In addition to the BOCC Policy No. 10.04.00.00, that any news release or other type of publicity pertaining to the services performed by the Agency pursuant to this Agreement must recognize the contribution of the BOCC, any project announcement or publicity event resulting from efforts of the Agency, will be planned in cooperation with the County's Economic Development and Communications Departments for purposes of coordinating County's official County protocol and public recognition. Prior notification to these two Departments for such events will be no less than fifteen (15) working days whenever possible.

EXHIBIT “B” METHOD OF PAYMENT

AGENCY: CareerSource Tampa Bay

PROGRAM: Apprenticeship-to-Career Empowerment Program

Funding in accordance with agreed to amounts will be made upon receipt of a completed Exhibit “C”, Request for Payment Form, and Exhibit “D”, Program Performance Report. In no event, however, shall payments to the organization exceed Seven Hundred and Fifty-Five Thousand Dollars (\$755,000) during the Term. However, all funding under this Agreement is subject to availability and the amount may be reduced. The County shall be the final authority as to the availability of funds and how available funds will be allotted. A current certificate of insurance is required before payment.

Payment requests may be submitted on a quarterly or monthly basis with proper backup. Payment requests shall not be submitted for a period less than one (1) month. The Management and Administration services will be paid on a unit of service, fee for services basis for each month services are provided. The PWE services will be a monthly reimbursement of actual allowable expenses associated with ACE Program Participants’ wages and payroll expenses. If the County determines, through its inspection or review, that the Agency has performed, or is performing less than the total agreed upon services, payments to the Agency shall be subject to a pro-rata reduction. Payment of the request shall be made within fifteen (15) business days after approval of such request by the County.

No County funds will be expended for the Agency’s purchase of equipment, food, beverages or entertainment costs, business memberships or for any event or client services conducted outside of Hillsborough County.

The County’s Fiscal Year commences on October 1st and ends on September 30th of the following calendar year. Invoices with supporting documentation for services delivered between October 1st and September 30th must be received no later than September 30th of each year to allow closeout of the County’s Fiscal Year.

With each request for payment the Agency will provide a Performance Report that shall include the project detail report, the list of participants served, participants home addresses, status and outcome of the ACE Program Participant’s occupational skills certification and training, business name and address, occupational certification and training provided, and amount paid to each ACE Program Participant supporting documentation (receipts, paid invoices, cashed checks, etc.), and other information identified in the agreed upon Exhibit “A”, Scope of Services.

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EXHIBIT "C"

REQUEST FOR PAYMENT FORM

AGENCY: CareerSource Tampa Bay

PROGRAM: Apprenticeship-to-Career Empowerment Program

REQUEST NUMBER: _____ MONTH: _____ AMOUNT: \$ _____

FINANCIAL STATUS REPORT

BUDGET CATEGORIES	TOTAL (ANNUAL) APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE \$
		CURRENT REQUEST \$	YTD REQUESTS \$	
Management and Administration (\$22,250 for units 1-12)	\$267,000			
Paid Work Experience (Up to 100 units at up to \$8,000 per unit)	<u>\$488,000</u>			
TOTAL:	\$755,000			

I certify that the service covered by this request have been provided to the County in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report is true, accurate, and complete.

Authorized Agency Signature

Title

Date

=====

=====

FOR COUNTY USE ONLY

ACCT CODE: _____ SUPPLIER: _____

P.O. #: _____ APPROVED: _____

I verify that Hillsborough County (based upon certification of Agency Official) has received the goods and/or services.

TYPE OF REVIEW	APPROVED	DATE
FISCAL		
PROGRAMMATIC		
DIRECTOR		

COMMENTS: Payment of the reimbursement request shall be made within fifteen (15) business days after approval of such request by the County.

EXHIBIT “D”
PROGRAM PERFORMANCE REPORT

AGENCY: CareerSource Tampa Bay

PROGRAM: Apprenticeship-to-Career Empowerment Program

REPORT PERIOD _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED _____%

I. ACCOMPLISHMENTS:

II. PROBLEMS:

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

Units of Service Provided	Program Goal	Report Period	Year to Date	% of Goal Completed
Management & Administration	12			
Paid Work Experience	100			
Occupational Skills Certification and Training	100			
Employment Support Services	100			

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: With each request for payment the Agency will provide a Performance Report that shall include the project detail report, the list of participants served, participants home addresses, status and outcome of the ACE Program Participant’s occupational skills certification and training, business name and address, occupational certification and training provided, and amount paid to each ACE Program Participant supporting documentation (receipts, paid invoices, cashed checks, etc.), and other information identified in the agreed upon Exhibit “A”, Scope of Services.

A Final Program Performance Report is due within ninety (90) days after the end of the Term, summarize the results and outlining the accomplishments of the Program over the Term.

INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

THE PURPOSE OF THIS REPORT IS TO PRESENT A CONCISE REVIEW SUMMARIZING THE AGENCY'S ACTIVITIES FOR THE COUNTY FUNDED PROGRAM. USE ADDITIONAL PAGES ONLY IF NECESSARY/REQUIRED.

Agency: Provide name of Agency as it appears on your Agreement.

Program: Provide title of the program or general service area as contracted.

Report Period: Identify dates covered by this narrative report. After the first report, begin with ending date of the previous report.

- I. Accomplishments
Highlight significant or major accomplishments in the County funded program during the report period.
- II. Problems
Provide a description of the problems that were encountered during this report period which would have a negative impact on the program. Also, provide a plan for a corrective action, to include time of implementation, effect on the program, and indicate if there is a need to modify the program, goals, Agreement or funding.
- III. Status Report on Provision of Services, Goals and Objectives (Report period and year-to-date)
Report statistically on program goal achievements for report period and year-to-date total.
- IV. Other Comments
Use this section for general remarks regarding Agency, etc. General information to assist in understanding the program's operation and purpose may be included.

With each Program Performance Report, attach details on Performance. See Exhibit "A", Scope of Service, for detailed deliverables, benchmarks and performance measures to be part of each Program Performance Report. Additional Financial Reporting and documentation are detailed in Exhibit "B".

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EXHIBIT E
AFFIDAVIT OF COMPLIANCE

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

1. My name is _____
(Full Name)

2. I am the _____ of _____
(Job Title) (Company Name)

3. The Company was formed in _____ and is a _____
(Country and State) (Type of Entity (i.e., LLC., Inc.))

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

5. I affirm that the Company is not:

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

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

(Signature of Affiant)

The foregoing instrument was acknowledged before me this ____ day of _____, _____
by _____.
(Name of Affiant)

Personally known _____

OR Produced Identification _____

Type of Identification Provided _____

PRINT, TYPE OR STAMP NAME OF NOTARY

CAREERSOURCE TAMPA BAY EDUCATION AND INDUSTRY CONSORTIUM] QUARTERLY REPORT

A. GENERAL INFORMATION

Report quarter: Quarter ending September 30, 2025

Date of meeting: August 26, 2025

Report prepared by: Tammy Stahlgren

Local workforce development board contact: Tammy Stahlgren **Date:** August 26, 2025

B. ATTENDANCE

Name	Present: Yes/No	Organization	Industry or Education Organization	Contact Information
Tony Brown	No	Tampa Bay EDC	Industry	tbrown@tampabayedc.com
Amelia Campbell	Yes	Pinellas County EDC	Industry	acampbell@pinellas.gov
Nadia Combs	No	Hillsborough County Public Schools	Education	nadia.combs@hcps.net
Christina Davenport	No	JMI Resource	Industry	christina@jmiresource.com
Melissa Ebanks	No	Dunn & Co.	Industry	ebanks@dunn-co.com
Mark Koulianos	Yes	University of South Florida	Education	mgkoulianos@usf.edu
John Meeks	No	Hillsborough Community College	Education	jmeeks@hccfl.edu

Name	Present: Yes/No	Organization	Industry or Education Organization	Contact Information
Jakub Prokop, PH.D.	Yes	Pinellas Technical College Clearwater Campus	Education	PROKOPJ@pcsb.org
Clara Reynolds	Yes	Crisis Center	Industry	creynolds@crisiscenter.com
Suzanne Ricci	No	Computer Coach	Education	suzanne@computercoach.com
Paul Toomey	Yes	Geographic Solutions, Inc.	Industry	PToomey@geosolinc.com
Others Present (Not a member on the Consortium)				
Chad Kunerth	CareerSource Tampa Bay			
Anna Munro	CareerSource Tampa Bay			
Tammy Stahlgren	CareerSource Tampa Bay			
April Torregiante	CareerSource Tampa Bay			

B. SUMMARY REPORT

I. Welcome

Mark Koulianos welcomed and thanked everyone for attending the meeting.

II. Discussion Items

A. Sector Focused Solutions

1. Information Technology

The discussion centered on the impact of AI on IT jobs, particularly mid-level coding roles. It was noted that while AI may replace some jobs, it

will also create new ones, especially in cybersecurity. The conversation also covered the effectiveness of short-term certifications versus four-year degrees, with a consensus that both have their places. The need for mainframe and COBOL skills was highlighted, with IBM's apprenticeship program as an example.

The meeting also touched on the importance of blockchain technology and the potential decline of IT support roles due to AI advancements.

IT Discussion Summary

- AI is reshaping IT jobs, reducing some mid-level coding roles while increasing demand for efficiency and productivity.
- Cybersecurity remains a strong growth area with significant job openings; AI will serve as a tool, not a replacement.
- Debate on certifications vs. four-year degrees: bootcamps offer quick entry but face cost/aid challenges; degrees still hold long-term value.
- Ongoing need for mainframe and COBOL skills, especially in banking/insurance; potential USF certificate program discussed.
- IT roles are shifting with outsourcing/automation, but niche skills (e.g., mainframe) remain lucrative.
- Blockchain noted as a future area, particularly for security/verification.
- Emphasis on aligning training programs with actual labor market demand.
- Foundational technology and logical thinking skills remain vital across evolving fields.
- Recognition that IT trends are cyclical, with older skills often returning to demand.

III. Information Items

A. Targeted Sector Industry Reports (Presenters: Chad Kunerth)

There was no discussion

B. Targeted Occupation List (TOL) (Presenters: Chad Kunerth)

- The TOL is updated each year to highlight jobs that require post-secondary training, pay sustainable wages, and show positive growth. The current list includes about 200 occupations.
- To stay on the list, jobs must meet statewide thresholds for openings and wages. Some roles are being removed this year due to low growth

or wages, including executives, clergy, farmers, millwrights, and advertising sales agents.

- Members stressed the importance of keeping the list aligned with real training and hiring needs and noted that some wage data for trades may not reflect actual market conditions.
- The group agreed that ongoing review and input will keep the TOL useful for workforce planning.

C. Eligible Training Provider List (ETPL) (Presenters: Chad Kunerth)

- The committee reviewed the current ETPL, which includes programs aligned with targeted occupations. Members were invited to suggest additions or removals based on outcomes and local needs.
- While the state sets accountability standards, local boards maintain final approval for providers in their regions.
- A new scorecard system evaluates providers by program and occupation, focusing on employment and wage outcomes.
- Emphasis on making data-driven decisions for training funding and shifting toward individualized assessments and holistic participant support.
- Challenges in tracking post-training employment outcomes were noted, highlighting the importance of strong relationships between career coaches and participants.

Action Items:

- Members review the ETPL and recommend additions or removals.
- Continue using provider scorecards to guide future decisions.

D. Summer Youth Overview

- Nearly 700 students in Hillsborough and Pinellas counties participated in paid work experience, leadership development, and career exploration.
- Activities included job fairs, workshops, leadership training, and a “Shark Tank”-style entrepreneurship competition.
- New hands-on learning opportunities were added in manufacturing and health sciences, including CPR certification and facility tours.

- The program partnered with over 140 employers, offering both virtual and in-person experiences, with strong engagement and positive feedback.
- End-of-program celebrations recognized student achievements and staff contributions.

E. June 18, 2025 CSHP Education and Industry Quarterly Report

No discussion

IV. Adjournment

The meeting adjourned at 3:07 p.m.

V. Next Meeting

December 2, 2025 @ 2:00pm

NOTES:

NOTES:

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

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