

**CareerSource Hillsborough Pinellas
Board of Directors Minutes**

Date: Thursday, November 21, 2024, at 10:00 am.

Location: Hybrid meeting – Zoom/EpiCenter, 13805 58th St. N., Rooms 1 - 451 & 1 - 453, Clearwater, FL 33760

Call to Order

Chair Barclay Harless called the meeting to order at 10:01 a.m. There was a quorum present with the following board members in attendance.

Board Members in Attendance

Mitch Allen (Zoom), Belinthia Berry (In person), Robert Blount (Zoom), Scott Brooks (Zoom), David Fetkenher (Zoom), Elizabeth Gutierrez (Zoom), Barclay Harless (In person), Gary Hartfield (In person), John Howell (In person), Michael Jalazo (In person), Commissioner Chris Latvala (In person), Nikki Lezama (Zoom), Dr. Brian Mann (Zoom), Esther Matthews (In person), Donald Noble (Zoom), Dr. Rebecca Sarlo (In person), Roy Sweatman (In person), Scott Thomas (Zoom), Kenneth Williams (Zoom), Russell Williams (Zoom), Ocea Wynn (In person)

Board Members Not in Attendance

Joe Eletto, Benjamin Friedman, Mark Hunt, Shawn McDonnell, April Neumann, Jeremy Robinson, Elizabeth Siplin, Thayne Swenson, Sophia West, Commissioner Joshua Wostal, Mercedes Young

Board Counsel

Stephanie Marchman (In person)

Staff in Attendance

Steven Meier, Leah Geis, Michelle Moeller, Jay Burkey, Jason Druding, Lysandra Montijo, Juan Toribio, Raymond Westergard, Doug Tobin (In person), April Torregiante (In person), Michelle Zieziula (In person), Paul Casebolt (In person), Anna Munro (In person), Chad Kunerth (In person), Tammy Stahlgren (In person), Brittany Munyer (Zoom), Candice Hernandez (Zoom), Caroline Kenney (Zoom), Kathleen Watson (Zoom), Leondra Foster (Zoom), Barry Martin (Zoom), Michael Sylvestri (Zoom), Michelle Schultz (Zoom), Patricia Irving (Zoom), Rory Stewart (Zoom), Saleema Bennett (Zoom), Shawna Peer (Zoom)

Guests in Attendance

Danielle Weitlauf (In person), Lauren Steif (Zoom) – Tucker Hall
Tyler Bonneau – Pinellas County Legislative Aide (In person)
Keidrian Kunkel – Eckerd Connects
Dr. Cynthia Johnson – Pinellas County Economic Development (In person)
Cody Ward – Pinellas County Attorney's Office (Zoom)
Jonathan Wolf – Hillsborough County Economic Development (Zoom)
Tameka Austin, Charles Williams – Florida Commerce (Zoom)

Pledge of Allegiance

Public Comments

There were no public comments.

Chair's Report

The Chair's report was included in the Board packet.

Co-Interim CEO Report

Steve Meier and Sheila Doyle gave a report of activities that have occurred since the last Board meeting.

General Counsel Update – Gray|Robinson

A general counsel update was included in the Board packet.

FloridaCommerce Performance Presentation

FloridaCommerce facilitated a presentation their required annual performance presentation for CareerSource Pinellas and CareerSource Tampa Bay.

Consent Agenda – Approval of Minutes

The minutes of the September 19, 2024, Board of Directors meeting and the October 30, 2024, Special Board of Directors Meeting were presented for approval.

RECOMMENDATION

Approval of the draft minutes, to include any amendments necessary.

Discussion: None

Motion:	Esther Matthews
Second:	Dr. Rebecca Sarlo

The minutes were approved as presented. This motion carried unanimously.

ACTION Item 1 – Approval of Solicitation of One-Stop Operator

Purpose

To solicit services for a One Stop Operator (OSO) for the period beginning 7/1/2025.

Background - Responsibility

Consortium

The Local Board, **with the agreement of Chief Elected Official**, must designate and certify One-Stop operators in each local area. The One-Stop operator is designated or certified through a competitive process. [CFR 662.410]

Board of Directors

Select one-stop operators in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement. [By-Laws, section 4.3(K)]

Competitive Procurement

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

Current One Stop Operators

The Board and Consortium approved executing two separate contracts for the period 7/1/24 to 6/30/25, as follows: Hillsborough County's contracted provider is Educational Data Systems, Inc. Pinellas County's contracted provider is Kaiser group D/B/A Dynamic Workforce Solutions.

Information

At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including, but not limited to: Coordinating service providers across the one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The RFP for a one-stop operator must clearly articulate the role of the one-stop operator.

The contract term will be a one-year term, beginning July 1, 2025, renewable for up to three additional one-year terms at the option of the Board and Consortium.

A timeline of key events was included in the packet.

RECOMMENDATION

Competitively procure an OSO with the approval of the CareerSource Hillsborough Pinellas (CSHP) Board of Directors and agreement of the Consortium.

Discussion: None

Motion:	Michael Jalazo
Second:	Esther Matthews

The Board of Directors made a motion for approval to competitively procure an OSO with the approval of the CSHP Board of Directors and agreement of the Consortium. The motion carried unanimously.

ACTION Item 2 – Approval of Managed Service Provider

Purpose

To solicit services from a Managed IT Service Provider (MSP).

Background

CSHP's procurement process requires formal procurement procedures for services that cost \$250,000 or more and approval by the Board of Directors of the solicitation and to engage in contract with the selected vendor. Bids are publicly solicited and the vendor whose proposal conforms with the material terms and conditions of the Request for Proposal (RFP) is recommended to the Board to award a contract.

Information

Consistent with its current function, the MSP will be engaged in providing technology-related services to support CSHP's IT staff. MSP services include but are not limited to initial, front-line help-desk support, either by phone, chat or email and resolving issues with password resets, software, printers, etcetera. The MSP also provides network engineering services to help manage the network equipment and monitoring services to help ensure no malicious actors gain access to the entity's systems. In addition, the MSP assists CSHP's VP of Technology in product and service selection to continuously improve the services and security the entity provides to our users and clients. The annual contract term will be renewable for up to four additional one-year terms.

A timeline of key events was included in the packet.

RECOMMENDATION

To approve staff to solicit for MSP services.

Discussion: None

Motion:	Donald Noble
Second:	Gary Hartfield

The Board of Directors made a motion to approve staff to solicit for MSP services. The motion carried unanimously.

ACTION Item 3 – Approval of PY'24 – 25 FloridaCommerce ICQ & Assessment

Background

In accordance with the FloridaCommerce Grantee/Subgrantee agreement, the Completed Internal Control Questionnaire (ICQ) signed by the Board Chairperson and Executive Director is due by September 30 or within 30 calendar days after the Internal Control Questionnaire is provided to the LWDB, whichever is later. The ICQ is a self-assessment tool to evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

Makeup of the ICQ

The ICQ document emphasizes the "17 Principles" of internal controls developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and presented in the Internal Controls – Integrated Framework. The five components of internal controls (Control Environment, Risk Assessment, Control Activities, Information and

Communication and Monitoring) are fundamentally the same as the five standards of internal controls and reflect the same concepts the “Standards for Internal Control in the Federal Government” utilizes.

The principles are reflected in groupings of questions related to major areas of control focus (Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring) within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

Self-Assessment Rating

The self-assessment ratings and responses reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Ratings are on a scale of 1 to 5, with “1” indicating the greatest need for improvements in internal controls and “5” indicating that a strong system of internal controls already exists.

Information

FloridaCommerce approved an extension to provide the completed ICQ by 11/25/2024. There were minimal changes to the 2024-25 ICQ and Assessment questions from the prior year.

CSHP reviewed each question and considered the controls in place. Based on CSHP’s self-assessment, a strong system of internal controls is in place and deemed a rating of 4 reflects the level of controls in place for each major area of control focus.

**A draft of the ICQ was included in the packet for review.*

RECOMMENDATION

Staff recommends approval of the enclosed 2024 – 2025 Internal Control Questionnaire and Assessment.

Discussion: None

Motion:	Dr. Rebecca Sarlo
Second:	Belinthia Berry

The Board of Directors made a motion for approval of the enclosed 2024 – 2025 Internal Control Questionnaire and Assessment. The motion carried unanimously.

ACTION Item 4 – Related Party Contract

Background

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Commerce and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

“When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes.” [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce and CareerSource Florida approvals.

Contract

CSHP desires to enter a Memorandum of Understanding (MOU) with Enterprising Latinas, Inc. to coordinate resources and ensure the effective and efficient delivery of workforce services in Hillsborough County. CSHP made a strategic decision to provide workforce services at the Partner location, aimed to assist the low- and moderate-income residents and jobseekers of the Wimauma, FL area.

Information

Program Year 2024 - 2025

Name	Board Member	Amount Not to Exceed
Enterprising Latinas, Inc.	Elizabeth Gutierrez	\$9,000

The monetary “not-to-exceed” threshold has been estimated based on the .20 FTE equivalent or 8 hours per week for the period 11/25/24 to 6/30/25.

Required Forms:

- Form Required under Section 112.3143, Florida Statutes
 - o Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
 - Disclosure of nature of conflict prior to voter abstention.
 - Form signed by board member with conflict before the vote occurs.
 - Section 112.3143, Florida Statutes does prohibit board members with conflict from participating in discussion. However, it is expressly prohibited per By-Laws, Section 10.3 – Conflict of Interest].
- Forms required by the Florida Department of Commerce:
 - o Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
 - Disclosed and certified by board member with conflict in a contract.
 - o Exhibit C: Contract Information Form
 - Provides information on the related party contract where the conflict exists.
 - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

RECOMMENDATION

Approval of MOU with Enterprising Latinas, Inc for a total not to exceed \$9,000 for the period 11/25/24 to 6/30/25.

Discussion: None

Motion:	Michael Jalazo
Second:	Gary Hartfield
Abstention:	Elizabeth Gutierrez

The Board of Directors made a motion for approval of the MOU with Enterprising Latinas, Inc for a total not to exceed \$9,000 for the period 11/25/24 to 6/30/25. The motion carried unanimously.

ACTION Item 5 – 2024 – 2025 Board Officer Recommendation (Nominating Committee)

Background

Per the *Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas* (By-Laws), **Article VI**, governs the provisions of Board Officers.

Information

Vice-Chair, Barclay Harless, moved to Chair on September 13, 2024, following the previous chair's resignation and will serve as Chair through June 30, 2025 in accordance with section 6.4 of By-Laws.

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

LAST NAME—FIRST NAME—MIDDLE NAME Gutierrez Elizabeth		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY Tampa, Florida 33607	COUNTY	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County	
DATE ON WHICH VOTE OCCURRED		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Elizabeth Gutierrez, hereby disclose that on November 21, 20 24 :

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

☐ inured to my special private gain or loss;

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

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

☒ inured to the special gain or loss of Enterprising Latinas, Inc., by whom I am retained; or

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

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for MOU with Enterprising Latinas, Inc.

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

11/11/2024

Date Filed


Elizabeth Gutierrez (Nov 11, 2024 22:39 EST)

Signature

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

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

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

Local Workforce Development Board: CareerSource Hillsborough Pinellas

Contractor Name & Address: Enterprising Latinas, Inc. - 5128 S.R. 674, Wimauma, FL, 33598

Contractor Contact Phone Number: 813-325-8073

Description or Nature of Contract: Workforce Services

Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

- ☒ have no relative who is a member of the board or an employee of the board, OR
☐ have a relative who is a member of the board or an employee of the board, whose name is:

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

Elizabeth Gutierrez Digitally signed by Elizabeth Gutierrez
Date: 2024.11.11 22:51:58 -05'00'

Signature of Board Member/Employee

Elizabeth Gutierrez

Print Name

11/11/2024

Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

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

EXHIBIT C
CONTRACT INFORMATION FORM

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

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

Identification of all parties to the contract: Enterprising Latinas Inc and CSHP
Contractor Name & Address: Enterprising Latinas, Inc - 5128 S.R. 674, Wimauma, FL, 33598
Contractor Contact Phone Number: 813-325-8073
Contract Number or Other Identifying Information, if any: 2024-300-003
Contract Term: 11/25/2024 to 6/30/2025
Value of the Contract with no extensions or renewals exercised: \$9,000 (estimated based on the .20 FTE equivalent or 8 hours per week for the period 11/25/24 to 6/30/25)
Value of the Contract with all extensions and renewals exercised:
Description of goods and/or services to be provided under the Contract:
Method of procurement for the contracted goods and/or services, if applicable:
Strategic decision made by CSHP to provide workforce services at Partner location aimed to assist low and moderate income residents of Wimauma, Florida.
Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Elizabeth Gutierrez

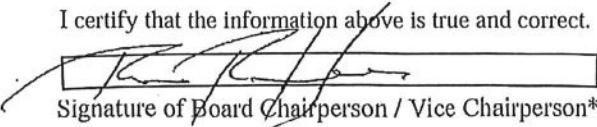
The nature of the conflicting interest in the contract: Employee of Organization

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

I further attest that the following is being provided with this form:

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

I certify that the information above is true and correct.


Signature of Board Chairperson / Vice Chairperson*

Barclay Harless

Print Name

11/21/2024

Date

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

On November 8, 2024, the Nominating Committee convened to address the vacant Vice Chair position. After reviewing the board roster and expertise, Gary Hartfield was recommended as Vice-Chair and Don Noble recommended as Treasurer.

Consortium and Board (Special Meeting) approved Don Noble as Board Member at their respective meeting held on October 3, 2024 and October 30, 2024, respectively.

**A table detailing the CareerSource Hillsborough Pinellas Slate of Officers was included in the packet.*

RECOMMENDATION

Approval of Nominating Committee's recommendation of Gary Hartfield as Vice Chair and Don Noble as Treasurer for the unexpired term of office.

Discussion: None

Motion:	Michael Jalazo
Second:	John Howell

The Board of Directors made a motion for approval of the Nominating Committee's recommendation of Gary Hartfield as Vice Chair and Don Noble as Treasurer for the unexpired term of office. The motion carried unanimously.

ACTION Item 6 – Presentation of Candidate (CEO Selection Committee)

The Consortium must approve a LWDB process to select the Director and subsequently approve the selection as recommended by the LWDB [Interlocal Agreement Section 4.6].

8/3/24 Meeting - Consortium approved the process to select the Director to include (1) CEO Selection Process Project Plan (2) Continue with Newland Contract and (3) Appoint certain CSHP staff as committee point of contact.

Following completion of the process described above, the CEO Selection Committee recommended the appointment of Keidrian Kunkel to the position of Director (a/k/a Chief Executive Officer or CEO) of CareerSource Hillsborough Pinellas (CSHP). Factors considered in selecting Kunkel include but are not limited to:

- Ability to navigate CSHP in the present and in the future
- Ability to work with the Board and Stakeholders, establish rapport, etcetera.
- Ability to get staff engaged and make a change
- Ability to impact and integrate different cultures
- Ability to do the job, motivated, and get along with others

The action before the Board was to consider the CEO Selection Committee's recommendation to select Kunkel as the CEO of CSHP subject to the final approval of the Consortium. Kunkel must be a contract employee. Accordingly, her proposed employment agreement was before the Board as well.

**A CEO Selection Process Project Plan was included in the packet.*

RECOMMENDATION

Select Keidrian Kunkel as the CEO of CareerSource Hillsborough Pinellas subject to the final approval of the Consortium. If Kunkel obtains final approval of the Consortium, authorize the Board Chair to execute Kunkel's proposed employment agreement on behalf of CSHP.

Discussion: None

Motion:	Donald Noble
Second:	Esther Matthews

The Board of Directors made a motion for approval to select Keidrian Kunkel as the CEO of CareerSource Hillsborough Pinellas subject to the final approval of the Consortium. If Kunkel obtains final approval of the Consortium, authorize the Board Chair to execute Kunkel's proposed employment agreement on behalf of CSHP. The motion carried unanimously.

INFORMATION ITEM 1 – WIOA Performance Indicators

The WIOA performance indicators were included in the packet for review.

INFORMATION ITEM 2 – Letter Grades

The most up-to-date letter grades were included in the packet for review.

INFORMATION ITEM 3 – Pinellas County Use of Unrestricted Funds

On March 20, 2024, the CareerSource Pinellas Board of Directors approved the payment of \$1,000,000 of unrestricted funds to Pinellas County. The funds would remain available only for Pinellas County purposes and not commingled with unrestricted funds of the consolidated entity. The Board's objective was to have these funds utilized for workforce services for job seekers and employers of Pinellas County. In addition, the Board's intent was to have a committee comprised of Pinellas-based CareerSource Board members, CareerSource staff and Pinellas County staff review requests and approve the use of funds accordingly.

Dr. Cynthia Johnson, Director of Pinellas County Economic Development, gave an update on the \$1,000,000 contributed to the county; specifically plans to use these funds, the approval process for the use of these funds and how some of our partners can access these funds for workforce services.

In response to Board Members' comments, the General Counsel agreed to provide information to the Board at its next meeting so they are informed about the responsibilities of Pinellas County with respect to its use of the unrestricted funds and the Board's oversight of Pinellas County with respect to the same.

Other Administrative Matters – There were no other administrative matters.

Adjournment – Chair Barclay Harless adjourned the meeting at 12:02pm.