



Board of Directors

CareerSource Tampa Bay

Feb 15, 2024 9:00 AM - 10:30 AM EST

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Pledge of Allegiance





Consent Agenda Items

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

- A. Approval of Minutes – November 16, 2023, Board of Directors Meeting**
- B. Approval of Minutes November 8, 2023, Human Resource Committee Meeting**
- C. Approval of New Training Provider**
 - Recommended for approval by the Workforce Performance Committee at the February 7, 2024, committee meeting.
- D. Approval of New Training Program**
 - Recommended for approval by the Workforce Performance Committee at the February 7, 2024, committee meeting.
- E. 2023-2024 Budget Modification No.3**
 - Recommended for approval by the Finance Committee at the February 1, 2024, committee meeting.
- F. Approval to Procure an organization to Provide Temporary Staffing and Payroll Services**
 - Recommended for approval by the Executive Committee at the January 18, 2024, Committee meeting.

Recommendation: To approve the consent agenda as recommended by the noted Committees.



Consent Agenda Board of Directors Meeting Minutes



Board of Directors Minutes

CareerSource Tampa Bay
Nov 16, 2023 at 9:00 AM EST

Attendance

Present:

Members Remote: Meredith Abel, Roy Sweatman, Stephanie Brown-Gilmore, Sean Butler, Joseph Eletto, Robert Blount, III, Jim Junecko, Dr. Brian Mann, Donald Noble, Julie Renderos, Thayne Swenson, and Mercedes Young

Members in person: Gary Hartfield, Benjamin Hom, Mitchell Allen, Brian Nathan Sophia West, and Audrey Ziegler

Absent:

Members: Elizabeth Gutierrez, Commissioner Ken Hagan, Warren Brooks, John Howell, April Neumann, Jermaine White, Ocea Wynn

Attendance

Present:

Members: Maritza Morales, Saleema Bennett, Melissa Carroll (remote), Dr. Byron Clayton (remote), Sheila Doyle, John Flanagan, Chad Kunerth (remote), Barry Martin, Anna Munro, Mario Rodriquez, Michelle Schultz, Don Shepherd (remote), Tammy Stahlgren, Doug Tobin, April Torregiante, Michelle Zieziula

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

Vice Chair, Donald Noble called the meeting to order at 9:00 a.m. There was a quorum present. He introduced and welcomed new board members Mitchell Allen and Brian Nathan to the board.

II. Pledge of Allegiance (Presenters: Donald Noble)

Donald Noble led the Pledge of Allegiance.

III. Public Comments

There were none

IV. Consent Agenda (Presenters: Sean Butler)

- A. Approval of Minutes -August 17, 2023, Board of Directors Meeting (Presenters: Sean Butler)
- B. Approval of Minutes -October 16, 2023, Special Board of Directors Meeting
- C. Approval of New Training Provider (Presenters: Anna Munro)
- D. WIOA Dislocated Worker Fund Transfer Approval (Presenters: Sheila Doyle)
- E. 2023 - 2024 Budget Modification No. 1
- F. 2023 - 2024 Budget Modification No. 2
- G. 2024 Health Plan Renewal and Pricing

Motion:

To approve the consent agenda as presented.

Motion moved by Mitchell Allen and motion seconded by Gary Hartfield. The motion carried.

V. CEO Report (Presenters: John Flanagan)

John Flanagan provided updates on several important aspects of the organization, including transition working groups, litigation with Westchester, new finance and paperless filing software, and a coaching and mentoring program. The CEO also highlighted the organization's high score on the Reach Act (95.51 A), which places the Region as the 8th highest performing in the state.

In his last official meeting as a member of Career Source Tampa Bay, Mr. Flanagan offered his thanks to the board, particularly Sean Butler, Donald Noble, Gary Hartfield, and Benjamin Hom for their leadership and guidance in his almost five years as CEO and President of CSTB.

VI. Board Counsel Report (Presenters: Mary Helen Farris)

Mary Helen Farris discussed changes to board meeting agendas to make them more strategic and less operational.

VII. Action/Discussion Items

- A. CSTB Policies and Procedures Review and Revision (Presenters: Michelle Schultz)

Motion:

To approve staff to proceed with revisions to CSTB Policies and Procedures upon confirmation of compliance with all relevant federal and state policies, procedures, and guidance.

Motion moved by Gary Hartfield and motion seconded by Audrey Ziegler. The motion carried.

Sean Butler joined the call at approximately 9:28 a.m. Donald Noble continued to chair the meeting.

The board was reassured that removing and revising the policies will not effect the guardrails that were put in place over the past five years, and will be in full compliance with federal, state, and local laws.

B. Related Party Work-Based Learning (WBL) Agreement (Presenters: Anna Munro)

Related Party: On-the-Job Training:

C.S West and Associates, amount not to exceed \$5,000.

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

Sophia West has completed and submitted a Voting Abstention Form.

Sophia West was present at the meeting, but left the room during the vote and discussion.

Motion:

To approve the On-the-Job WLB Agreement with C.S Associates for an amount not to exceed \$5,000

Motion moved by Benjamin Hom and motion seconded by Julie Renderos.

Motion carried.

C. Executive Compensation (Presenters: John Flanagan, Barry Martin)

The Grantee-Subgrantee Agreement between Florida Commerce (Fka Department of Economic Opportunity) and CareerSource Tampa Bay states that:

No Changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

Michelle Zieziula was recently promoted from Senior Vice President (SVP) & Chief Impact Officer (CIO) to Senior Vice President (SVP) & Chief Operating Officer (COO). Michelle's role has expanded to overseeing and aligning day to day programmatic operations, programmatic policies and streamlining internal

programmatic processes with the Organization's strategic vision effective July 1, 2023.

Motion:

To approve the Chief Operating Officer's salary of \$179,000.00, retroactive to July 1, 2023, to comply with the requirement of Florida Commerce's Grantee-Subgrantee agreement.

Motion moved by Julie Renderos and motion seconded by Meredith Abel. Motion carried. Mercedes Young opposed the motion based upon the lack of information in order to make a good decision.

Discussion prior to the vote:

A Compensation Analysis was completed for Michelle Zieziula's position, as well as all positions at CareerSource Tampa Bay.

VIII. Committee Reports

A. Career Pathways Committee (Presenters: Dr. Byron Clayton)

The Career Pathways Committee met on October 11, 2023. In this meeting we focused on project updates for the majority of the meeting. Updates provided on the progress of eleven different projects that we're working on. We highlighted three of those projects. The 1st project was the Career Journey Workshop for avid students in the Hillsborough County Public School system. The 2nd project was the Alliance for Workforce Innovation that focuses on employers and the 3rd project that was the career workshops for Department of Juvenile Justice youth that were getting ready to pilot in one of their residential facilities in Hillsborough County.

Dr. Byron Clayton presented three initiatives and sought the opinion of the participants on prioritizing them. The initiatives were Career Journey Workshops, Alliance for Workforce Innovation, and a workshop series for DJJ Youth. The participants voted in a poll, and the results showed that Career Journey Workshops were the most preferred/urgent initiatives, followed by DJJ Youth, and Alliance for Workforce Innovation.

B. Workforce Performance Committee (Presenters: Chad Kunerth)

The Workforce Performance Committee met on November 2, 2023. The committee approved four training programs to be added to the CareerSource Tampa Bay approved Training Provider and Program list. Those training programs are bus driver training and commercial Class B training at Career Tech. Cybersecurity Support Technician training at Computer Coach and the Bachelor of Science in Nursing at USF. The Committee also viewed a

presentation on the Veterans program and reviewed the provision of services provided to individuals with disabilities.

C. Youth Development Committee

Presenters: April Torregiante

The Youth Development Committee met on November 8, 2023. They discussed upcoming initiatives and received updates on various programs.

D. Finance Committee

Presenters: Gary Hartfield and Sheila Doyle

The Finance Committee has met twice since the last meeting, September 7, 2023, and November 2, 2023. They discussed the 2023-2024 Budget Modifications # 1 and #2, that were voted on and approved today in the Consent Agenda.

E. Human Resource Committee (Presenters: Benjamin Hom)

The Human Resource Committee met on November 9, 2023.

Two items were discussed: updates on the "compensation study," and "healthcare renewal" which was voted on and approved today in the Consent Agenda. The compensation study will be finalized early next year.

IX. Get There Faster Presentation (Presenters: Saleema Bennett)

An overview of the Get There Program was reviewed.

X. Information Items

Informational Items were included for the board members to review. No discussion occurred.

A. 2023-24 Internal Control Questionnaire (ICQ) and Assessment

B. One Stop Operator (OSO) PY23-24 Q1 Report

C. PY 23-24 Strategic Metrics Dashboard Update

D. Expenditures September 30, 2023

XI. Future Business

There was no future business.

XII. Adjournment

Closing remarks by John Flanagan: "I have to recognize the team here, from executive leadership to the people that work with our businesses and job seekers every day. They're the reason that this organization is in the place that it is right now, I'm just a lucky beneficiary of their effort, their intelligence, and their drive. So thanks everybody. It's been a great five years. I look forward to seeing what happens in the

next five years. I'll be following this organization pretty closely. To the Board, thank you."

The meeting adjourned at 10:14 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.

DRAFT



Consent Agenda Human Resource Committee Meeting Minutes



Human Resource Committee Meeting Minutes

CareerSource Tampa Bay
Nov 9, 2023 at 8:00 AM EST

Committee Member Attendance

Present:

Members: Gary Hartfield (remote), Benjamin Hom (remote), Sophia West (remote)

Staff Attendance

Present:

Members: Sheila Doyle (remote), Lisa Lannizoto (remote), Dolores Martinez (remote), John Flanagan (remote), Barry Martin (remote), Tammy Stahlgren (remote)

Guests: Anne Marie Grabetz (remote), Diana Neelman (remote), Craig Urquhart (remote)

I. Call to order, Welcome, and Roll Call (Presenters: Benjamin Hom)

Chair, Ben Hom called the meeting to order at 8:00 a.m. There was a quorum present.

II. Public Comments (Presenters: Benjamin Hom)

There were none.

III. Action Items

A. Health Plan Renewal Process for 2024

Barry Martin provided a breakdown of the health plan renewal rates for 2024, including the negotiations with Cigna and the decision to stay with the current plan. He also discussed the history of the plan and the committee's efforts to ensure the best plan for employees. The committee also discussed dental and vision plan rates, as well as other products with no rate increases.

Motion:

Motion to move forward with the health care plan offerings, the rate premiums and the funding levels for the 2024 Plan and Pricing as recommended by staff.

Motion moved by Benjamin Hom and motion seconded by Sophia West. Motion carried.

- B. Next steps moving forward with the health plan renewal. (Presenters: Barry Martin)

Barry Martin confirmed that the recommendation will be put forward for the board meeting next week, and that the team has already been working on uploading rates and tentatively scheduling open enrollment information sessions for employees.

IV. Discussion Items

- A. 2024 CSTB Compensation Analysis Process and Results, - Diana Neelman, Senior Director, Compensation Resources

The compensation study was conducted by Compensation Resources, and Diana Neelman presented the findings to the meeting attendees. The study aimed to assess the current competitive market for pay for the organization's positions and define tools for the assessment. The methodology overview and market pricing process were discussed, along with the updated salary ranges and the position in range analysis.

Action Items:

- Barry Martin will update and finalize the salary ranges and structure movement factor.
- Review internal positions and assign grades based on market data and plot all employees within the wage bands to determine adjustments needed.
- A comparison of the old and new wage bands will be sent to the HR committee.
- Barry Martin will prepare for future actions and considerations related to consolidation with Pinellas County.

V. Adjournment

The meeting adjourned at 8:36 a.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



Consent Agenda

Approval of New Training Provider

Process for New Training Providers

Eligible Training Provider Policy application threshold criteria are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established.
- ITA Cap: Training customers may receive training assistance under ITA services up to a lifetime cap of \$5,000.00 per individual.
- Limit training programs to those with a minimum entry level wage rate of \$17.12 per hour hour* (based on annual regionally adjusted wage rate)

Customer Choice

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Individuals who are interested in training services are made aware of the full array of training services by CSTB. They are invited to review and research training providers and programs outlined on the CSTB's approved training provider list. Training provider and program selections must fall on CSTB's ETPL to be considered for enrollment through the WIOA program.

Information for Tables Below

- Average Wage at Placement was provided by the Training Provider
- Entry Wage Rate based on the Standard Occupational Classification (SOC) code for the training program listed on the CSTB Region 15 - Regional Targeted Occupation List for PY 23-24*.
- Color legend:

Does not meet the minimum entry level wage rate
Does not meet completion rate of 65%
Does not meet wage rate and completion rate

[REMAINDER OF THE PAGE LEFT BLANK]

Education Institute of Tampa Family
12416 North Nebraska Ave, Tampa, FL 33612

Education Institute of Tampa Family has a Provisional License with the CIE dated 8.16.2023. The Education Institute of Tampa Family self-attested that they will start reporting to FETPIP annually. Staff conducted a site visit on Friday, 12/01/2023.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 23-24 Entry Wage Rate*
Medical Assistant – Diploma	Included	\$8,500.00	\$50.00	\$8,550.00	10 months	N/A – New Program	N/A – New Program	\$13.72
Medical Records and Health Information Technician - Diploma	Included	\$2,500.00	\$50.00	\$2,550.00	8 months	N/A – New Program	N/A – New Program	\$16.24
Pharmacy Technician - Diploma	Included	\$3,750.00	\$50.00	\$3,800.00	8 months	N/A – New Program	N/A – New Program	\$13.75

\$14,900.00

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the program is: \$136,200 (12 x \$5,000 = \$60,000) (12 x \$2,550 = \$30,600) (12 x \$3,800 = \$45,600) 	<ul style="list-style-type: none"> Not Applicable

ATA Career Education

7351 Spring Hill Drive, Unit 11, Spring Hill, FL 34606

ATA Career Education was approved on CareerSource Pinellas' ETPL during the Board of Directors Meeting scheduled 9/13/2023. ATA Career Education has a CIE license, License by Means of Accreditation dated 2/1/2023. They applied for the addition of (4) new training programs.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 23-24 Entry Wage Rate*
Dental Assisting – Diploma	\$1,822	\$15,080	\$850	\$17,752	40 weeks	54%	\$15.00	\$15.87
Medical Assisting – Diploma	\$2,779	\$13,395	\$850	\$17,027	40 weeks	54%	\$13.00	\$13.72

Medical Assisting – Associate of Science	\$4,930	\$21,385	\$1,450	\$27,765	70 weeks	67%	\$13.00	\$13.72
Pre-Licensure Practical Nursing - Diploma	\$2,647	\$30,420	\$2,950	\$36,017	60 weeks	38%	\$24.00	\$18.96

Potential Financial Impact	Board Affiliated
<ul style="list-style-type: none"> Maximum Potential CSTB Financial Impact: For 12 enrollments for the program is: \$240,000 ((4 x \$5,000) x 12) 	<ul style="list-style-type: none"> Not Applicable

Recommendation

The Workforce Performance Committee recommends approval of Education Institute of Tampa Family's and ATA Career Education's new training provider application to include the aforementioned training programs.



Consent Agenda

Approval of Training Programs

Process for Current Training Providers to Add Additional Programs

Applications for approval of new training programs for an existing training provider is year-round. The following must be provided for each training program:

- a) Program Cost & Performance Data Worksheet
- b) A complete course description and new fee schedule; and
- c) A copy of license that includes the course or program being added, if applicable.

Current application threshold criteria per the Eligible Training Provider Policy are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established.
- ITA Cap: Training customers may receive training assistance under ITA services up to a lifetime cap of \$5,000.00 per individual.
- Limit training programs to those with a minimum entry level wage rate of \$17.12 per hour* (based on annual regionally adjusted wage rate)

Customer Choice

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Individuals who are interested in training services are made aware of the full array of training services by CSTB. They are invited to review and research training providers and programs outlined on the CSTB's approved training provider list. Training provider and program selections must fall on CSTB's ETPL to be considered for enrollment through the WIOA program.

Information for Tables Below

- Average Wage at Placement was provided by the Training Provider
- Entry Wage Rate based on the Standard Occupational Classification (SOC) code for the training program listed on the CSTB Region 15 - Regional Targeted Occupation List for PY 23-24*.
- Color legend:

Does not meet the minimum entry level wage rate
Does not meet completion rate of 65%
Does not meet wage rate and completion rate

Suncoast Career Academy
313 South Lakewood Drive, Brandon, FL 33511

Suncoast Career Academy is applying for the addition of (1) new training program.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 23-24 Entry Wage Rate*
Medical Assistant – Diploma	\$245	\$8,900	\$530	\$9,675.00	11 months	N/A – New Program	N/A – New Program	\$13.72

Potential Financial Impact	Board Affiliated
• Maximum Potential CSTB Financial Impact: For 12 enrollments for the program is: \$60,000 (12 x \$5,000)	• Not Applicable

Recommendation:

The Workforce Performance Committee recommend approval of Suncoast Career Academy's application for new training program.



Consent Agenda

PY 2023-2024 Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$23,863,989 to \$24,161,072 for an overall increase of \$297,083. This is due to the following:

Workforce Innovation & Opportunity Act (WIOA) Programs:

- New award for WIOA Board Consolidation & Realignment of \$297,083. (See FN 1)

Additionally, there was an increase in expenditures of \$296,757.

Recommendation:

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

Footnotes:

- 1) New award from CareerSource Florida to support the consolidation and realignment efforts for both CareerSource Tampa Bay and CareerSource Pinellas. These funds are to cover certain legal costs and other professional services (i.e. Executive Search firm) incurred by both regions during the consolidation process. The full amount of the award is \$356,500 and spans from 7/1/2023 to 9/30/2024. The portion related to the current year budget is \$297,083.

**CareerSource Tampa Bay
PY 2023-2024 Revenue Budget
Modification #3**

Program/Award	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	3,112,797	-	3,112,797
WIOA Youth	3,167,301	-	3,167,301
WIOA Dislocated Worker	2,640,065	-	2,640,065
WIOA Get There Faster - Military Program	1,931,167	-	1,931,167
WIOA Board Consolidation & Realignment	-	297,083	297,083
WIOA Rapid Response	275,000	-	275,000
WIOA Hope Navigator	64,064	-	64,064
Subtotal WIOA	11,190,394	297,083	11,487,477
Wagner Peyser	1,804,773	-	1,804,773
WP - Apprenticeship Navigator	62,500	-	62,500
WP - Hope Navigator	44,845	-	44,845
Veterans Programs	300,000	-	300,000
SNAP	1,020,010	-	1,020,010
Trade Adjustment Act	309,921	-	309,921
Military Family	275,937	-	275,937
Subtotal Employment Services	3,817,986	-	3,817,986
Welfare Transition Program	5,669,452	-	5,669,452
Subtotal WTP	5,669,452	-	5,669,452
Reemployment & Eligibility Assessment (RESEA)	1,141,038	-	1,141,038
Hillsborough County - ACE	901,046	-	901,046
Hillsborough County - Sector Strategies	670,597	-	670,597
Hillsborough County - Ex Offender/Returning Citizen	243,524	-	243,524
Tech Boost	120,000	-	120,000
United Way Suncoast - TBSH	86,667	-	86,667
United Way Suncoast - Youth Research Project	23,285	-	23,285
Subtotal Grants and Special Projects	3,186,157	-	3,186,157
Total Combined	23,863,989	297,083	24,161,072

CareerSource Tampa Bay
Planning Budget
Fiscal Year 2024 (July 2023-June 2024)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Budget FY 2023-2024	Prior Approved Budget FY 2023-2024	Modification #3
Revenue:							
Fiscal Year 2024 New Allocations	6,058,957	2,980,212	3,936,470	1,858,313	14,833,952	14,536,869	297,083
Carryforward from Prior Year Allocations	5,428,520	837,774	1,732,982	1,327,844	9,327,120	9,327,120	-
Total Revenue	11,487,477	3,817,986	5,669,452	3,186,157	24,161,072	23,863,989	297,083
Expenditures:							
Program Services - Allocated Costs:							
Business Services	996,243	-	304,795	113,962	1,415,000	1,415,000	-
Case Management	2,272,908	756,078	1,839,090	258,102	5,126,178	5,128,016	(1,838)
Career Services	638,696	133,133	174,451	123,378	1,069,658	1,174,372	(104,714)
One Stop Operating/Facilities Costs	141,476	1,225,307	416,296	131,921	1,915,000	1,915,000	-
Technology	24,152	474,882	55,432	45,534	600,000	600,000	-
Community Outreach	54,027	417,895	130,432	37,646	640,000	640,000	-
Program Staff Training & Professional Development	3,753	31,658	11,044	3,545	50,000	50,000	-
Subtotal - Program Services Allocated	4,131,255	3,038,953	2,931,540	714,088	10,815,836	10,922,388	(106,552)
Program Services - Direct Costs:							
Participant & Work Based Learning	4,724,000	255,000	2,040,500	1,124,000	8,143,500	7,808,500	335,000
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	827,508	827,508	919,199	(91,691)
Direct Costs - Other	260,000			-	260,000	-	260,000
Subrecipient Contracts	1,201,157	53,395	69,966	149,482	1,474,000	1,474,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	6,185,157	343,395	2,110,466	2,100,990	10,740,008	10,236,699	503,309
Total Program Service Costs:	10,316,412	3,382,348	5,042,006	2,815,078	21,555,844	21,159,087	396,757
Indirect Costs							
Indirect Costs	1,085,614	399,272	596,382	318,732	2,400,000	2,500,000	(100,000)
Total Indirect Costs	1,085,614	399,272	596,382	318,732	2,400,000	2,500,000	(100,000)
Total Expenditures	11,402,026	3,781,620	5,638,388	3,133,810	23,955,844	23,659,087	296,757
Unobligated Balance	85,451	36,366	31,064	52,347	205,228	204,902	326



Consent Agenda

Approval to Procure an Organization to Provide Temporary Staffing and Payroll Services

Information:

The purpose of the formal procurement is to solicit proposals from qualified organizations to provide temporary staffing and payroll services for eligible young adults participating in the 2023 Tampa Bay Summer Hires paid internship program. CareerSource Tampa Bay will determine eligibility and facilitate matches between participants and employers and refer the participants to the selected organization.

The contracted organization will perform the role of employer of record and acknowledge that any participants placed under the contract is an employee of the organization. Responsibilities of the selected organization will include, but not be limited to, onboarding, background checks, and timely payment of all compensation for the intern participants referred by CSTB staff for the temporary employment (internship). In addition, the selected Organization will be responsible for the filing of state and federal taxes, unemployment insurance, and payroll processing.

The formal solicitation will be developed by the CareerSource team, released on CareerSource Tampa Bay's website, emailed to potential bidders, and legally noticed in the Tampa Bay Times. The proposal review team will be comprised of CareerSource staff.

The recommended Organization will be presented for Board approval at the May 16th board meeting.

Recommendation:

The Executive Committee recommends approval to formally procure Temporary staffing and payroll services.

Consolidation Update

February 15, 2024



Consolidation/Merger

Background (Excerpt from CSFL Florida Workforce System Transformation Plan)

As a direct result of **Florida's Reimagining Education and Career Help (REACH) Act**, a Florida Workforce System Transformation Plan was created that focuses on three pillars:

- Alignment and Consolidation,
- System-wide Improvements,
- and Regional Planning.

The Alignment and Consolidation Pillar actions from this plan include the consolidation of CareerSource Tampa Bay and CareerSource Pinellas.



Role of Local Elected Officials in this consolidation:

- Creating a Workforce Innovation and Opportunity Act (WIOA) compliant governance structure for the receipt and administration of federal funds.
- Reducing administrative redundancies
- Realizing equitable and appropriate representation of counties, regardless of population size.
- Creating stronger community bonds that create additional partnerships and resources
- Achieving greater opportunities for jobseekers and businesses in both small and large counties.



Role of Local Workforce Development Boards in this consolidation:

- Establishing service strategies for the newly designated area that ensures positive outcomes for jobseekers and businesses
- Identifying best practices that can be scaled across the newly designated area
- Administering the federal grants designated for the new area

Local workforce development boards will work with local elected officials to consolidate or realign local workforce development areas, assist in identifying and implementing system-wide improvements and create regional planning areas while maintaining a strong, localized approach to service delivery.



Efforts made to move the planned consolidation forward:

County leaders from Hillsborough and Pinellas counties, met in the Fall of 2023 with CareerSource Florida, FloridaCommerce and their designated contractor, E&Y to create a plan of action.

This plan entailed the establishment of:

- A newly formed Consortium, comprised of elected officials from both counties.
- An Advisory Committee representative of both LWDBs.
- A set of staff workgroups representative of both organizations.
- A regional calendar and timeline to address the consolidation and merger requirements.



Consortium

Structure:

- The Consortium is composed of two elected officials from each county Board of County Commissioners.
 - Commissioner Gwen Myers representing Hillsborough County
 - Commissioner Joshua Wostal representing Hillsborough County
 - Commissioner Rene Flowers representing Pinellas County
 - Commissioner Chris Latvala representing Pinellas County
- The Consortium meets every other month.
- The Chair and Vice-Chair of the Consortium will serve for one-year terms and must alternate between the county of representation every one-year term.



Consortium activities to-date:

- December 5, 2023 meeting:
 - Elected a Chair, Commissioner Gwen Myers and Vice-Chair, Commissioner Rene Flowers.
 - Approved an Interlocal Agreement establishing the official Consortium.
 - Appointed an Advisory Committee to represent the workforce development board from each county.
 - Approved approach to recruit a Director/CEO for new Regional LWDB.
 - Approved use of Gray Robinson, current legal counsel for CareerSource Pinellas, to assist with all legal matters related to the merger.
- February 6, 2024 meeting:
 - Approved selection process for the merged entity's general legal counsel



Consortium future activities include:

- Approval of Consolidation/Merger
- Approval of By-Laws for new Regional LWDB
- Appointment of members to the new Regional LWDB
- Approval of CEO Selection
- Approval of Agreement with new Administrative Entity/Fiscal Agent
- Approve and Oversee the new Regional LWDB FY'25 Planning Budget
- Request new Regional LWDB Designation and Certification
- Request Approval as a Direct Services Provider?
- Approval of Grantee/Sub-Grantee Agreement
- Request extensions for:
 - Submission of Local Area Workforce Plan?
 - One Stop Operator Agreements?
 - MOUs with One Stop Partners?



Advisory Committee

Structure:

- The Advisory Committee is composed of the Chair and Treasurer from CareerSource Tampa Bay and CareerSource Pinellas' Board of Directors.
 - Sean Butler, Chair, CareerSource Tampa Bay
 - Gary Hartfield, Treasurer, CareerSource Tampa Bay
 - Scott Thomas, Chair CareerSource Pinellas
 - Barclay Harless, Treasurer, CareerSource Pinellas
- The Advisory Committee meets every other week.
- Scott Thomas, Chair, CareerSource Pinellas, was elected Chair of the Advisory Committee.



Advisory Committee activities to-date:

- The Advisory Committee held its first meeting on December 12, 2023, and will meet every two weeks moving forward.
- Reviewed and Approved RFQ for CEO Executive Search Services.
- Reviewed and Approved CEO recruitment process and schedule.
- Evaluation and selection of a CEO Executive Search Firm.
- Reviewed and recommended By-Laws for newly merged LWDB for final approval by the Consortium.

Advisory Committee future activities/discussion items include:

- Interview Schedule(s) for CEO Selection Committee
- LWDB Structure and Appointment Process
- Participate in the selection of the CEO for newly merged LWDB
- Assist with Draft of Recommended new Regional LWDB Composition and Appointments.



Workgroups

In an effort to support a coordinated, communicative, joint working relationship between the staff of CareerSource Tampa Bay and CareerSource Pinellas, a number of Workgroups were established to facilitate conversations on topics related to the consolidation and merger. These workgroups include leadership and staff whose current roles are primarily dedicated to the specific topic and area that each workgroup covers.

Workgroups include:

- Finance
- IT
- Human Resources
- MIS/Data/Monitoring
- Marketing/Communications
- Facilities
- Business Services
- Jobseeker Services
- Youth
- Vets
- Other Targeted Groups
- Policy
- Contracts
- ETPL
- Board Related



Workgroup Activities to-date:

- All Workgroups were able to accomplish their first meeting by January 26, 2024.
- Templates were created to capture important answers to a list of questions that were developed along with a suggested agenda of topics to discuss.
- Workgroup members were asked to create a TEAMS folder to serve as a shared repository for relevant documents, and a working platform for all members to access and develop notes, spreadsheets, information items, etc.
- Team Building and Ice Breaking activities were conducted in various groups.
- Discussions included:
 - Current Structures
 - Best Practices
 - Plan for review of Policies and Procedures relevant to topic area
 - Review of current resources and tools being used
 - Special Projects



Workgroup Next Steps:

- Compilation of a spreadsheet/list to include:
 - Items that are similar and can carry forward with little to no change prior to merging (i.e. procedures, program implementation, monitoring requirements, software, etc.)
 - Items that will require minor modifications prior to merging (i.e. Forms, Policies, Procedures, etc.)
 - Items that will require leadership decision/approval prior to merging (i.e. Program approach, Software, Website and Social Media platforms, etc.)
 - Items that will require new Regional LWDB approval prior to merging
 - Items that can wait for decision or change post-merger (i.e. Org Structure, Internal Meeting Schedules, etc.)



Questions?



Action Item

Acceptance of Form 990 for fiscal year ending June 30, 2023

Background

The audit firm of James Moore, CPAs (audit firm) has completed the Organization's *Return of Organization Exempt Form Income Tax* for the fiscal year ending June 30, 2023 (Form 990).

The Form 990 is an informational tax form that CareerSource Tampa Bay is required to file annually. The Form's main purpose is to give the IRS an overview of the organization's activities, governance and detailed financial information. It is a best practice for the Board of Directors (Board) to be involved in the review and approval of the Form 990 with today's increased demands for transparency and accountability in the nonprofit sector.

A representative from the audit firm will present the Form 990 to the Board of Directors. A final copy of the Form 990 is enclosed.

Recommendation

Acceptance of the Form 990 *Return of Organization Exempt From Income Tax* for the fiscal year ending June 30, 2023.

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.**2022**Open to Public
Inspection**A** For the 2022 calendar year, or tax year beginning **JUL 1, 2022** and ending **JUN 30, 2023****B** Check if applicable:Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending**C** Name of organization**TAMPA BAY WORKFORCE ALLIANCE, INC.**Doing business as **CAREERSOURCE TAMPA BAY**

Number and street (or P.O. box if mail is not delivered to street address)

4350 W CYPRESS STREET

Room/suite

875

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

TAMPA, FL 33634-6392**F** Name and address of principal officer: **SHEILA DOYLE****SAME AS C ABOVE****D** Employer identification number**59-3655316****E** Telephone number**813-297-2064****G** Gross receipts \$**20,751,225.****H(a)** Is this a group returnfor subordinates? Yes ☒ No**H(b)** Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527**J** Website: **WWW.CAREERSOURCETAMPABAY.COM****K** Form of organization: ☒ Corporation Trust Association Other**L** Year of formation: **2000****M** State of legal domicile: **FL****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities:	SEE SCHEDULE O	
	2	Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	27
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	27
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	587
	6	Total number of volunteers (estimate if necessary)	6	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	20,105,475.	20,669,364.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	2,239.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	122,057.	79,622.
	12		20,227,532.	20,751,225.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	4,323,882.	4,086,151.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	8,077,900.	8,377,433.
	16a		0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25)	0.	0.
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	7,952,842.	8,492,679.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	20,354,624.	20,956,263.	
19	Revenue less expenses. Subtract line 18 from line 12	-127,092.	-205,038.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26)	3,823,389.	5,203,796.
	22	Net assets or fund balances. Subtract line 21 from line 20	2,858,525.	4,438,638.
22		964,864.	765,158.	

Part II Signature Block

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

Sign Here	Signature of officer		Date		
	SHEILA DOYLE, CHIEF FINANCIAL OFFICER				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
	CORINNE LAROCHE	CORINNE LAROCHE	02/07/24	<input type="checkbox"/>	P01500189
Preparer Use Only	Firm's name	Firm's EIN			
	JAMES MOORE & CO., P.L.	59-3204548			
Preparer Use Only	Firm's address	Phone no.			
	5931 NW 1ST PL GAINESVILLE, FL 32607-2063	352-378-1331			

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

Part III Statement of Program Service Accomplishments

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

☒

- 1**
- Briefly describe the organization's mission:

SEE SCHEDULE O

- 2**
- Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

- 3**
- Did the organization cease conducting, or make significant changes in how it conducts, any program services?

☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

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

4a (Code:) (Expenses \$ 10,045,198. including grants of \$ 3,019,931.) (Revenue \$)
WORKFORCE INNOVATION AND OPPORTUNITY ACT - STRIVES TO MEET THE NEEDS OF PARTICIPANTS IN GAINING SKILLS, TRAINING, WORK AND EXPERIENCE THAT WILL INCREASE PROGRAM PARTICIPANTS ABILITY TO OBTAIN SELF SUFFICIENCY.

4b (Code:) (Expenses \$ 3,393,988. including grants of \$ 286,784.) (Revenue \$)
THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM - PROVIDES TEMPORARY FINANCIAL ASSISTANCE FOR PREGNANT WOMEN AND FAMILIES WITH ONE OR MORE DEPENDENT CHILDREN. TANF PROVIDES FINANCIAL ASSISTANCE TO HELP PAY FOR FOOD, SHELTER, UTILITIES, AND EXPENSES OTHER THAN MEDICAL.

4c (Code:) (Expenses \$ 2,110,751. including grants of \$) (Revenue \$)
WAGNER-PEYSER ACT FUNDED WORKFORCE PREPARATION SERVICES - GENERAL WAGNER-PEYSER ACT FUNDED WORKFORCE PREPARATION SERVICES ARE AN INTEGRATED COMPONENT OF THE NATION'S ONE-STOP CAREER CENTER SYSTEM. THEY ARE COORDINATED WITH OTHER ADULT PROGRAMS UNDER THE WORKFORCE INVESTMENT ACT TO ENSURE THAT JOB SEEKERS, WORKERS, AND EMPLOYERS HAVE CONVENIENT AND COMPREHENSIVE ACCESS TO A FULL CONTINUUM OF WORKFORCE-RELATED SERVICES. THE MOST DISTINGUISHING FEATURE OF THE WAGNER-PEYSER EMPLOYMENT SERVICE IS THAT IT IS THE ONLY "UNIVERSALLY ACCESSIBLE" PUBLIC WORKFORCE PROGRAM.

- 4d**
- Other program services (Describe on Schedule O.)

(Expenses \$ 4,036,196. including grants of \$ 779,436.) (Revenue \$ 79,622.)**4e** Total program service expenses 19,586,133.

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	23
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X

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

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2a 587		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11a	
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c Enter the amount of reserves on hand	13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15	X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X
17 Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17	

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

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

Section A. Governing Body and Management

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	27			
b Enter the number of voting members included on line 1a, above, who are independent		27		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?			3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?			5	X
6 Did the organization have members or stockholders?			6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			8a	X
b Each committee with authority to act on behalf of the governing body?			8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O			9	X

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

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

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

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

20 State the name, address, and telephone number of the person who possesses the organization's books and records
SHEILA DOYLE - 813-397-2077
4350 W CYPRESS STREET, SUITE 875, TAMPA, FL 33607

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.

- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

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

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JOHN FLANAGAN CHIEF EXECUTIVE OFFICER	40.00			X				242,049.	0.	19,704.
(2) SHEILA DOYLE CHIEF FINANCIAL OFFICER	40.00			X				182,429.	0.	14,533.
(3) BYRON CLAYTON CHIEF OF SECTOR PARTNERSHIP	40.00			X				167,309.	0.	13,599.
(4) MICHELLE ZIEZUILA CHIEF IMPACT OFFICER	40.00			X				159,401.	0.	8,090.
(5) ANNA MUNRO FISCAL AND ADMINISTRATIVE COMPLIANCE	40.00					X		142,379.	0.	11,404.
(6) DONALD SHEPHERD SENIOR DIRECTOR OF PROGRAMS	40.00					X		128,480.	0.	10,200.
(7) BARRY MARTIN DIRECTOR OF HR & PROFESSIONAL DEVELO	40.00					X		117,035.	0.	9,804.
(8) CHAD KUNERTH VP, MIS & DATA SERVICES	40.00					X		113,338.	0.	8,962.
(9) APRIL TORREGIANTE DIRECTOR OF POLICY & SPECIAL PROJECT	40.00					X		104,740.	0.	3,139.
(10) SEAN BUTLER CHAIR	1.00	X		X				0.	0.	0.
(11) BENJAMIN HOM IMMEDIATE PAST CHAIR	1.00	X		X				0.	0.	0.
(12) DONALD NOBLE VICE CHAIR	1.00	X		X				0.	0.	0.
(13) KEN HAGAN 2ND VICE CHAIR	1.00	X		X				0.	0.	0.
(14) GARY HARTFIELD TREASURER/CHAIR FINANCE COMMITTEE	1.00	X		X				0.	0.	0.
(15) STEVE MOREY SECRETARY	1.00	X		X				0.	0.	0.
(16) MEREDETH ABEL MEMBER	1.00	X						0.	0.	0.
(17) TOM R. ADERHOLD MEMBER	1.00	X						0.	0.	0.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) MICHAEL BACH MEMBER	1.00	X						0.	0.	0.
(19) ROBERT BLOUNT MEMBER	1.00	X						0.	0.	0.
(20) WARREN BROOKS MEMBER	1.00	X						0.	0.	0.
(21) STEPHANIE T. BROWN-GILMORE MEMBER	1.00	X						0.	0.	0.
(22) ANDREA CICHON MEMBER	1.00	X						0.	0.	0.
(23) ELIZABETH GUTIERREZ MEMBER	1.00	X						0.	0.	0.
(24) GRAHAM HADLEY MEMBER	1.00	X						0.	0.	0.
(25) JOHN T.R. HOWELL MEMBER	1.00	X						0.	0.	0.
(26) JIM JUNECKO MEMBER	1.00	X						0.	0.	0.
1b Subtotal								1,357,160.	0.	99,435.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								1,357,160.	0.	99,435.

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

9

- 3** Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

	Yes	No
3		X
4	X	
5		X

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
RESULTANT, LLC, 800 E. 96TH STREET, SUITE 100, INDIANAPOLIS, IN 46240	DATA & TECHNOLOGY CONSULTING SERVICES	339,315.

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

1

SEE PART VII, SECTION A CONTINUATION SHEETS

Form 990 (2022)

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

				(A)	(B)	(C)	(D)	
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a	138,382.				
	b	Membership dues	1b					
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e	20,472,782.				
	f	All other contributions, gifts, grants, and similar amounts not included above ...	1f	58,200.				
	g	Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f							
Program Service Revenue	2 a			Business Code				
	b							
	c							
	d							
	e							
	f All other program service revenue							
	g Total. Add lines 2a-2f							
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			2,239.			2,239.
4 Income from investment of tax-exempt bond proceeds								
5 Royalties								
6 a		Gross rents	6a	(i) Real	(ii) Personal			
b		Less: rental expenses ...	6b					
c		Rental income or (loss)	6c					
d		Net rental income or (loss)						
7 a		Gross amount from sales of assets other than inventory	7a	(i) Securities	(ii) Other			
b		Less: cost or other basis and sales expenses	7b					
c		Gain or (loss)	7c					
d		Net gain or (loss)						
8 a		Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
b		Less: direct expenses	8b					
c		Net income or (loss) from fundraising events						
9 a		Gross income from gaming activities. See Part IV, line 19	9a					
b	Less: direct expenses	9b						
c	Net income or (loss) from gaming activities							
10 a	Gross sales of inventory, less returns and allowances	10a						
b	Less: cost of goods sold	10b						
c	Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a TICKET TO WORK			900099	51,773.	51,773.		
	b CORPORATE EVENT SPONSORS			900099	27,849.	27,849.		
	c							
	d All other revenue							
	e Total. Add lines 11a-11d				79,622.			
	12 Total revenue. See instructions				20,751,225.	79,622.	0.	2,239.

Part IX Statement of Functional Expenses

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

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

☒

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	4,086,151.	4,086,151.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	933,190.	685,572.	247,618.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	5,787,108.	5,227,285.	559,823.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	303,546.	256,334.	47,212.	
9 Other employee benefits	862,330.	752,885.	109,445.	
10 Payroll taxes	491,259.	427,443.	63,816.	
11 Fees for services (nonemployees):				
a Management				
b Legal	50,203.		50,203.	
c Accounting	38,818.		38,818.	
d Lobbying	36,090.		36,090.	
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	871,339.	829,685.	41,654.	
12 Advertising and promotion				
13 Office expenses	481,636.	457,242.	24,394.	
14 Information technology	578,965.	553,459.	25,506.	
15 Royalties				
16 Occupancy	1,439,973.	1,379,469.	60,504.	
17 Travel	96,968.	77,190.	19,778.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	79,864.	67,748.	12,116.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	172,075.	172,075.		
23 Insurance	118,078.	109,185.	8,893.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a CUSTOMER TRAINING	4,197,992.	4,197,992.		
b COMMUNITY OUTREACH	241,260.	241,260.		
c LICENSES & OTHER FEES	44,780.	25,875.	18,905.	
d STAFF TRAINING & EDUCAT	34,013.	28,658.	5,355.	
e All other expenses	10,625.	10,625.		
25 Total functional expenses. Add lines 1 through 24e	20,956,263.	19,586,133.	1,370,130.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

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

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	906,675.	1	631,915.
	2 Savings and temporary cash investments	419,713.	2	424,653.
	3 Pledges and grants receivable, net	1,052,693.	3	1,525,012.
	4 Accounts receivable, net	11,886.	4	64,641.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	914,425.	9	274,290.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 2,699,263.		
	b Less: accumulated depreciation	10b 2,437,453.		
		428,828.	10c	261,810.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11	89,169.	12	22,507.
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	1,998,968.
15 Other assets. See Part IV, line 11		15		
16 Total assets. Add lines 1 through 15 (must equal line 33)	3,823,389.	16	5,203,796.	
Liabilities	17 Accounts payable and accrued expenses	2,338,400.	17	2,090,134.
	18 Grants payable		18	
	19 Deferred revenue		19	12,157.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	520,125.	25	2,336,347.
	26 Total liabilities. Add lines 17 through 25	2,858,525.	26	4,438,638.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	964,864.	27	765,158.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	964,864.	32	765,158.
	33 Total liabilities and net assets/fund balances	3,823,389.	33	5,203,796.

Form 990 (2022)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	20,751,225.
2	Total expenses (must equal Part IX, column (A), line 25)	2	20,956,263.
3	Revenue less expenses. Subtract line 2 from line 1	3	-205,038.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	964,864.
5	Net unrealized gains (losses) on investments	5	5,332.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	765,158.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

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

Form 990 (2022)

Department of the Treasury
Internal Revenue Service

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

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number	
--------------------------------	--

59-3655316

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

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

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	16991774.	15575432.	29426985.	20105475.	20669364.	102769030
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	16991774.	15575432.	29426985.	20105475.	20669364.	102769030
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						102769030

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	16991774.	15575432.	29426985.	20105475.	20669364.	102769030
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	236.				2,239.	2,475.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						102771505
12 Gross receipts from related activities, etc. (see instructions)					12	676,302.

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

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	100.00	%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	100.00	%
16a 33 1/3% support test - 2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input checked="" type="checkbox"/>			
b 33 1/3% support test - 2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>			
17a 10% -facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>			
b 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>			
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>			

Schedule A (Form 990) 2022

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

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

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

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

Part IV Supporting Organizations

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

Section A. All Supporting Organizations

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

	Yes	No
1		
2		
3a		
3b		
3c		
4a		
4b		
4c		
5a		
5b		
5c		
6		
7		
8		
9a		
9b		
9c		
10a		
10b		

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
2a			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
2b			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI .			
3a			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			
3b			

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

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

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

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

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2022

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

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2023. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

Schedule A (Form 990) 2022

Part VI**Supplemental Information.**

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

DRAFT

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

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

OMB No. 1545-0047

2022

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

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

General Rule

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

Special Rules

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

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

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

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

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2022)

Name of organization	Employer identification number
TAMPA BAY WORKFORCE ALLIANCE, INC.	59-3655316

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U.S. DEPARTMENT OF AGRICULTURE 1400 INDEPENDENCE AVENUE, SW WASHINGTON, DC 20250	\$ 1,138,947.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	U.S. DEPARTMENT OF LABOR 200 CONSTITUTION AVENUE, NW WASHINGTON, DC 20210	\$ 14,775,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES 200 INDEPENDENCE AVENUE, SW WASHINGTON, DC 20201	\$ 3,631,411.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	HILLSBOUOUGH COUNTY BOARD OF COUNTY COMMUSSIONS 601 E. KENNEDY BLVD. TAMPA, FL 33602	\$ 916,757.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

TAMPA BAY WORKFORCE ALLIANCE, INC.**59-3655316****Part III**

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

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

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

SCHEDULE C
(Form 990)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527
Complete if the organization is described below. Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

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

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

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

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

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

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

Name of organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

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

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

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

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

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

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

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

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990) 2022

LHA

232041 11-08-22

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

- A** Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B** Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)			
b Total lobbying expenditures to influence a legislative body (direct lobbying)		36,958.	
c Total lobbying expenditures (add lines 1a and 1b)		36,958.	
d Other exempt purpose expenditures		20,919,305.	
e Total exempt purpose expenditures (add lines 1c and 1d)		20,956,263.	
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.		1,000,000.	
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:		
Not over \$500,000	20% of the amount on line 1e.		
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.		
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.		
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.		
Over \$17,000,000	\$1,000,000.		
g Grassroots nontaxable amount (enter 25% of line 1f)		250,000.	
h Subtract line 1g from line 1a. If zero or less, enter -0-		0.	
i Subtract line 1f from line 1c. If zero or less, enter -0-		0.	
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?			<input type="checkbox"/> Yes <input type="checkbox"/> No

4-Year Averaging Period Under Section 501(h)

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

Lobbying Expenditures During 4-Year Averaging Period

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) Total
2a Lobbying nontaxable amount			1,000,000.	1,000,000.	2,000,000.
b Lobbying ceiling amount (150% of line 2a, column(e))					3,000,000.
c Total lobbying expenditures			28,685.	36,958.	65,643.
d Grassroots nontaxable amount			250,000.	250,000.	500,000.
e Grassroots ceiling amount (150% of line 2d, column (e))					750,000.
f Grassroots lobbying expenditures					

Schedule C (Form 990) 2022

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

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

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

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

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

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

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

Part IV Supplemental Information

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

PART II-A

LOBBYING EXPENSES ARE USED FOR CHIEF EXECUTIVE OFFICER TIME MEETINGS WITH LEGISLATIVE REPRESENTATIVES OR TO ATTEND LEGISLATIVE MEETINGS. THESE EXPENSES ARE ALSO USED TO PAY A FIRM TO REPRESENT THE ORGANIZATION BEFORE THE STATE OF FLORIDA WITH THE EXECUTIVE AND LEGISLATIVE BRANCHES OF THE GOVERNMENT TO ADVOCATE FOR LEGISLATIVE POLICIES AND THE UTILIZATION OF

Part IV Supplemental Information *(continued)*

GOVERNMENT FUNDING FOR THE BENEFIT OF WORKFORCE DEVELOPMENT.

DRAFT

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

Part I

Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

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

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

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

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

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

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

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

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

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

Part III

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

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

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

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

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

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

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

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

b Assets included in Form 990, Part X \$

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

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

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

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

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

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

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

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

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

	Amount
1c	
1d	
1e	
1f	

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

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

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

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

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

a Board designated or quasi-endowment _____ %

b Permanent endowment _____ %

c Term endowment _____ %

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

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

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		2,250,002.	2,124,201.	125,801.
d Equipment		408,008.	287,119.	120,889.
e Other		41,253.	26,133.	15,120.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				261,810.

Schedule D (Form 990) 2022

Part VII Investments - Other Securities.

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

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

Part VIII Investments - Program Related.

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

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

Part IX Other Assets.

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

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

Part X Other Liabilities.

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

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) REFUNDABLE ADVANCES	635,966.
(3) OPERATING LEASE LIABILITY	1,700,381.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2,336,347.

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

Schedule D (Form 990) 2022

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

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

1	Total revenue, gains, and other support per audited financial statements	1	20,756,557.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	5,332.
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	5,332.
3	Subtract line 2e from line 1	3	20,751,225.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	20,751,225.

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

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

1	Total expenses and losses per audited financial statements	1	20,956,263.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	20,956,263.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	20,956,263.

Part XIII Supplemental Information.

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

PART X, LINE 2:

TBWA FOLLOWS ACCOUNTING STANDARDS CODIFICATION TOPIC 740, INCOME TAXES

("ASC 740"). A COMPONENT OF THIS STANDARD PRESCRIBES A RECOGNITION AND

MEASUREMENT OF TAX POSITIONS TAKEN OR EXPECTED TO BE TAKEN IN A TAX

RETURN. FOR THOSE BENEFITS TO BE RECOGNIZED, A TAX POSITION MUST BE

MORE-LIKELY-THAN-NOT TO BE SUSTAINED UPON EXAMINATION BY TAXING

AUTHORITIES. TBWA'S POLICY IS TO RECOGNIZE INTEREST AND PENALTIES

ASSOCIATED WITH TAX POSITIONS UNDER THIS STANDARD AS A COMPONENT OF TAX

EXPENSE, AND NONE WERE RECOGNIZED SINCE THERE WAS NO MATERIAL IMPACT OF

THE APPLICATION OF THIS STANDARD FOR THE YEARS ENDED JUNE 30, 2023 AND

2022.

Part XIII Supplemental Information *(continued)*

DRAFT

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number
59-3655316

Part I General Information on Grants and Assistance

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ **Yes** ☐ **No**
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

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

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
EDUCATIONAL DATA SYSTEMS, INC. 15300 COMMERCE DRIVE NORTH, SUITE 2 DEARBORN, MI 48120	38-2272565		4,086,151.	0.			WORKFORCE SERVICES

- 2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table **0.**
- 3** Enter total number of other organizations listed in the line 1 table **1.**

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) 2022

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

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

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

PART I, LINE 2:

ALL OF THE GRANTS ARE REIMBURSEMENT BASED GRANTS. APPROPRIATE DOCUMENTATION
THAT CONDITIONS HAVE BEEN MET PRIOR TO PAYMENT ARE REQUIRED FOR RECIPIENTS.
THE DOCUMENTATION IS MONITORED AND AUDIT REPORTS ARE OBTAINED FOR GRANTEEES
(SUBRECIPIENTS) THAT ARE REQUIRED TO HAVE AUDITS IN ACCORDANCE WITH THE
UNIFORM GUIDANCE.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Compensation committee | <input type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

b Participate in or receive payment from a supplemental nonqualified retirement plan?

c Participate in or receive payment from an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

b Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

b Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b

2

4a

4b

4c

5a

5b

6a

6b

7

8

9

X

X

X

X

X

X

X

X

X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2022

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

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

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

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JOHN FLANAGAN	(i)	215,870.	0.	26,179.	19,704.	0.	261,753.	0.
CHIEF EXECUTIVE OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) SHEILA DOYLE	(i)	176,049.	0.	6,380.	14,533.	0.	196,962.	0.
CHIEF FINANCIAL OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) BYRON CLAYTON	(i)	145,394.	0.	21,915.	13,599.	0.	180,908.	0.
CHIEF OF SECTOR PARTNERSHIP	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) MICHELLE ZIEZUILA	(i)	141,459.	0.	17,942.	8,090.	0.	167,491.	0.
CHIEF IMPACT OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) ANNA MUNRO	(i)	124,792.	0.	17,587.	11,404.	0.	153,783.	0.
FISCAL AND ADMINISTRATIVE COMPLIANCE	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

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

SCHEDULE J, PART II

FOR THE FISCAL YEAR ENDING JUNE 30, 2023, TAMPA BAY WORKFORCE ALLIANCE, INC. PROVIDED (1) A PERSONAL TIME OFF (PTO) PAYOUT OF A PORTION OF UNUSED PTO HOURS FOR THOSE EMPLOYEES WHO ELECTED, SUBJECT TO CERTAIN LIMITATIONS, AND WITH CEO AUTHORIZATION AND (2) COST OF LIVING ADJUSTMENT FOR ELIGIBLE EMPLOYEES. THEREFORE, IN ADDITION TO AN EMPLOYEE'S BASE COMPENSATION, PART VII(D) REPORTABLE COMPENSATION FROM THE ORGANIZATION AND SCHEDULE J, PART II(B)(I) BASE COMPENSATION MAY ALSO INCLUDE PTO PAY OUT, AND COST OF LIVING ADJUSTMENT.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number
59-3655316

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

TAMPA BAY WORKFORCE ALLIANCE INC., PROVIDES JOB TRAINING AND EMPLOYMENT
COUNSELING FOR THOSE INDIVIDUALS WHO NEED EMPLOYMENT, PROMOTES
EMPLOYMENT FOR LOW-INCOME AND UNDEREMPLOYED INDIVIDUALS, AND ASSISTS
WELFARE RECIPIENTS, DISABLED WORKERS, PERSONS AFFECTED BY LAYOFFS, AND
OTHER HARD-TO-PLACE WORKERS IN FINDING MEANINGFUL EMPLOYMENT. THE
ORGANIZATION ALSO PROVIDES BUSINESS CLIENT SERVICES TO INCLUDE EMPLOYEE
MATCHING ON THE JOB TRAINING, AND INCUMBENT WORKER TRAINING.

FORM 990, PART I, LINE 5, NUMBER OF INDIVIDUALS EMPLOYED:

THE TOTAL NUMBER OF INDIVIDUALS EMPLOYED IN CALENDAR YEAR 2022 IS
COMPOSED OF 95 EMPLOYEES AND 492 PAID WORK EXPERIENCE (PWE)
PARTICIPANTS. PWE IS A PLANNED, STRUCTURED, LEARNING EXPERIENCE WHERE
ELIGIBLE PARTICIPANTS GAIN SHORT-TERM WORK EXPERIENCE WITH A
THIRD-PARTY ORGANIZATION WHILE BEING PAID. TAMPA BAY WORKFORCE
ALLIANCE, INC. SERVES AS THE EMPLOYER OF RECORD, PAYS THE PWE
PARTICIPANT, AND IS RESPONSIBLE FOR ALL FEDERAL AND STATE EMPLOYMENT
AND TAX FORMS.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

TAMPA BAY WORKFORCE ALLIANCE INC., PROVIDES JOB TRAINING AND EMPLOYMENT
COUNSELING FOR THOSE INDIVIDUALS WHO NEED EMPLOYMENT, PROMOTES
EMPLOYMENT FOR LOW-INCOME AND UNDEREMPLOYED INDIVIDUALS, AND ASSISTS
WELFARE RECIPIENTS, DISABLED WORKERS, PERSONS AFFECTED BY LAYOFFS, AND
OTHER HARD-TO-PLACE WORKERS IN FINDING MEANINGFUL EMPLOYMENT. THE
ORGANIZATION ALSO PROVIDES BUSINESS CLIENT SERVICES TO INCLUDE EMPLOYEE

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2022

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

MATCHING ON THE JOB TRAINING, AND INCUMBENT WORKER TRAINING.

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

OTHER PROGRAM SERVICES INCLUDE: THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM, UNEMPLOYMENT AND REEMPLOYMENT PROGRAMS, TRADE ADJUSTMENT ASSISTANCE, NATIONAL EMERGENCY GRANT PROGRAMS, ADULT EDUCATION AND H1B SKILLS TRAINING GRANT PROGRAMS. ALL OF THESE PROGRAMS WERE IMPLEMENTED TO ENHANCE THE EMPLOYMENT SKILLS AND THE EMPLOYABILITY OF THE PARTICIPANTS.

EXPENSES \$ 4,036,196. INCLUDING GRANTS OF \$ 779,436. REVENUE \$ 79,622.

FORM 990, PART III, 4A-4C, PROGRAM SERVICE ACCOMPLISHMENTS:

THE EXPENSES AMOUNTS REFLECTED IN 4A OF \$10,045,198, 4B OF \$3,393,988 AND 4C OF \$2,110,751 DOES NOT REFLECT THE ENTIRE COST OF A PROGRAM SERVICE AND EXCLUDES THE AMOUNT THAT RELATES TO MANAGEMENT AND GENERAL EXPENSE OF \$702,703, \$237,423 AND \$147,656, RESPECTIVELY.

FORM 990, PART VI, SECTION A, LINE 1A:

THE EXECUTIVE COMMITTEE SHALL HAVE THE AUTHORITY TO EXERCISE THOSE POWERS OF THE BOARD, WHICH MAY BE LAWFULLY DELEGATED, TO MANAGE THE BUSINESS AND AFFAIRS OF THE ORGANIZATION BETWEEN MEETINGS OF THE BOARD SUCH AS WHEN TIME REQUIREMENTS DO NOT PERMIT CONSIDERATION AND ACTION BY THE FULL BOARD WITHOUT IMPACTING DELIVERY OF PROGRAMS OR SERVICES. THE EXECUTIVE COMMITTEE SHALL REPORT ALL ACTIONS FOR APPROVAL AT THE NEXT BOARD MEETING.

FORM 990, PART VI, SECTION A, LINE 7A:

THE CHIEF ELECTED OFFICIALS (CEOS) OF THE UNIT OF GOVERNMENT FOR THE LOCAL WORKFORCE DEVELOPMENT AREA, WHICH IS THE HILLSBOROUGH BOARD OF COUNTY

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

COMMISSIONERS, SHALL APPOINT THE MEMBERS OF THE BOARD CONSISTENT WITH CRITERIA ESTABLISHED UNDER WIOA, CRITERIA ESTABLISHED BY THE GOVERNOR, AND IN ACCORDANCE WITH HILLSBOROUGH BOARD OF COUNTY COMMISSIONERS POLICY AS AMENDED. THE AUTHORITY TO APPOINT, REAPPOINT, OR REVOKE THE APPOINTMENT OF MEMBERS TO THE BOARD LIES SOLELY WITH THE CEOS. MEMBERS OF THE BOARD SHALL SERVE AT THE PLEASURE OF THE CEOS AND MAY BE REMOVED EITHER WITH OR WITHOUT CAUSE AT ANY TIME.

FORM 990, PART VI, SECTION A, LINE 7B:

ALL CORPORATE POWERS SHALL BE EXERCISED BY OR UNDER THE AUTHORITY OF THE BOARD IN CONJUNCTION WITH THE APPROVAL OF THE CEOS, AND THE BUSINESS AFFAIRS OF THE TAMPA BAY WORKFORCE ALLIANCE WILL BE MANAGED UNDER DIRECTION OF THE BOARD AND THE CEOS. THE BOARD AND CEOS SHALL DIRECT STRATEGIC AND OPERATIONAL OVERSIGHT OF THE TAMPA BAY WORKFORCE ALLIANCE TO HELP DEVELOP A COMPREHENSIVE AND HIGH-QUALITY WORKFORCE DELIVERY SYSTEM IN THE LOCAL AREA.

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

A FINAL COPY OF FORM 990 WILL BE PROVIDED TO EACH VOTING MEMBER OF THE BOARD OF DIRECTORS BEFORE BEING FILED WITH THE INTERNAL REVENUE SERVICE.

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

AT THE BEGINNING OF A BOARD MEETING WHEREBY CONFLICT OF INTEREST IS APPLICABLE, THE CONFLICT OF INTEREST POLICY IS REVIEWED AND RELATED PARTY PROCEDURES ARE FOLLOWED.

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

COMPENSATION IS DETERMINED INDEPENDENTLY BY AN ANNUAL REVIEW AND APPROVAL PROCESS. THIS IS APPROVED BY AN EXECUTIVE COMMITTEE OF THE BOARD OF

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

DIRECTORS. THE DIRECTOR AND STAFF SALARIES OF THE ORGANIZATION SHALL BE
 SUBJECT TO THE LIMITATIONS ON THE PAYMENT OF SALARY AND BONUSES AS
 DESCRIBED IN WIOA SECTION 194(15) AND 2 CFR SECTION 200.430.

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

THEY ARE PROVIDED UPON REQUEST VIA THE COMMUNICATIONS DEPARTMENT.

FORM 990, PART IX, LINE 11G, OTHER FEES:

OTHER PROFESSIONAL FEES:

PROGRAM SERVICE EXPENSES	359,173.
MANAGEMENT AND GENERAL EXPENSES	18,032.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	377,205.

BANK FEES:

PROGRAM SERVICE EXPENSES	7,721.
MANAGEMENT AND GENERAL EXPENSES	388.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	8,109.

PAYROLL PROCESSING FEES:

PROGRAM SERVICE EXPENSES	60,881.
MANAGEMENT AND GENERAL EXPENSES	3,057.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	63,938.

CONTRACT LABOR:

PROGRAM SERVICE EXPENSES	134,519.
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Name of the organization

TAMPA BAY WORKFORCE ALLIANCE, INC.

Employer identification number

59-3655316

MANAGEMENT AND GENERAL EXPENSES 6,753.

FUNDRAISING EXPENSES 0.

TOTAL EXPENSES 141,272.

CONTRACT IT SERVICES:

PROGRAM SERVICE EXPENSES 267,391.

MANAGEMENT AND GENERAL EXPENSES 13,424.

FUNDRAISING EXPENSES 0.

TOTAL EXPENSES 280,815.

TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A 871,339.

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-0047

► **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. TAMPA BAY WORKFORCE ALLIANCE, INC.	Taxpayer identification number (TIN) 59-3655316
	Number, street, and room or suite no. If a P.O. box, see instructions. 4350 W CYPRESS STREET, 875	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. TAMPA, FL 33634-6392	

Enter the Return Code for the return that this application is for (file a separate application for each return)

0	1
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Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

SHEILA DOYLE
• The books are in the care of ► **4350 W CYPRESS STREET, SUITE 875 - TAMPA, FL 33607**

Telephone No. ► **813-397-2077**

Fax No. ► _____

- If the organization does not have an office or place of business in the United States, check this box ☐
• If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2024**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☐ calendar year _____ or
► ☒ tax year beginning **JUL 1, 2022**, and ending **JUN 30, 2023**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.



Action Item

Required Communication and Acceptance of Annual Financial Statement Audit For the Fiscal Year Ended June 30, 2023

The audit firm of James Moore, CPAs has completed the annual financial statement audit of Tampa Bay WorkForce Alliance, Inc. for the fiscal year ended June 30, 2023.

At the conclusion of the audit, the Auditor is required to communicate to those charged with governance matters that those individuals should be aware of (ie., scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates) that aren't communicated in the audited financial statements.

Enclosed is a copy of the required communication (SAS 114) and audit report. Representative from the audit firm will present the results to the Finance Committee.

Recommendation

The Finance Committee is recommending acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2023.

February 15, 2024

Board of Directors,
Tampa Bay Workforce Alliance, Inc.

We have audited the financial statements of Tampa Bay Workforce Alliance, Inc. (“the Organization”) as of and for the year ended June 30, 2023, and have issued our report thereon dated February 15, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 21, 2023, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Organization solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

In order to eliminate threats to independence related to non-attest services that we provide you, we have instituted a quality control review over all non-attest work. Also, in the engagement letter, we identified a person within your organization with the skills, knowledge and expertise to review our non-attest work on your behalf.

Significant Risks Identified

Professional standards require that we, as auditors, consider significant risks that impact the audit based upon the nature of the organization and design our audit procedures to adequately address those risks. As part of the audit process, we considered the following significant risks:

- Management override of internal controls is a significant risk due to its potential to impact all financial statement accounts and disclosures and facilitate fraud. Our responses to the significant risk included incorporating an element of unpredictability in designing audit procedures, obtaining an understanding of the process and related controls over journal entries and other adjustments, testing journal entries and other adjustments, reviewing significant accounting estimates for evidence of management bias, and obtaining an understanding of management's rationale for any significant and unusual transactions.
- Improper revenue recognition is a significant risk due to the susceptibility of contribution revenue being misstated due to fraud or not properly recognizing restrictions on revenue and support. Our responses to the significant risk included substantive testing and examination of support for selected transactions as well as performing an analytical review of revenue balances at year end.
- Use of restricted resources is a significant risk due to the potential to use restricted resources for unallowed purposes. Restricted contributions must only be used to fulfill their restricted purpose. Our response to the significant risk included reviewing revenue sources for restrictions and for any such restrictions we performed substantive procedures to test the use of those restricted revenue sources.

Our audit was designed to adequately address the above risks and no issues were noted that impacted our ability to render an opinion on the financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note 2 to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the depreciation expense is based on the straight-line method of calculating depreciation over the useful life of the related asset. We evaluated the key factors and assumptions used to develop the depreciation expense and determined that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of functional expense allocation is based on the costs of providing the various programs and other activities. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Tampa Bay Workforce Alliance, Inc.'s financial statements relate to the disclosure of leases, significant funding sources, and contingencies in notes 10, 12 and 13, respectively.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions as a result of our audit procedures.

Significant Difficulties Encountered during the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. See below for a summary of uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

- Proposed adjustment to record the effects of FASB ASC 842 for an operating lease right of use asset of approximately \$92,000 and an operating lease liability of approximately \$92,000 and to decrease the deferred rent liability and operating lease expense by approximately \$12,000.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. No such misstatements were noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Organization's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We identified no circumstances that affect the form and content of the auditor's report as a result of our audit procedures.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated February 15, 2024.

Management's Consultations with Other Accountants

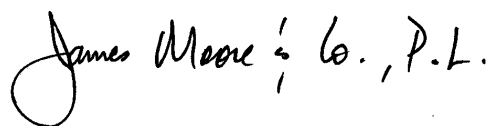
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Organization, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization's auditors.

This report is intended solely for the use of the Board of Directors and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



JAMES MOORE & CO., P.L.

TAMPA BAY WORKFORCE ALLIANCE, INC.
D/B/A CAREERSOURCE TAMPA BAY

Financial Statements, Supplemental Information and Regulatory Reports

June 30, 2023 and 2022

(With Independent Auditors' Report Thereon)

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Tampa Bay Workforce Alliance, Inc.:

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Tampa Bay Workforce Alliance, Inc., (the Organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Organization, as of June 30, 2023 and June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note 2 to the financial statements, in the year ending June 30, 2023, the entity adopted new accounting guidance for leases. Our opinion is not modified with respect to this matter.

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.

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 Organization's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

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 opinions. 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 and *Government Auditing Standards* 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 and *Government Auditing Standards*, 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 Organization'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 Organization's ability to continue as a going concern for a reasonable period of time.

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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the financial statements. 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 has been subjected to the auditing procedures applied in the audit 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 auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2024, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida
February 15, 2024

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.
Statements of Financial Position
Year Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Assets		
Current assets:		
Cash and cash equivalents	\$ 631,915	\$ 906,675
Board designated - cash	424,653	419,713
Grants receivable	1,525,012	1,052,693
Accounts receivable	64,641	11,886
Prepaid expenses	274,290	914,425
Total current assets	<u>2,920,511</u>	<u>3,305,392</u>
Noncurrent assets:		
Investment held by others	22,507	89,169
Property and equipment, net	261,810	428,828
Total noncurrent assets	<u>284,317</u>	<u>517,997</u>
Operating lease right-of-use asset, net	1,998,968	-
Total assets	<u>\$ 5,203,796</u>	<u>\$ 3,823,389</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 202,587	\$ 200,792
Customer payable	572,591	741,139
Service provider payable	531,843	583,385
Related party payable	24,782	17,877
Accrued expenses	345,835	375,494
Accrued personal time off	424,653	419,713
Refundable advances	635,966	520,125
Current portion of operating lease liability	87,466	-
Total current liabilities	<u>2,825,723</u>	<u>2,858,525</u>
Long-term operating lease liability, less current portion	1,612,915	-
Total liabilities	<u>4,438,638</u>	<u>2,858,525</u>
Net assets:		
Without donor restrictions	765,158	964,864
Total net assets	<u>765,158</u>	<u>964,864</u>
Total liabilities and net assets	<u>\$ 5,203,796</u>	<u>\$ 3,823,389</u>

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

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Activities
Year Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Net assets without donor restrictions		
Grants		
Federal	\$ 19,545,858	\$ 19,325,242
Local	1,065,306	704,233
In-Kind Revenue	-	665
Contribution and sponsorship	3,000	76,000
Other	137,061	122,790
Unrealized gain (loss) on investment held by others	5,332	(9,481)
Total Revenues	<u>20,756,557</u>	<u>20,219,449</u>
Expenses:		
Program services		
Workforce development	19,586,133	18,870,730
Supporting services		
General and administrative	1,370,130	1,484,559
Total Expenses	<u>20,956,263</u>	<u>20,355,289</u>
Changes in net assets without donor restrictions	(199,706)	(135,840)
Net assets at beginning of year	<u>964,864</u>	<u>1,100,704</u>
Net assets at end of year	<u>\$ 765,158</u>	<u>\$ 964,864</u>

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

TAMPA BAY WORKFORCE ALLIANCE, INC.
Statement of Functional Expenses
Year Ended June 30, 2023

	Workforce Development	General and Administrative	Totals
Salaries	\$ 5,808,209	\$ 777,139	\$ 6,585,348
Retirement	290,762	64,071	354,833
Payroll taxes and fringe	1,250,548	186,704	1,437,252
Staff training and education	28,658	5,355	34,013
Accounting and professional	829,685	166,765	996,450
Community outreach	241,260	-	241,260
Communications	116,270	8,681	124,951
Office	894,431	41,219	935,650
Licenses, dues and other fees	25,875	18,905	44,780
Other	10,625	-	10,625
Occupancy	1,379,469	60,504	1,439,973
Travel	77,190	19,778	96,968
Meetings and conferences	67,748	12,116	79,864
Insurance	109,185	8,893	118,078
Service provider	4,086,151	-	4,086,151
Customer training	4,197,992	-	4,197,992
Depreciation	172,075	-	172,075
Total expenses	\$ <u>19,586,133</u>	\$ <u>1,370,130</u>	\$ <u>20,956,263</u>

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

TAMPA BAY WORKFORCE ALLIANCE, INC.
Statement of Functional Expenses
Year Ended June 30, 2022

	<u>Workforce Development</u>	<u>General and Administrative</u>	<u>Totals</u>
Salaries	\$ 5,565,432	\$ 905,618	\$ 6,471,050
Retirement	222,333	58,318	280,651
Payroll taxes and fringe	1,136,436	189,763	1,326,199
Staff training and education	36,627	14,939	51,566
Accounting and professional	844,870	155,501	1,000,371
Community outreach	376,517	-	376,517
Communications	124,382	11,277	135,659
Office	724,721	19,075	743,796
Licenses, dues and other fees	38,582	10,824	49,406
Other	3,143	-	3,143
Occupancy	1,332,412	53,809	1,386,221
Travel	77,947	33,923	111,870
Meetings and conferences	197,481	13,738	211,219
Insurance	101,129	17,774	118,903
Service provider	4,323,882	-	4,323,882
Customer training	3,596,411	-	3,596,411
In-Kind	665	-	665
Depreciation	167,760	-	167,760
Total expenses	<u>\$ 18,870,730</u>	<u>\$ 1,484,559</u>	<u>\$ 20,355,289</u>

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

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statement of Cash Flows
Year Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets	\$ (199,706)	\$ (135,840)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	172,075	167,760
Changes in assets and liabilities:		
(Increase) Decrease in grants receivable	(472,319)	430,689
(Increase) Decrease in accounts receivable	(52,755)	8,705
Decrease (Increase) in prepaid expenses	640,135	(261,019)
Increase (Decrease) in accounts payable	1,795	(130,860)
Decrease in customers payable	(168,548)	(314,329)
(Decrease) Increase in service provider payable	(51,542)	583,385
Increase (Decrease) in related party payable	6,905	(18,879)
Decrease in accrued expenses	(29,659)	(210,764)
Increase (Decrease) in accrued personal time off	4,940	(65,663)
Increase (Decrease) in refundable advances	115,841	(21,665)
Decrease in lease liabilities	(298,587)	-
Net cash (used in) provided by operating activities	<u>(331,425)</u>	<u>31,520</u>
Cash flows from investing activities:		
Acquisition of property and equipment	(5,057)	(92,017)
(Purchase) sale of investments	66,662	(64,169)
Net cash provided by (used in) investing activities	<u>61,605</u>	<u>(156,186)</u>
Net decrease in cash, cash equivalents, and restricted cash	(269,820)	(124,666)
Cash, cash equivalents, and restricted cash at beginning of year	<u>1,326,388</u>	<u>1,451,054</u>
Cash, cash equivalents, and restricted cash at end of year	<u>\$ 1,056,568</u>	<u>\$ 1,326,388</u>

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

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements Year Ended June 30, 2023 and 2022

Note 1: NATURE OF ORGANIZATION AND PURPOSE

Effective February 10, 2014, Tampa Bay Workforce Alliance, Inc. began doing business as CareerSource Tampa Bay (CSTB). The rebranding was in coordination with Florida's Workforce System to have a unified brand statewide. The Tampa Bay Workforce Alliance, Inc. was organized on June 27, 2000, in Tampa, Florida, and created in accordance with the Florida Workforce Innovation Act of 2000 to serve as the administrative entity for programs of the Local Workforce Development Board in Hillsborough County (the Board). This public-private partnership supports and promotes economic growth through workforce development. The Board consists of representatives of business, education, labor, economic development, organizations identified as one stop partners, and other individuals as appointed by the Hillsborough County Board of County Commissioners. The Board is one of twenty-four Local Workforce Development Boards in the State of Florida providing for the development, planning, monitoring and administration of the following grants and programs:

- Temporary Assistance for Needy Families
- Workforce Innovation and Opportunity Act:
 - Adult
 - Dislocated Worker
 - Youth
- Wagner Peyser
- Military Spouse
- Disabled Veterans Outreach Program
- Local Veterans Employment Representative Program
- Trade Adjustment Assistance
- Supplemental Nutrition Assistance Program
- Reemployment Services and Eligibility Assessment
- H-1B Job Training - Tech Quest Apprenticeship
- H-1B One Workforce Grant Program - TechBoost
- National Dislocated Worker Grants - Disaster-FL-COVID 19

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of the significant accounting policies and practices of CSTB which affect the accompanying financial statements:

Basis of Accounting

CSTB follows the provisions of the Financial Accounting Standards Board of Accounting Standards of Codification ("FASB ASC") and the standards of financial reporting for not-for-profit organizations as described in the American Institute of Certified Public Accountants' *Industry Guide for Not-for-Profit Organization*. Accordingly, the financial statements are prepared on the accrual basis of accounting. The financial statements of CSTB are the representation of management and include estimates of amounts and judgment it believes are reasonable under the circumstances.

Basis of Presentation

Net assets of CSTB and changes therein are classified and reported as follows:

- *Net assets without donor restrictions* - Net assets that are not subject to donor-imposed stipulations.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation (Continued)

- *Net assets with donor restrictions* - Net assets subject to donor-imposed restrictions are temporary in nature, such as those that will be met either by actions of CSTB and/or passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity.

All other revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreased in net assets without donor restrictions. Gains and losses on assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulations or by laws. Expirations of net assets with donor restrictions (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time has elapsed) are reports as net assets released from restrictions.

The organization reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized.

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 certain reported amounts and disclosures. Actual results could differ from those estimates.

Financial Instruments Not Measured at Fair Value

CSTB's financial instruments are not measured at fair value on a recurring basis; however, certain financial instruments are recorded at amounts that approximate fair value due to their liquid or short-term nature. Such financial assets and financial liabilities include cash and cash equivalents, grant receivables, prepaid expenses, accounts payable, accrued expenses and deferred revenue.

Cash and Cash Equivalents

For purposes of reporting cash flows, all deposits with an original maturity of three months or less are considered to be cash equivalents. Cash designated to fund accrued paid time off is classified as restricted cash in the accompanying statements of financial position.

Grants Receivable

CSTB's grants receivable consist of amounts to be received from governments and governmental agencies for grants and appropriations. CSTB considers its receivables to be fully collectible. Accordingly, no provision for uncollectible amounts has been made in the accompanying financial statements.

Accounts Receivable

Based on historical collections, CSTB believes accounts receivable are fully collectible at June 30, 2023 and 2022. Therefore, no provision for uncollectible amounts has been made in the accompanying financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements – Continued

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Prepaid Expenses

Prepaid expenses consist of prepaid insurance, services, and participant incentive cards. Incentive cards are Visa cards in various denominations. Unused incentive cards are recorded as prepaid expense. These incentive cards are used for providing support services to participants served by CSTB.

Investment Held by Others

CSTB established an Agency Reserve Fund (ARF) at Community Foundation of Tampa Bay, Inc. (CFTB) to hold its non-endowment, unrestricted funds. CFTB does not have variance power and is not able to modify or restrict these assets. The assets of the ARF are invested according to CFTB's Investment Policy. CSTB will receive quarterly reports detailing the contributions, distributions and earned income/loss of the ARF. CSTB may withdraw funds four (4) times each calendar year contingent upon approval by an affirmative vote of seventy-five percent (75%) of CSTB Board Directors.

In accordance with guidance related to accounting for contributions held by an organization for the benefit of another organization, which states that organization that transfer assets to other not-for-profit agencies who specify themselves as beneficiaries and has not granted variance power, are not considered expenses and recorded as an asset in the statement of financial position at fair value as investments.

Property and Equipment

Property and equipment are stated at cost, if purchased, or at estimated fair value at date of receipt if acquired by gift. Depreciation is recognized over the estimated useful lives of the assets of three to seven years for property and equipment using the straight-line method. For leasehold improvements, the estimated useful life is between five to fifteen years or the lesser of the life of the asset or lease term, using the straight-line method. All expenditures for property less than \$5,000 are expensed when purchased.

In the event of disposal of property and equipment acquired through expenditures of federal funds, CSTB may be required to return the property and equipment to the funding source or obtain its approval to dispose of the property and equipment. Additionally, the proceeds from any disposal of property and equipment may be required to be refunded to the respective funding source.

Personal Time Off

CSTB employees are entitled to personal time off (PTO). PTO is based on length of employment and other factors. PTO is accrued when earned. PTO of \$424,653 and \$419,713 and reported as accrued personal time off in the statements of financial position at June 30, 2023 and 2022, respectively.

Customer Payable

CSTB provides eligible participants a forum for training in demand driven occupations through Incumbent Worker Training (IWT), On-the-Job Training (OJT) and Occupational Skills Training (Individual Training Account – ITA). With an OJT, a local employer provides on-the-job training for a full-time salary or hourly position listed in CSTB's targeted occupation list. CSTB reimburses the employer for a fixed portion of the OJT training costs. ITA provides eligible participants a pre-established amount of funding to access approved training programs, provided by eligible training providers, to qualify for occupations that are in high demand in the local area and throughout the state. IWT is training is developed with an employer or employer

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements – Continued

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Customer Payable (Continued)

association to retain a skilled workforce or avert the need to lay off employees by assisting their workers in obtaining the necessary skills to retain employment. Costs associated with training services received but not paid as of the end of the fiscal year are \$572,591 and \$741,139 at June 30, 2023 and 2022, respectively, and reported as customer payable in the statements of financial position.

Service Provider Payable

CSTB has contracted certain workforce services effective July 1, 2021. Reimbursement method is used to pay the service provider. Under this method, payment is made within 30 calendar days after receipt of the billing unless CSTB reasonably believes the request for payment is improper. Request for payments received but not paid as of the end of the fiscal year of \$531,843 and \$583,385 is reported as service provider payable in the statements of financial position at June 30, 2023 and 2022, respectively.

Revenue Recognition

A significant portion of CSTB's revenue is derived from cost-reimbursable federal, state, and local contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when CSTB has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures of \$635,966, \$520,125, and \$541,790 are reported as refundable advances in the statements of financial position at June 30, 2023, 2022, and 2021, respectively.

Functional Allocation of Expenses

The cost of providing CSTB's various programs and other supporting services have been summarized on a functional basis in the statement of activities. Direct expenses are charged directly to the related program. Certain costs which are directly shared have been allocated to programs based upon the relative benefits received. CSTB elected to account for indirect costs utilizing the cost allocation method, using modified total direct costs as the base, for the fiscal years ending June 30, 2023 and June 30, 2022. Supporting services in the statement of activities include expenses that have been allocated both directly and indirectly to the Organization's programs. Supporting services include planning, development, oversight and administrative functions of all programs, support services for the One Stop System including Information Technology, Management Information Systems, Facility Management, Community Outreach, and One Stop Staff training and development activities.

Income Taxes

CSTB is a not-for-profit corporation under the laws of the State of Florida and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Code provides for taxation of unrelated business income under certain circumstances. CSTB believes that it has no liability for taxes with respect to unrelated business income. However, such status is subject to final determination upon examination of the related income tax returns by the appropriate taxing authorities. CSTB follows Accounting Standards Codification Topic 740, *Income Taxes* ("ASC 740"). A component of this standard prescribes a recognition and measurement of tax positions taken or expected to be taken in a tax return. For those benefits to be recognized, a tax position must be more-likely-than-not to be sustained upon examination by taxing authorities.

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Financial Statements - Continued

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes (Continued)

CSTB's policy is to recognize interest and penalties associated with tax positions under this standard as a component of tax expense, and none were recognized since there was no material impact of the application of this standard for the years ended June 30, 2023 and 2022. As required by Internal Revenue Service regulations, the Organization annually files a Form 990, "Return of Organization Exempt from Income Tax" with the Internal Revenue Service. Tax returns for the past three years remain subject to examination by tax authorities.

Community Outreach

The Organization expenses Community Outreach costs as incurred. Community Outreach expense for the years ended June 30, 2023 and 2022 totaled \$241,260 and \$376,517, respectively.

Retirement Plan

The provision for employer contribution costs is recorded on an annual basis. Employer contributions are funded as they accrue.

In-Kind Contributions

In-kind contributions of services, goods or space may be donated during the year. Contribution of services are recognized as in-kind revenue at their estimated fair market value when they create or enhance nonfinancial assets, or they require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not donated. There are no in-kind contributions for the year ended June 30, 2023. Contributed space of \$665 is recognized in the statements of activities as in-kind revenue and expense for the year ended June 30, 2022.

Leases

CSTB leases office equipment and commercial building space. CSTB determines if an arrangement is a lease at inception. Operating leases are reflected as an operating lease right-of-use (ROU) asset and operating lease liabilities on CSTB's statements of financial position. ROU assets represent CSTB's right to use an underlying asset for the lease term and lease liabilities represent CSTB's obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of CSTB's leases do not provide an implicit rate, CSTB uses the risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. CSTB's lease terms may include options to extend or terminate the lease when it is reasonably certain that CSTB will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term. CSTB's lease agreements do not contain any material residual value guarantees or material restrictive covenants. In evaluating contracts to determine if they qualify as a lease, CSTB considers factors such as if it has obtained substantially all of the rights to the underlying asset through exclusivity, if it can direct the use of the asset by making decisions about how and for what purpose the asset will be used, and if the lessor has substantive substitution rights. This evaluation may require significant judgment. In allocating consideration in the contract to the separate lease components and the nonlease components CSTB uses the standalone prices of the lease and non-lease components. Observable standalone prices are used, if available. If the standalone price for a component has a high level of variability or uncertainty, this allocation may require significant judgment.

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Financial Statements - Continued

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Adoption of New Accounting Standards

In February 2016, the Financial Accounting Standards Board (FASB) issued guidance (Accounting Standards Codification [ASC] 842, Leases) to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. CSTB adopted the standard effective July 1, 2022 and recognized and measured leases existing at, or entered into after, July 1, 2022 using a modified retrospective approach, with certain practical expedients available. CSTB elected the available practical expedients to account for existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As result of the adoption of the new lease accounting guidance, CSTB recognized on July 1, 2022 a right-of-use asset and a lease liability of \$2,353,236, which represents the present value of the remaining operating lease payments of \$2,368,087, discounted using a risk-free rate of 4%. The standard had a material impact on the CSTB's statements of financial position, but did not have an impact on CSTB's statements of activities, nor statements of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

Subsequent Events

CSTB has evaluated events and transactions for potential recognition or disclosure in the financial statement through February 15, 2024, the date the financial statements were available to be issued.

Reclassification of Prior Year Presentation

Certain amounts in the prior year's financial statements have been reclassified to conform to the presentation of the current year financial statements. These reclassifications had no effect on the prior period change in net assets without donor restrictions.

Note 3: RESTRICTIONS ON CASH AND CASH EQUIVALENTS

The following table provides a reconciliation of cash, cash equivalents and restricted cash reported within the statements of financial position at June 30, 2023 and 2022:

	2023	2022
Cash and cash equivalents	\$ 631,915	\$ 906,675
Board designated - cash	424,653	419,713
Total cash, cash equivalents and restricted cash shown in the statement of cash flows	\$ 1,056,568	\$ 1,326,388

Board designated cash consists of the amount allocated for accrued paid time off.

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Financial Statements - Continued

Note 4: LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following at June 30, 2023 and 2022:

	2023	2022
Financial assets available within one year, at year end		
Cash and cash equivalents	\$ 631,915	\$ 906,675
Board designated - cash	424,653	419,713
Grants receivable	1,525,012	1,052,693
Accounts receivable	64,641	11,886
Less those unavailable for general expenditures within one year, due to:		
Board designated - cash	(424,653)	(419,713)
Additional available assets for use over the next 12 months - not designated by donor or board restrictions	\$ <u>2,221,568</u>	\$ <u>1,971,254</u>

As Board designated restricted cash are already designated as expenses, these are removed from assets available for general expenditures. As shown in the table above, CSTB has adequate financial assets available to meet unexpected liquidity needs. Although board designated funds are set aside for a particular purpose, these amounts could be made available if necessary.

Note 5: FAIR VALUE MEASUREMENT

CSTB uses fair value measurements to record fair value adjustment to certain assets and liabilities and to determine fair value disclosures and follows the provisions of FASB ASC Topic 820, *Fair Value Measurements and Disclosures*, the authoritative guidance for fair value measurements of investments that are recognized at fair value in the financial statements. ASC Topic 820 establishes a fair value hierarchy that prioritizes the inputs to valuation techniques to measure fair value. The hierarchy gives the highest priority to quoted prices in active markets for identical assets (Level 1) and the lowest priority to measurements involving significant unobservable inputs (Level 3). The three levels of fair value hierarchy are as follows:

- Level 1: Inputs to the valuation methodology are quoted prices available in active markets for identical assets as of the reporting date.
- Level 2: Inputs to the valuation methodology are other than quoted prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies; and
- Level 3: Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset and the reporting entity makes estimates assumptions related to the pricing of the assets or liability including assumptions regarding risk.

A description of the valuation methodologies used for assets measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below.

Investment Held by Others carrying value is measured at fair value with valuation technique utilizing market prices at the close of the last business day for the statement period, provided by the Community Foundation of Tampa Bay. The investments are measured using level 3 inputs within the fair value hierarchy. These assets total \$22,507.

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Financial Statements - Continued

Note 5: FAIR VALUE MEASUREMENT (Continued)

The table below sets forth the summary of changes in fair value of the level 3 assets at June 30, 2023 and 2022:

	2023	2022
Balance, beginning of year	\$ 89,169	\$ 25,000
Contributions	-	73,320
Unrealized gain (loss) on investment held by others	5,332	(9,481)
Dividend/Interest Income	2,239	733
Administrative fee	(913)	(403)
Distributions	(73,320)	-
Balance, end of year	\$ <u>22,507</u>	\$ <u>89,169</u>

Note 6: GRANTS RECEIVABLE

Grants receivable is comprised of the following federal and local awards at June 30, 2023 and 2022:

	2023	2022
U.S. Department of Agriculture		
Supplemental Nutrition Assistance Program Cluster	\$ 29,673	-
U.S. Department of Labor		
Employment Service Cluster		
Wagner Peyser	82,242	\$ 99,389
Military Spouse	-	12,722
Disabled Veteran Outreach Program	32,505	14,300
Local Veterans Employment Representative Program	3,840	-
Subtotal Employment Service Cluster	<u>118,587</u>	<u>126,411</u>
FL-COVID-National Dislocated Worker Grant	-	19,301
Workforce Innovation and Opportunity Act (WIOA) Cluster		
WIOA Adult	37,200	61,776
WIOA Dislocated Worker	245,395	225,308
WIOA Youth	37,200	65,520
Subtotal WIOA Cluster	<u>319,795</u>	<u>352,604</u>
Reemployment Services and Eligibility Assessment	82,553	76,356
Trade Adjustment Assistance	2,419	5,070
H-1B One Workforce Grant Program (TechBoost)	152,201	-
H-1B Job Training Grant (Tech Quest Apprenticeship)	8,648	26,565
U.S. Department of Health and Human Services		
Temporary Assistance for Needy Families	665,075	198,151
Local award:		
United Way Suncoast		
Youth Success Research Project	1,715	-
Hillsborough County Board of County Commissioners		
Apprenticeship to Career Empowerment	<u>144,346</u>	<u>248,235</u>
	\$ <u>1,525,012</u>	\$ <u>1,052,693</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements - Continued

Note 7: PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30, 2023 and 2022:

	2023	2022
Equipment	\$ 239,575	\$ 410,428
Software and Website	41,253	46,572
Furniture	168,433	249,574
Leasehold improvements	2,250,002	2,250,002
Total cost	2,699,263	2,956,576
Accumulated depreciation	2,437,453	2,527,748
Property and equipment, net	\$ <u>261,810</u>	\$ <u>428,828</u>

Note 8: RELATED PARTY TRANSACTIONS

In accordance with applicable regulations, CSTB's Board of Directors includes representatives of private and public sector industries, with which board members are associated for the purpose of providing services to participants. Total payments for providing services to participants during the year ended June 30, 2023 and June 30, 2022 were \$344,158 and \$205,254, respectively, and accounts payable at June 30, 2023 and 2022 were \$24,782 and \$17,877.

Note 9: REFUNDABLE ADVANCES

Refundable Advances is comprised of the following federal and local awards at June 30, 2023 and 2022:

	2023	2022
U.S. Department of Agriculture		
Supplemental Nutrition Assistance Program Cluster	\$ -	\$ 26,039
U.S. Department of Labor		
Employment Service Cluster		
Local Veterans Employment Representative Program	-	2,262
Subtotal Employment Service Cluster	-	2,262
Workforce Innovation and Opportunity Act (WIOA) Cluster		
WIOA Adult	239,059	300,792
WIOA Dislocated Worker	-	14,220
WIOA Youth	241,124	99,124
Subtotal WIOA Cluster	480,183	414,136
Local award		
Hillsborough County Board of County Commissioners		
Targeted Industry Sector Workforce Training and Placement Program	145,593	67,521
Ex-Offender/Returning Citizen Workforce Training Program	10,190	
Florida Medical Clinic Foundation of Caring	-	10,167
	\$ <u>635,966</u>	\$ <u>520,125</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Financial Statements - Continued

Note 10: LEASES

CSTB has operating leases for office equipment (commercial copiers) and buildings, which have remaining lease terms expiring in fiscal years 2024 through 2029 and short-term leases with terms of 12 months or less. Other is primarily comprised of costs related to utilities, repairs and maintenance, security, and janitorial services for applicable building CSTB occupies. Reduction to lease cost totaling \$103,626 is primarily comprised of amounts received from sublease and infrastructure funding arrangements with several of its service and mandatory partners who use office space in the Career Centers. CSTB had no finance leases for the year ended June 30, 2023.

The components of occupancy expense for the year ended June 30, 2023 were as follows:

	2023
Operating lease cost	\$ 339,896
Short-term lease cost	1,044,621
Other	159,082
Reduction to lease cost	(103,626)
	<u>\$ 1,439,973</u>

Other information related to leases for the year ended June 30, 2023 is as follows:

Operating cash flows from operating leases	339,896
Weighted-average remaining lease term—operating leases	5.36
Weighted-average discount rate—operating leases	4.00%

Future minimum lease payments under non-cancellable leases as of June 30, 2023 were as follows:

Year Ending June 30,	Operating
2024	\$ 162,570
2025	468,208
2026	473,464
2027	278,156
2028	252,465
Thereafter	393,328
Total undiscounted cash flows	2,028,191
Less: present value discount	(327,810)
Total lease liabilities	<u>\$ 1,700,381</u>

Note 11: EMPLOYMENT BENEFITS

Retirement Plan

CSTB provides a defined contribution retirement plan, Tampa Bay Workforce Alliance, Inc. 401k Plan (401k Plan), covering its eligible employees. CSTB may decide each contribution period whether to make a discretionary nonelective employer contribution (NEC) or discretionary matching contribution on behalf of all eligible participants. The NEC is provided to all eligible employees regardless if the employee contributes. CSTB elected to contribute NEC and matching contributions for fiscal years ending June 30, 2023 and 2022. For fiscal year ending June 30, 2022, the matching contributions were made the last 6-months. NEC at a rate of five percent (5%) of an employee's eligible compensation totaled \$263,528 and \$232,411 for fiscal years

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Financial Statements - Continued

Note 11: EMPLOYMENT BENEFITS (Continued)

Retirement Plan (Continued)

ending June 30, 2023 and 2022, respectively. Three percent (3%) dollar-for-dollar employer matching contribution totaled \$91,305 and \$48,240 for fiscal years ending June 30, 2023 and 2022, respectively.

Note 12: CONCENTRATION OF CREDIT RISK AND SIGNIFICANT FUNDING SOURCE

Cash and Cash Equivalents

CSTB maintains its cash with a financial institution. CSTB's deposits are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times, CSTB has deposits which exceed the FDIC amount. Management does not anticipate nonperformance by the financial institution.

Grants Receivable

CSTB's receivables primarily relate to amounts due under contracts with the Department of Commerce.

Significant Funding Source

CSTB's operations are significantly funded by the United States Department of Labor, the United States Department of Health and Human Services, and the United States Department of Agriculture pass-through grants that are assigned to the Department of Commerce, the designated state agency for receipt of federal workforce development funds. The funding level is contingent upon annual appropriation by the Legislature of the State of Florida. If there is a significant state or federal funding reduction of workforce development funds, it could have an adverse effect on CSTB's program and activities.

Note 13: CONTINGENCIES

Federal Grants

Costs charged to federal programs are subject to government audit. Therefore, all such costs are subject to adjustment. In the event expenditures are disallowed, repayment could be required. Management believes that adjustments, if any, would not have a significant effect on the financial statements.

Litigation

CSTB is party to various claims and legal actions arising in the ordinary course of business. Management does not believe that the outcome of such claims and legal actions will have a material adverse effect on the financial position or results of operations of CSTB.

SUPPLEMENTAL INFORMATION

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

Federal/State Agency Pass-Through Entity/ Program Title	Assistance Listing Number	Pass-Thru Entity Identifying Number	Federal Expenditures	Amount to Subrecipients
U.S. Department of Agriculture				
Passed through the Department of Economic Opportunity: Supplemental Nutrition Assistance Program Cluster	10.561	41969, 41336, 41835 40548	\$ 1,138,947	\$ 238,496
Total U.S. Department of Agriculture			<u>1,138,947</u>	<u>238,496</u>
U.S. Department of Labor				
Passed through the Department of Economic Opportunity: Employment Service Cluster:				
Wagner Peyser	17.207	40438, 41602, 41682	1,762,843	-
Military Spouse	17.207	41617	275,937	-
Disabled Veterans Outreach Program	17.801	41055, 42344	164,467	-
Local Veterans Employment Representative Program	17.804	41076, 42213	55,160	-
Subtotal Employment Service Cluster			<u>2,258,407</u>	<u>-</u>
Reemployment Services and Eligibility Assessment	17.225	40010, 41944	820,248	540,940
Trade Adjustment Assistance	17.245	40685, 40684, 41987	31,733	-
National Dislocated Worker Grant Disaster-FL-COVID-19	17.277	38894	329,637	-
Workforce Innovation and Opportunity Act (WIOA) Cluster: WIOA Adult	17.258	40175, 41523, 40844, 42812	3,880,578	1,570,288
WIOA Dislocated Worker	17.278	40199, 41547, 40844, 42812, 40355, 42494	3,818,889	836,424
WIOA Youth	17.259	40064, 41377, 40844, 42812	3,048,434	613,219
Subtotal WIOA Cluster			<u>10,747,901</u>	<u>3,019,931</u>
Subtotal Department of Economic Opportunity			<u>14,187,926</u>	<u>3,560,871</u>
Passed through The Trustees of Clark University:				
H-1B Job Training Grant (Tech Quest Apprenticeship)	17.268	HG-33043-19-60-A-25	67,156	-
H-1B One Workforce Grant Program (TechBoost)	17.268	HG-35914-21-60-A-25	520,418	-
Subtotal The Trustees of Clark University			<u>587,574</u>	<u>-</u>
Total U.S. Department of Labor			<u>14,775,500</u>	<u>3,560,871</u>
U.S. Department of Health and Human Services				
Passed through the Department of Economic Opportunity: Temporary Assistance for Needy Families	93.558	40737, 41499, 41914	3,631,411	286,784
Total U.S. Department of Health and Human Services			<u>3,631,411</u>	<u>286,784</u>
Total Federal Awards			<u>\$ 19,545,858</u>	<u>\$ 4,086,151</u>

See Notes to Schedule of Expenditures of Federal Awards

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

Note 1: BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of CSTB. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the schedule presents only a selected portion of the operations of CSTB, it is not intended to and does not present the financial position, changes in net assets or cash flows of CSTB.

Note 2: BASIS OF ACCOUNTING

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3: PROPERTY AND EQUIPMENT

Property and equipment of approximately \$5,000 was purchased using federal grant awards during fiscal year ending June 30, 2023. These amounts are included in the Schedule but excluded from the statement of activities as the amount has been capitalized for financial statement purposes and recorded as property and equipment on the statement of position.

Note 4: INDIRECT COST

CSTB did not elect to use the 10 percent de minimis indirect cost rate. The cost allocation method has been elected to account for indirect costs utilizing modified total direct costs as the base, for the fiscal year ending June 30, 2023.

REGULATORY REPORTS

DRAFT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors,
Tampa Bay Workforce Alliance, Inc.:

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Tampa Bay Workforce Alliance, Inc., which comprise the statement of financial position as of June 30, 2023, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated February 15, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Tampa Bay Workforce Alliance, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tampa Bay Workforce Alliance, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Tampa Bay Workforce Alliance, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tampa Bay Workforce Alliance, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Tallahassee, Florida
February 15, 2024

DRAFT

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE

To the Board of Directors,
Tampa Bay Workforce Alliance, Inc.:

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Tampa Bay Workforce Alliance, d/b/a CareerSource Tampa Bay ("the Organization")'s compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2023. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); the special audit guidance provided by the State of Florida Department of Commerce and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal programs.

Auditors' Responsibility

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

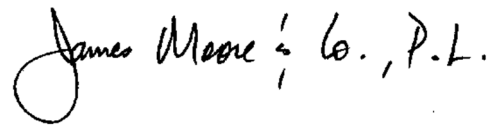
Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive, flowing style. The first part "James Moore" is written in a larger, more prominent script, followed by "& Co., P.L." in a slightly smaller, more compact script. The entire signature is enclosed within a large, loopy circular flourish on the left side.

Tallahassee, Florida
February 15, 2024

**TAMPA BAY WORKFORCE ALLIANCE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
FEDERAL AWARDS PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2023**

Section I. Summary of Auditors' Results:

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major programs: Assistance Listing:
10.561 – SNAP Cluster
17.225 – RESEA
93.558 - TANF

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

TAMPA BAY WORKFORCE ALLIANCE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
FEDERAL AWARDS PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2023
(Continued)

Section II. Findings Relating to the Financial Statements Which are Required to be Reported in Accordance With *Government Auditing Standards*:

There are no current year audit findings.

Section III. Findings and Questioned Costs for Federal Awards:

There are no current year audit findings.

Section IV. State of Florida, Department of Commerce (FloridaCommerce) Reporting Requirements:

The Organization performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by FloridaCommerce. Also, based on the FloridaCommerce reporting requirements, there were no additional findings required to be reported in FY2023.

Section V. Prior Audit Findings for Federal Awards for the Year Ended June 30, 2022:

There were no prior year audit findings.



Action Item

PY 2023 – 2024 Board Officers Vacant Positions

Background

On May 16, 2023, the Nominating Committee presented a slate of officers to the Board of Directors (Board). Prior to voting on the slate of nominees, the chair opened the floor for any nominations.

The Board elected officers for a Chair, a Vice-Chair, a 2nd Vice-Chair, a Secretary, and a Treasurer position.

Bylaws state:

Section 6.4 – Vacancy in One of the Officer Positions

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

Information

The Vice-Chair position is currently vacant, and the Secretary position will be vacant as of February 16, 2024. The below Board member is nominated for the vacant position, as listed. The Chair will open the floor for additional nominations and board vote at the February 15, 2024, Board meeting.

Officers	PY 2023 – 2024
Vice Chair	Benjamin Hom
Secretary	Open for nominations

RECOMMENDATION

The Board Chair recommends approval of a Vice-Chair and Secretary for the remainder of the unexpired term for Program Year 2023-2024.



Action Item

Approval of Letter of Intent

Background:

In 2021, the Florida legislature passed, and the Governor signed into law, the Reimagining Education and Career Help Act (Reach Act). CareerSource Florida thereafter implemented the Florida Workforce System Transformation, which among other initiatives, directed that CareerSource Tampa Bay and CareerSource Pinellas be combined into one single entity.

Effective December 2023, the Hillsborough County Board of County Commissioners and the Pinellas County Board of County Commissioners, acting in their capacities as Chief Elected Officials for their respective counties, entered into an Interlocal Agreement, establishing the Hillsborough/Pinellas Workforce Development Consortium (Consortium) to oversee the soon-to-be created combined single entity, to provide governance and oversight of such entity and to act as local grant recipient for WIOA funds for the combined entity. The Consortium has directed that CSP and CSTB statutorily merge into a single entity, with CSTB to act as the "Surviving Entity" following the merger.

Gray Robinson, P.A. was engaged by CSTB and CSP as legal counsel to assist with the merger process. The Letter of Intent (LOI) is a non-binding document that outlines the merger process and the responsibilities of all parties to accomplish the merger. A thorough due diligence review was completed for both CSTB and CSP by Gray Robinson and the report is forthcoming. CSTB has received verbal assurance from Gray Robinson that nothing was found during the due diligence process that indicates any material legal liability concerns or that would affect the merger process from proceeding as planned. The merger process also includes approving a mutually agreeable Plan of Merger and filing the Articles of Merger, no later than June 30, 2024. Until the Articles of Merger are filed, both entities will continue to operate in the ordinary course of business. The LOI was approved by the CareerSource Pinellas Board at their January 17, 2024, meeting and subsequently signed by their CEO.

Recommendation

Approval of the Letter of Intent, prepared by outside legal counsel Gray Robinson, outlining the required steps to accomplish the merger of CSTB and CSP no later than June 30, 2024.

**LETTER OF INTENT BETWEEN
TAMPA BAY WORKFORCE ALLIANCE, INC. d/b/a CAREERSOURCE TAMPA BAY
AND
WORKNET PINELLAS, INC. d/b/a/ CAREERSOURCE PINELLAS**

This Letter of Intent (LOI) is effective as of the date of the last signature hereon and is by and between **Tampa Bay Workforce Alliance, Inc d/b/a CareerSource Tampa Bay (CSTB)**, a Florida not for profit corporation organized and operated under Section 501(c)(3) of the Internal Revenue Code of 1986, and **Worknet Pinellas, Inc. d/b/a CareerSource Pinellas (CSP)**, a Florida not for profit corporation that is organized and operated under Section 501(c)(3) of the Internal Revenue Code of 1986 (collectively referred to as “the Parties”).

WHEREAS, the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (“WIOA”) authorizes expenditures of federal funds for workforce development programs in areas of the state designated by the Governor as a Local Workforce Development Area (“Local Area”); and

WHEREAS, the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, (“Florida WIOA”), further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas; and

WHEREAS, CSTB serves as the Local Workforce Development Board (LWDB) for Hillsborough County under the WIOA and Florida WIOA and CSP serves as the LWDB for Pinellas County under the WIO and Florida WIOA; and

WHEREAS, in 2021 the Florida Legislature passed, and the Governor signed into law, the Reimagining Education and Career Help Act (Reach Act); and

WHEREAS, CareerSource Florida thereafter implemented the Florida Workforce System Transformation, which, among other initiatives, directed that CSTB and CSP be combined into a single entity; and

WHEREAS, effective December 1, 2023, the Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners, acting in their capacities as Chief Local Elected Official for their respective counties, entered into an Interlocal Agreement, establishing the Hillsborough/Pinellas Workforce Development Consortium (Consortium) to oversee the soon-to-be created combined single entity, to provide for governance and oversight of such entity, and to act as Local Grant Recipient for WIOA and Florida WIOA funds; and

WHEREAS, the Consortium has directed that CSP and CSTB statutorily merge into a single entity, with CSTB to act as the “Surviving Entity” following the merger; and

WHEREAS, CSP and CSTB are entering into this non-binding LOI to outline the process for accomplishing the merger and identify the responsibilities of the Parties in furtherance of that goal.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

Terms

- 1.1. Merger. The Merger will be implemented in accordance with the Florida Not For Profit Corporation Act and shall become effective upon filing of Articles of Merger with the Florida Secretary of State. At that time, the separate existence of CSP shall cease and CSTB will be the surviving entity and continue its corporate existence under the laws of the State of Florida.
- 1.2. Timeline. The intent of the Parties is that the Articles of Merger will be filed no later than June 30, 2024.
- 1.3. Process
 - 1.3.1. Due Diligence. The Parties will conduct a thorough due diligence process through outside counsel GrayRobinson PA and will timely provide documents and information to outside counsel in accordance with the timeline outlined above. The Parties agree that the merger will not be implemented until the due diligence results have been reviewed and approved by both Parties.
 - 1.3.2. Board of Directors Approvals. Subject to acceptable due diligence results, the CSTB and CSP Board of Directors will each review and consider approval of a mutually agreeable Plan of Merger and Articles of Merger no later than February 15, 2024.
- 1.4. Operations Pending Merger. Until the Articles of Merger are filed with the Florida Secretary of State, CSTB and CSP will continue to operate in the ordinary course of business and in accordance with applicable law, including the WIOA and Florida WIOA. Neither party shall undertake any action outside the ordinary course of business that could materially and negatively impact the proposed merger such as, but not limited to, incurring material new liabilities, selling or leasing corporate assets, or terminating existing insurance coverages.
- 1.5. Fees and Expenses. Unless otherwise agreed, each party shall be responsible for their own fees and expenses incurred as part of transactions contemplated under this LOI. However, CSP will be responsible for payment of GrayRobinson's fees and expenses using funding received for such purposes from the State of Florida.

- 1.6. Non-binding. This LOI is a statement of mutual intention; it is not intended to be legally binding and does not constitute a binding contractual commitment with respect to the transaction.
- 1.7. Termination. This LOI may be terminated by either party at any time prior to the filing of the Articles of Merger. In that event, CSTB and CSP will immediately notify the Consortium of the termination and seek guidance for next steps. In the event of termination, this LOI shall become void and of no effect, and there shall be no liability on the part of either CSP or CSTB or their respective Boards of Directors hereunder.
- 1.8. Amendment. This LOI may be amended in writing at any time prior to execution of the Plan of Merger with the mutual consent of CSP and CSTB.
- 1.9. Governing Law. This LOI shall be governed by and construed in accordance with the internal laws of the State of Florida without giving effect to any choice or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction).
- 1.10. Counterparts. This LOI may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same LOI. A signed copy of this LOI delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this LOI.

[Remainder of Page Intentionally Left Blank; Signatures Follow]

IN WITNESS WHEREOF, each of the parties hereto has caused this LOI to be executed on its behalf and attested by its officers hereunto duly authorized, as of the day and year first above written.

Tampa Bay Workforce Alliance, Inc d/b/a CareerSource Tampa Bay

By: _____

Its: _____

Worknet Pinellas, Inc. d/b/a CareerSource Pinellas

By: St Myers

Its: CEO



Action Item

Approval of Plan of Merger

Background:

Gray Robinson, P.A. was engaged by CareerSource Tampa Bay (CSTB) and CareerSource Pinellas (CSP) as legal counsel to assist with the merger process. The purpose of this merger is to combine the two entities to comply with applicable law, to more efficiently carry out their governmental and charitable missions, and to reduce the costs and expenses of operating two entities. The Plan of Merger, prepared by Gray Robinson, is a mutual agreement between CSTB and CSP and contains the following material terms:

- Identifies CSP as the merging entity and CSTB as the surviving entity. CSP will cease to exist upon the effective date of the merger.
- Defines the effective date of the merger as when the Articles of Merger are filed with the Florida Division of Corporations.
- Describes the effect of the merger, including that CSTB will possess all rights and powers formerly held by CSP and that CSTB will assume all assets and liabilities of CSP with no further action.
- Requires CSTB to file with the Florida Division of Corporations a Fictitious Name Registration changing the fictitious name of the organization to CareerSource Hillsborough/Pinellas.
- Requires CSTB, upon the effective date of the merger, to approve the new bylaws and new slate of directors.
- Requires that after the current boards of CSTB and CSP approve the Plan of Merger, they file the Articles of Merger with the Division of Corporations, no later than June 30, 2024.

Recommendation

Approval of the Plan of Merger, prepared by outside legal counsel Gray Robinson.

AGREEMENT AND PLAN OF MERGER
MERGING
WORKNET PINELLAS, INC. D/B/A CAREERSOURCE PINELLAS
WITH AND INTO
TAMPA BAY WORKFORCE ALLIANCE, INC. D/B/A CAREERSOURCE TAMPA
BAY

THIS PLAN OF MERGER is approved and adopted by Worknet Pinellas, Inc. d/b/a CareerSource Pinellas, a Florida not-for-profit corporation, and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Tampa Bay., a Florida not-for-profit corporation.

ARTICLE I

1.1 **Name of Surviving Entity.** The name of the Surviving Entity is Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Tampa Bay.

1.2 **Surviving Entity Principal Place of Business.** The Surviving Entity's principal place of business is 4350 West Cypress Street, Suite 875, Tampa, Fl 33607.

1.3 **Surviving Entity Jurisdiction.** The Surviving Entity's jurisdiction of governing law is Florida.

ARTICLE II

2.1 **Name of Merging Entity.** The name of the Merging Entity is Worknet Pinellas, Inc., D/B/A CareerSource Pinellas.

2.2 **Merging Entity Principal Place of Business.** The principal place of business of the Merging Entity is 13805 58th Street North, Suite 2-140, Clearwater FL 33760.

2.3 **Merging Entity Jurisdiction.** The Merging Entity's jurisdiction of governing law is Florida.

ARTICLE III

3.1 **The Merger.** As of the Effective Date, the Merging Entity will merge with and into the Surviving Entity (Merger). The separate existence of the Merging Entity will thereupon cease, and the Surviving Entity will be the surviving entity in the Merger and will continue its legal existence under the laws of the State of Florida. The purpose of this merger is to combine the two entities to comply with applicable law, to more efficiently carry out their governmental and charitable missions, and to reduce the costs and expenses of operating two entities.

3.2 **Effect of Merger.** The Merger will have the effect set forth in the Florida Not For Profit Corporation Act, Chapter 617, Florida Statutes (Act).

3.3 **Effective Date.** The merger will become effective on the date the Articles of Merger are filed with the Florida Department of State (Effective Date).

ARTICLE IV

4.1 **Rights and Obligations of the Merging Entity.** In accordance with and insofar as permitted by the applicable provisions of the Act, Articles of Incorporation and Bylaws of the Merging Entity: (i) the Surviving Entity will possess all rights, privileges, and powers of the Merging Entity; (ii) all property and assets of the Merging Entity will vest in the Surviving Entity without any further act or deed; and (iii) the Surviving Entity will assume and be liable for all liabilities and obligations of the Merging Entity.

4.2 **No Consideration Due from Merging Entity.** There is no ownership interest in the Merging Entity as of the Effective Date. No consideration will be received in connection with the Merger.

ARTICLE V

5.1 **Surviving Entity Articles of Incorporation and Bylaws.** The Surviving Entity's Articles of Incorporation and Bylaws in effect immediately prior to the Effective Date will be and will remain the Articles of Incorporation and Bylaws of the Surviving Entity. However, the Board of Directors of the Surviving Entity will, on the Effective Date, adopt the Bylaws attached as Exhibit A as the Bylaws of the Surviving Entity. The parties agree that these Bylaws have been approved by the Hillsborough/Pinellas Workforce Development Consortium (Consortium) established by that certain Interlocal Agreement between Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners Effective December 1, 2023.

5.2 **Surviving Entity Board Composition.** On the Effective Date, the Board of Directors of the Surviving Entity will appoint to its Board of Directors the individuals listed in Exhibit B, for the terms indicated next to their name. These individuals will constitute the Board of Directors of the Surviving Entity until they are replaced pursuant as provided in the Bylaws.

5.3 **Fictitious Name.** On the Effective Date, the Surviving Entity will file with the Florida Division of Corporations a Fictitious Name Registration changing the fictitious name of the Surviving Entity to CareerSource Hillsborough/Pinellas.

5.4 **Merging Entity Articles of Incorporation and Bylaws.** The Articles of Incorporation and Bylaws of the Merging Entity will be terminated as of the Effective Date and thereafter be of no further force or effect.

5.5 **Surviving Entity Officers and Directors.** The officers and directors of the Surviving Entity in effect immediately prior to the Effective Date will be and will remain the officers and directors of the Surviving Entity, until such time as their successors are duly elected and qualified in accordance with the terms of the Bylaws of the Surviving Entity attached as Exhibit B.

ARTICLE VI

6.1 **Amendment.** The Merging Entity and Surviving Entity, by mutual consent, may amend this Plan of Merger prior to the filing of the Articles of Merger with the Department of State, Division of Corporations; provided, however, that an amendment made after the adoption of this Plan of Merger will be subject to the limitations specified in the Act.

6.2 **Termination.** This Plan of Merger may be terminated, and the Merger and other transactions herein provided for may be abandoned, at any time prior to the filing of the Articles of Merger with the Department of State, Division of Corporations whether before or after adoption of this Plan of Merger by the Constituent Entities, if the Constituent Entities determine that the consummation of the transactions provided for herein would not, for any reason, be in the best interest of the parties.

6.3 **Surviving and Merging Entity Approval.** This Plan of Merger was approved and adopted by Resolution of the Board of Directors of the Merging Entity at a meeting held on ____ 2024 and by Resolution of the Board of Directors of the Surviving Entity at a meeting held on ____ 2024.

6.4 **Filing of Articles of Merger.** After obtaining such approval of the Board of Directors of the Merging Entity and Surviving Entity, the authorized officers of the Surviving Entity and the Merging Entity are hereby authorized and directed to cause all required documents to be executed, filed, and recorded, and all other required action to be taken, in order to consummate the Merger as of the Effective Date.

Worknet Pinellas, Inc.
D/B/A CareerSource Pinellas

By:_____

Its:_____

Date:_____

Tampa Bay Workforce Alliance, Inc.
D/B/A CareerSource Tampa Bay

By:_____

Its:_____

Date:_____

EXHIBIT A- BYLAWS

EXHBIT B- BOARD OF DIRECTORS



Action Item

Approval of Amended and Restated Articles of Incorporation

Background:

With the statutory merger of CareerSource Tampa Bay and CareerSource Pinellas into a single entity, there will be changes to the Corporate Documents of Tampa Bay Workforce Alliance, Inc. (legal entity), as the “Surviving Entity” following the merger. The Articles of Incorporation of Tampa Bay Workforce Alliance, Inc. will be amended and restated.

The Articles are updated to consolidate all previous amendments into a single document; to remove reference to the initial board of directors; to update the Registered Agent; and provide that the articles may be amended as provided in the bylaws, which makes the amendments to the Articles subject to Hillsborough/Pinellas Workforce Development Consortium approval.

Recommendation

Approval of the Amended and Restated Articles of Incorporation.

AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
TAMPA BAY WORKFORCE ALLIANCE, INC.

Department of State
Tallahassee, Florida 32304

The undersigned, being the duly acting and appointed President and Secretary respectively of the Tampa Bay Workforce Alliance, Inc., a Florida not-for-profit corporation formed under and pursuant to Chapter 617 of the Florida Statutes, do hereby certify as follows:

That, the Articles of Incorporation of the Corporation were filed with the Florida Division of Corporations on June 27, 2000; and

That, the Articles of Incorporation were amended by an Amendment to Articles of Incorporation dated August 11, 2000, and filed with the Florida Division of Corporations; and

That, the Articles of Incorporation were amended by an Amendment to Articles of Incorporation dated February 28, 2003, and filed with the Florida Division of Corporations; and

That on February 15, 2024, the Board of Directors, as members of the Corporation, voted to amend and restate the Articles of Incorporation by an affirmative vote of a majority of the voting directors at a regular meeting of the Corporation as provided in current bylaws of the Corporation; and

That any amendments included in these Amended and Restated Articles of Incorporation have been adopted pursuant to Section 617.1007(4), Florida Statutes, and there are no discrepancies between the original Articles of Incorporation, as previously amended, and these Amended and Restated Articles of Incorporation other than inclusion of these amendments and the omission of matters of historical interest; and

That these Amended and Restated Articles of Incorporation supersede the original articles of incorporation and all amendments to them.

ARTICLE I

Name and Address

The name of the Corporation is Tampa Bay Workforce Alliance, Inc., Its mailing address, and principal place of business is 4350 West Cypress Street, Suite 875, Tampa, FL 33607

ARTICLE II

Purpose

Section 1. The Corporation is not formed for pecuniary profit or financial gain. The Corporation shall be a Non-Profit Corporation under the Florida Not-for-Profit Corporation Act, Chapter 617, Florida Statutes, and is irrevocably dedicated to and operated exclusively for non-profit purposes. The purposes for which the Corporation is organized and the business and objects to be carried on and promoted by it include but are not limited to:

Provide job training and employment counseling for the poor and hard-to-place workers; Promote employment for the poor and underemployed individuals; and assist welfare recipients, disabled workers, persons affected by layoffs, and other hard-to-place workers in finding meaningful employment.

Section 2. No part of the net earnings of the Corporation shall inure to the benefit or be distributable to its, members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of, the exempt purpose set forth above. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 3. The Corporation is organized and shall be operated exclusively for charitable and/or educational purposes. The Corporation may receive and administer funds for educational and/or charitable purposes, within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or to the corresponding section of any future United States Internal Revenue law, being exclusively for a public purpose and to that end, the Corporation is empowered to hold any property, or any undivided interest therein, without limitation as to amount or value; to dispose of any such property and to invest, reinvest, or deal with the principal or the income in such manner as, in the judgment of the directors, will best promote the purposes of the Corporation, without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, these Articles of Incorporation, the By-Laws of the Corporation, or any applicable laws; to do any other act or thing incidental to or connected with the foregoing purpose or in advancement thereof, but not for the pecuniary profit or financial gain of its members, directors or officers. Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended (or any successor thereto) or by a corporation, contributions to which are deductible-under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future United States Internal Revenue law.

ARTICLE III

Powers and Restrictions

The Corporation hereby incorporates by reference any and all corporate powers given to corporations not-for-profit by virtue of Section 617.0302 of the Florida Statutes. The Corporation's activities are limited by any and all other restrictions which are required to obtain tax exempt status under Section 501(c) (3) of the Internal Revenue Code of 1986 (of any successor thereto).

ARTICLE IV

Membership

Members shall be those individuals who are the directors of the Corporation.

ARTICLE V

Term of Existence

The Corporation is to exist perpetually.

ARTICLE VI

Management and Officers

The affairs of the Corporation shall be managed by its Board of Directors and day-to-day operations shall be carried on by a President and a Secretary/Treasurer, who shall be elected from among the members of the Board of Directors at each annual meeting of the Board of Directors and shall hold office until the next succeeding annual meeting and until their successors shall have been elected and qualified. Additional officers, such as Vice-Presidents, Treasurer, Assistant Treasurers and Assistant Secretaries, may also be elected in the discretion of the Board of Directors. The officers shall serve without compensation.

ARTICLE VII

Board of Directors

Section 1. The number of directors shall be determined as provided in the Bylaws but in no event shall be less than three.

Section 2. The method of election of the directors and the filling of vacancies on the Board of Directors shall be stated in the Bylaws of the Corporation.

Section 3. The Chairman of the Board of Directors of the Corporation shall be elected by majority vote of the Board of Directors immediately after the resignation or expiration of the term of the office of any prior Chairman.

Section 5. The annual meeting of the Board of Directors shall be held in May of each year, or on a date as otherwise set by the Board of Directors.

ARTICLE VIII

Bylaws

Section 1. The Board of Directors of the Corporation may provide such Bylaws for the conduct of its business and the carrying out of its purposes as they may deem necessary.

Section 2. Upon proper notice, the Bylaws may be amended, altered, or rescinded as provided in the Bylaws.

Section-3. -The Bylaws of the Corporation shall contain provisions regulating the powers of the Corporation, the directors, and members.

ARTICLE IX

Amendments

These Articles of Incorporation may be amended as provided in the Bylaws of the Corporation.

ARTICLE X

Dissolution

Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the obligations and liabilities of the Corporation, dispose of all the assets of the Corporation by distributing the same exclusively and for the benefit of an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or a public entity or agency, and to no other person, trust or corporation.

ARTICLE XI

Registered Office and Agent

The name and address of the registered agent and the registered office of the Corporation are:

Registered Agent: Katherine Benson, Assistant County Attorney

Registered Office: 601 E Kennedy Blvd
Tampa, FL 33602-4932

Dated at Tampa, Florida this _____ day of _____, 2024__.

President

Secretary
(Corporate Seal)

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this ____ day of _____, 2024 by _____, President of Tampa Bay Workforce Alliance, Inc., a Florida not-for-profit corporation, on behalf of the Corporation. This person is personally known to me and did not take an oath.

Signature

Name (Typed)

(Seal)_____

My Commission Expires: _____

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this ____ day of _____, 2024 by _____, Secretary of Tampa Bay Workforce Alliance, Inc., a Florida not-for-profit corporation, on behalf of the Corporation. This person is personally known to me and did not take an oath.

Signature

Name (Typed)

(Seal)_____

My Commission Expires: _____

Acceptance of Registered Agent:

Having been named as Registered Agent to accept service of process for the above stated Corporation at the place designated in the Articles of Incorporation, Katherine Benson, hereby accepts the appointment as Registered Agent and agrees to act in that capacity. Katherine Benson further agrees to comply with the provisions of all statutes relating to the proper and complete performance of duties and is familiar with and accepts the obligations of the position of registered agent.

Katherine Benson

Date: _____



Action Item

Approval of Executive Search Firm Contract

Background:

The Hillsborough/Pinellas Workforce Development Consortium Advisory Committee (Advisory Committee) approved the solicitation for an entity to assist with the recruitment of the Chief Executive Officer for the consolidated Hillsborough/Pinellas CareerSource entity. The four-member Advisory Committee is comprised of the Chair and Treasurer from both CareerSource Tampa Bay and CareerSource Pinellas' Board of Directors. The Advisory Committee approved CareerSource Tampa Bay to oversee the procurement process and act as support and resource to the Advisory Committee, as needed.

The Advisory Committee reviewed all proposals received and Newland Associates was selected and approved by unanimous vote.

As CareerSource Tampa Bay released the solicitation and managed the procurement process, the contract with the selected firm, Newland Associates, is being brought forward to the CareerSource Tampa Bay board for approval.

Recommendation

Approval to enter into a contract with Newland Associates to assist with the recruitment of the Chief Executive Officer for the consolidated Hillsborough/Pinellas CareerSource entity.



Executive Search Services Master Service Agreement

CEO Executive Search

Vendor Contact Information:

Newland Associates, Inc.
Robert Newland, Chief Executive Officer
Michelle Epstein, Vice President of Executive Search

February 7, 2024

Anna Munro
Vice President of Fiscal and Administrative Compliance
CareerSource Tampa Bay
4350 West Cypress Street, Suite 875
Tampa FL 33607

Re: CEO Executive Search

Dear Anna,

Thank you for the opportunity to respond to your interest in our executive search recruiting services for a Chief Executive Officer (CEO) for the soon-to-be created multi-county regional workforce development area (Hillsborough County and Pinellas County). We value the partnerships we have built over the years and are proud of the results we have achieved in working with our local and global clients. We are pleased for the opportunity to present the full extent of our nonprofit recruiting capabilities.

You may be asking, “How is Newland Associates different?” from other firms:

1. *Truly Unique Business Model.* As a shareholder of CPI, we collaborate with 72 partners with over 90 offices in the U.S. (over 300 globally) that are personally and financially invested in your success. This “boots on the ground” model gives us the unmatched ability and bandwidth to source and vet local candidates in any market in the US. We are the only firm that can take advantage of this “nationwide footprint” for any executive search we conduct.
2. *Depth and Expertise.* Our executive search practice is comprised of seasoned consultants from across the country. Their network is extensive and profound, and leveraged to identify top candidates that may not be active job seekers, in addition to those who are looking for new opportunities.
3. *Local Presence and Knowledge.* Our local knowledge gives us a unique advantage that allows us to provide top candidates utilizing our local expertise of the market, city and state of Florida. This knowledge is vitally important when we identify and convince talent to entertain an opportunity in Florida. We are headquartered in Florida and proud to call it our home. Every search we conduct in Florida is of special significance because we are passionate about helping our local communities.
4. *Industry Expertise.* Our executive search practice is one of the most recognized in the Southeast United States. Only a few other firms have conducted more CEO and C-Suite searches for nonprofit or gov’t funded organization executives in Florida.
5. *Predictive Index Certified Partner.* We use advanced talent acquisition analytics to find candidates who “fit” the position and an organization’s culture and mission. That’s why many of our staff, including members of our recruitment team are certified in the Predictive Index
6. *Commitment to Diversity.* Our firm is a certified minority-owned business, providing a Diversity tenet that is embedded into all our executive search initiatives.

We are excited to extend our partnership with you. We believe the depth of our over 25 years of excellence in executive search, executive coaching and talent management, combined with our local and nationwide reach makes us the pre-eminent talent management firm of choice for CareerSource Tampa Bay.

Sincerely,



Robert Newland, CEO

Executive Search Process

The Executive Search process has been designed to provide our clients with the best candidates possible, along with the greatest degree of customer service and timeliness. We thoroughly vet each candidate and shepherd each through the recruiting process, while keeping focus on confidentiality and client employee branding.

Step 1 - Diagnosis & Planning

Before a search can be properly initiated, we must accurately understand your expectations and the culture into which the chosen candidate will enter. To carry out this objective, Newland Associates will work closely with the Search Committee, review the job descriptions, organization goals and KPI's thereto. We will conduct a job assessment utilizing the Predictive Index so we can identify the behavioral and cognitive traits of ideal candidates, thus creating the most accurate candidate profile, also relying in our experience conducting non-profit CEO searches to aid in the creating of this profile.

Step 2 – Create a Recruiting Strategy and Timeline

Based on client discussions and the expertise of our team, we will devise a recruitment strategy with the appropriate messaging and selecting the appropriate channel for sourcing talent. This strategy will include a channel mix which includes our recruiter contact network, our extensive Career Partners offices' network around the country, plus other channels in social media, web sourcing through recruitment sites and trade publications. We will then lay out a specific timeline with sourcing milestones.

Step 3 – Sourcing & Recruiting

Statistics show that many of the best senior executive hires are found through the sourcing of passive candidates that aren't usually looking at job boards or new employment options. Our sourcing process is strongly based on leveraging our unparalleled contact network, which includes our recruiting team and the extensive footprint of CPI partner offices across the country. We will however, complement our sourcing of talent with social media, IT and executive job boards.

Step 4 – Screening & Interviews

We will screen all available talent we identify in a thorough fashion. Those that pass initial muster will be administered the Predictive Index Behavioral and Cognitive Assessments. Once the assessments are completed, we will conduct in-depth interviews with the candidates that more closely match the position profile, using behavior-based interview questions designed by our experts in Industrial Organizational Psychology.

Step 5 – Present Comprehensive Panel of Candidates

We will present an estimated 3-6 initial CEO candidates for consideration. Profiles of candidates will include resumes, behavioral/cognitive reports highlights of key strengths and salient qualifications, together with our personal candidate assessment. We will also assist the client in narrowing down the list of candidates for invitation for consideration and interviews with the Search Committee.

Step 6 – Detail Interview Process and Create Interview Guides

We will help manage/coordinate the onsite and video interview processes, prepare interview forms and deliver candidate dossiers with resumes, profiles and suggested battery of interview questions so the Search Committee can have a successful interview and deliberation process. At this stage of the process, it is important that top candidates are nurtured through the process and remain engaged/interested in the opportunity. We excel at this and take great pride in our ability to keep top talent truly invested in the process.

Step 7 - Client Interviews

After the client has interviewed each candidate, we will debrief with both the client and candidate to assist in the recommendation of the selected candidate. We will notify all candidates that have not been selected. One of our main roles in this stage of the process is to serve as external advisors to the Search Committee. Our expertise in executive recruiting, understanding of the role and experience in the non-profit sector is one of the reasons organizations turn to us for senior searches.

Step 8 – Conduct Background and Reference Checks.

Will provide reference checks and assist in client background checks on top candidates with a goal of evaluating past job performance, criminal history, financial background, and any other factors.

Step 9 - Offer & Negotiations

Our offer and negotiation process helps identify mutually acceptable compensation/benefits arrangements, so the client and potential hire do not reach an unnecessary impasse. This is a vital part of our process where expectations are aligned to avoid unnecessary surprises. We will advise and help negotiate, if necessary, to help both parties navigate to a successful acceptance of an offer of the selected candidate. As an integral part of this process, we always pay close attention to keeping “warm” relationships with other process finalists in case the negotiations break down.

Step 10 – Complimentary Onboarding Advisory

We will provide the selected candidate with complimentary on-boarding advice and coaching during their transition to the new position, plus an integration session with his/her new executive team. This is important to their assimilation to the organization and their ability to contribute as quickly as possible. Goals and expectations of leadership will be outlined and clarified to prevent misalignment.

Timeline

The below table provides an understanding of the project schedule, timetable, and key task from project inception to hiring of the CEO. Our ability to provide services within the proposed 16-week time frame is based on the timeliness of all parties in completing the tasks within the time frames, as provided. We will address any challenges as they occur and ensure there is agreement with all parties as to proposed solutions.

Task	Time	Timeline
1. Creating the position JD, sourcing strategy, salary and final timeline	2 weeks	Week 1-2
2. Posting position, sourcing and recruiting of candidates	2-4 weeks	Week 3-6
3. Assessment & in-depth interviews by search firm	2-4 weeks	Week 7-10
4. Present panel of candidates to Selection Committee	1 week	Week 11
5. Candidate interviews with CSTB	2 weeks	Week 12-13
6. Assist CSTB in background & reference checks	2 weeks	Week 13-14
7. Approval of Finalists, assisting CSTB with offers and negotiation	2 weeks	Weeks 15-16

- | | | |
|---------------------------------------------------------|------------------------|---------|
| 8. Sending Conditional Job offers and Rejection letters | 1 week | Week 16 |
| 9. On-boarding coaching-CEO 1 st day of Work | occurs after placement | |

Investment

As a retained executive search firm, our clients hire us to evaluate the logical choices of candidates (pre-existing candidates and additional candidates whom we generally identify). We are paid for our professional time and expertise to objectively evaluate both the competence and compatibility of the candidates. To maintain objectivity, our fees are not based on making a placement, but rather they are based on the thoroughness and quality of our researching, sourcing, recruiting, and evaluating of appropriate candidates.

Our search assignment(s) with you will be exclusive - the client will not, on its own or through other parties, conduct these searches in parallel with us. Our professional fee is typically 1/3 of the first- year total projected cash compensation. However, we are offering you **a discounted rate of 25% for retained search work**. These terms shall remain confidential.

The search fee is invoiced in three installments: 1st, 1/3 upon execution of this agreement, 2nd, 1/3 at 60 days of agreement execution and the remaining balance upon selection and acceptance of employment by the selected candidate(s), initiated by a written confirmation letter (final payment due only if there is a hire by client; otherwise, the final installment will not be owed to the firm). Hires of semi-finalists for other positions (part-time or full- time, as employees or independent contractors) for the client or any affiliate organization will be invoiced at a 25% rate of the first-year base salary.

In the case of search cancellation without cause, only fees and expenses representing work completed through the date of cancellation shall be due. Cancellation date will be effective on date of client written notification (email acceptable) to the search firm. Sometimes “internal candidates” are encouraged to apply for the position and go through the process of interviewing. We recommend that they interview with us, as do all candidates and then, if necessary, with the leadership team.

Expenses for travel, if needed, would be billed to you at cost. Any such expenses would require your prior approval and be in accordance with CareerSource Tampa Bay’s procurement policies and procedures.

Guarantee

We will find a suitable replacement free of additional charge in the event that a new hire leaves the employ of the Client, within the first 360 days for executive positions and within 90 days for non- executive roles, from date of hire, for any reason other than a significant change in employee's job responsibilities, understood compensation structure, reporting structure, or the employee is laid off in a reduction in force.

Non-Solicitation

We will not solicit employees of client for employment opportunities in other organizations for a period of 12 months after the search is completed. This clause does not apply to employees who on their own apply for open positions where we are recruiting. If CareerSource Tampa Bay finds that employees were solicited their fee will be returned.

In Closing

Once again, thank you for the opportunity to present our services to your organization. We are strong believers in partnering for success, driven by an unwavering commitment to quality and an un-paralleled customer experience.

You can authorize this proposal by returning a signed copy.

Respectfully,



Robert Newland President & CEO

ACCEPTED FOR CLIENT BY:

Signature: _____

Date: _____

Print Name: _____

Title: _____

Client Legal Entity Name: _____

Terms are Net 30 days. Please make payments on behalf of Newland Associates, Inc. We are a **Certified Minority Owned Business**. Talk to your Diversity Procurement representative to learn how doing business with us can help advance your diversity goals!

ADDENDUM

ASSURANCES AND CERTIFICATIONS

The “Assurances and Certifications” ensure the inclusion and acknowledgment of the required Federal and State contracting requirements that must be included in all contracts made by Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) that are funded by Federal or State awards.

This Addendum is part of the Master Service Agreement (“the Agreement”) by and between **Newland Associates** (Contractor) and CSTB, each a party and collectively, parties to the Agreement attached hereto.

In consideration of the mutual covenant and stipulations set forth in the Agreement and Addendum herein, the parties agree as follows:

1. Termination for Cause and Convenience [\[2 CFR 200\]](#)

- a. Either party may request termination upon 60 days prior written notice to the other party. Written notification of termination be by registered mail, return receipt requested.
- b. CSTB may unilaterally terminate or modify the Agreement, if for any reason the U.S. Department of Labor or the State of Florida reduces funding through the grants under which the Agreement is funded.
- c. CSTB may unilaterally terminate the Agreement at any time that it is determined that:
 - i. Contractor fails to provide any of the service it has contracted to provide; or
 - ii. Contractor fails to comply with the provisions of the Agreement or Addendum; or
 - iii. Such termination is in the best interest of the Board.

In the event the Agreement is terminated for cause, Contractor shall be deemed to be in default and liable for damages sustained for any breach of this agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

2. Debarment and Suspension [\[2 CFR 200\]](#)

The Contractor certifies that it is not currently debarred, suspended, or excluded from or participation in Federal assistance program, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement, in accordance with 29 CFR Part 98.

3. Public Entity Crimes

The Contractor 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 Contractor also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSTB.

4. Discriminatory Vendor List

The Contractor/Subcontractor hereby represents and warrants that it has not been listed on the discriminatory vendor list as described in section 287.134, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSTB.

ADDENDUM ASSURANCES AND CERTIFICATIONS

5. Equal Employment Opportunity [\[2 CFR 200\]](#)

Equal Employment Opportunity Act: The contractor shall comply with Executive Order 11246, Equal Employment Opportunity Act, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.

6. Prohibition on certain telecommunications and video surveillance services or equipment. [\[2 CFR 200.216\]](#)

Contractor agrees to comply with the provisions of 2 CFR Appendix II part 200 and 2 CFR part 200.216 and the requirements stated therein.

7. Domestic preferences for procurements [200.322](#)

- a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- b) For purposes of this section:
 - 1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - 2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

8. Severability

If any provision of this Addendum, whether in whole or in part, is held to be void or unenforceable by a Court of competent jurisdiction, that provision will be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions will remain in full force and effect.

9. Modification

No modification of the Agreement or Addendum will be effective unless it is in writing, signed and dated by both the Contractor and CSTB.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above.

ADDENDUM ASSURANCES AND CERTIFICATIONS

Newland Associates



Robert Newland, CEO

Date 2/8/2024

Action Item Related Party Contracts

Background

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. These types of contracts are considered related party agreements and require approval by the Board of Directors.

In addition, the following shall take place: (i) board member with the conflict is removed from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract (ii) board member with the conflict is not physically present during the voting and (iii) board member with the conflict abstains from any vote regarding the contract.

Information

Paid work experience (PWE) is a planned, structured, learning experience where eligible participants gain short-term work experience with an organization while being paid \$15/hr. Several Organizations where the board member is employed would like to participate in the Tampa Bay Hires (TBH) year-round PWE and/or the Tampa Bay Summer Hires (TBSH) PWE, providing up to 152 eligible participants with short-term work experience.

No	Organization	Board member	PWE Program	(1)	(2)
1	Hillsborough Community College (HCC)	Dr. Brian Mann	TBSH	11	\$28,710
2	Hillsborough County Public Schools (HCPS)	Warren "Scott" Brooks	TBSH	50	\$130,500
3	City of Tampa	Ocea Wynn	TBH & TBSH	25 & 50	\$261,000
4	Enterprising Latinas, Inc.	Elizabeth Gutierrez	TBSH	4	\$13,920
5	Tampa Housing Authority	Stephanie Brown-Gilmore	TBSH	12	\$31,320

(1) Number of eligible participants for the Organization.

(2) Amount not to exceed for all eligible participants for the Organization.

Recommendation 1: Approval of the attached related party agreement with HCC for an amount not to exceed \$28,710 subject to the approval of FloridaCommerce and CareerSource Florida.

Recommendation 2: Approval of the attached related party agreement with HCPS for an amount not to exceed \$130,500 subject to the approval of FloridaCommerce and CareerSource Florida.

Recommendation 3: Approval of the attached related party agreement with City of Tampa for an amount not to exceed \$261,000 subject to the approval of FloridaCommerce and CareerSource Florida.

Recommendation 4: Approval of the attached related party agreement with Enterprising Latinas for an amount not to exceed \$13,920, subject to the approval of FloridaCommerce and CareerSource Florida.

Recommendation 5: Approval of the attached related party agreement with Tampa Housing Authority for an amount not to exceed \$31,320, subject to the approval of FloridaCommerce and CareerSource Florida.



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number:		2024-460-009
Contract Amount (Related Party): <input type="checkbox"/> IWT \$ _____ <input type="checkbox"/> OJT \$ _____ <input checked="" type="checkbox"/> PWE \$ 28,710		
Employer/Worksite Host Profile (or Staffing Agency, if applicable)		
Business Name: HCC Institute for Corporate and Continuing Education		
Address: 4115 N. Lois Avenue		
City: Tampa	State: FL	Zip: 33614
Telephone: (813) 259-6010	Fax: _____	
Website: TampaTraining.com		
County: Hillsborough	FEIN #: 591810717	
Years at Current Location: 1	Industry Sector: Professional Services	
An authorized employer/worksite host representative must be identified to validate the Contract		
Representative: Ronkel Williams		
Telephone: 813-259-6549		
Email: rwilliams92@hccfl.edu		
CareerSource Tampa Bay		
Staff Contact Name: Jemelle Wilds		
Contact Phone: (813) 397-2037	Email: wildsj@careersourcetb.com	

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described herein:

- ☐ Incumbent Worker Training (IWT) – refer to IWT Appendix
☐ On-the-Job Training (OJT) – refer to OJT Appendix
☒ Paid Work Experience (PWE) – refer to PWE Appendix

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under 2 CFR 200.331 between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the



invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three (3) additional one-year periods, on January 1 except for related party contracts. Related-Party PWE Contracts shall continue for one year from the effective date and will not auto-renew.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants) .
- G. Funds will not be used for any political or lobbying activities, or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14)



calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.

- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Employer/ Worksite Host	Contact Name/Title: Ronkel Williams, Business Development Officer Organization Name: Hillsborough Community College Physical Address: 4001 W. Tampa Bay Blvd Tampa, FL 33614

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- Keep and maintain public records required by CSTB to perform the services.
- Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- Upon request from CSTB, provide CSTB 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.
- Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be



provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

- E. 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 Contract if records are not transferred to CSTB.

Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, 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, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.



- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.
- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those



of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

**Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay:**

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date

PWE APPENDIX

The Paid Work Experience ("PWE") program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter a *Work Based Training Outline* (Training Outline) attached hereto and incorporated herein by reference. And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Training Outline shall be updated and signed by Trainee, Worksite Host and CSTB.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety-two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
 1. CSTB may unilaterally elect to increase the aforesaid hours per participant, number of weeks and hours per week. If elected, an email will be sent to Worksite contact identified in Section VI. Notices of WBL Master Contract for full details. Worksite Host is not mandated to participate and may opt out.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.



III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - 1. the participant has failed the work assigned or voluntarily quit the work experience.
 - 2. the participant has experienced absenteeism or sickness or other problems.
 - 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Youth PWE: Work Based Training Outline

Employer Name:		
Job/Occupational Title:		TOL/SOC Code:
Job Description:		
Participant Name:		Last 4 SSN:
Hourly wage rate:		
Funding Source: <input type="checkbox"/> Youth <input type="checkbox"/> WTP <input type="checkbox"/> Other (Describe)		
Training Period	Start Date (MM/DD/YYYY):	Anticipated End Date (MM/DD/YYYY):

Participant training cannot start before the PWE agreement is executed.

Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient		Starting Capability Measured		
	Summer	Year Round			
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
Total Hours (cannot exceed 192 hours):		0.00	0.00		

Academic and Occupational Educational Components

(refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above)

a) Occupational Education Components:

b) Academic Components:

-
- CSTB Work Readiness/ Employability Skills Training
 - CSTB CareerEDGE Training Modules

[SIGNATURE PAGE FOLLOWS]

Worksite Host Acknowledgment (signed with Contract Execution)

By signature below, the Worksite Host acknowledges its responsibility to provide structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

Employer Print Name

Job Title

Employer Signature

Date

CSTB Sector Strategist Signature

Date

Worksite Host and Participant Acknowledgment (signed upon placement of Participant)

By signature below, the Worksite Host acknowledges its responsibility to provide the *below named participant*, structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components *for the training period*, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

By signature below, the Participant agrees to comply with the requirements of the Paid Work Experience.

Employer Print Name

Job Title

Employer Signature

Date

Participant Print Name

Date

Participant Signature

Date

CSTB Recruiting/ Career Coach Signature

Date



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: 2024-460-011	
Contract Amount (Related Party): <input type="checkbox"/> IWT \$ _____ <input type="checkbox"/> OJT \$ _____ <input checked="" type="checkbox"/> PWE \$ 130,500	
Employer/Worksite Host Profile (or Staffing Agency, if applicable)	
Business Name: Hillsborough County Public Schools	
Address: 901 East Kennedy Blvd	
City: Tampa	State: FL Zip: 33602
Telephone: (813) 231-1872	Fax: _____
Website: www.hillsboroughschools.org	
County: Hillsborough	FEIN #: 591757936
Years at Current Location: Over 30	Industry Sector: Professional Services
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>	
Representative: Van Ayres	
Telephone: 813-273-4000	
Email: Van.Ayres@hcps.net	
CareerSource Tampa Bay	
Staff Contact Name: Jemelle Wilds	
Contact Phone: (813) 397-2037	Email: wildsj@careersourcetb.com

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described herein:

- ☐ Incumbent Worker Training (IWT) – refer to IWT Appendix
☐ On-the-Job Training (OJT) – refer to OJT Appendix
☒ Paid Work Experience (PWE) – refer to PWE Appendix

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under 2 CFR 200.331 between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the



invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three (3) additional one-year periods, on January 1 except for related party contracts. Related-Party PWE Contracts shall continue for one year from the effective date and will not auto-renew.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- G. Funds will not be used for any political or lobbying activities, or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14)



calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.

- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Employer/ Worksite Host	Contact Name/Title: <u>Christopher Jargo / Director, Career and Tech Ed</u> Organization Name: <u>Hillsborough County Public Schools</u> Physical Address: <u>901 East Kennedy Boulevard</u> <u>Tampa, FL 33602</u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB 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.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be



provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

- E. 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 Contract if records are not transferred to CSTB.

Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, 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, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.



- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.
- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those



of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

**Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay:**

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date

PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter a *Work Based Training Outline* (Training Outline) attached hereto and incorporated herein by reference. And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Training Outline shall be updated and signed by Trainee, Worksite Host and CSTB.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety-two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
 1. CSTB may unilaterally elect to increase the aforesaid hours per participant, number of weeks and hours per week. If elected, an email will be sent to Worksite contact identified in [Section VI. Notices](#) of WBL Master Contract for full details. Worksite Host is not mandated to participate and may opt out.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 1. the participant has failed the work assigned or voluntarily quit the work experience.
 2. the participant has experienced absenteeism or sickness or other problems.
 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Youth PWE: Work Based Training Outline

Employer Name:		
Job/Occupational Title:		TOL/SOC Code:
Job Description:		
Participant Name:		Last 4 SSN:
Hourly wage rate:		
Funding Source: <input type="checkbox"/> Youth <input type="checkbox"/> WTP <input type="checkbox"/> Other (Describe)		
Training Period	Start Date (MM/DD/YYYY):	Anticipated End Date (MM/DD/YYYY):

Participant training cannot start before the PWE agreement is executed.

Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient		Starting Capability Measured		
	Summer	Year Round			
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
Total Hours (cannot exceed 192 hours):		0.00	0.00		

Academic and Occupational Educational Components

(refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above)

a) Occupational Education Components:

b) Academic Components:

-
- CSTB Work Readiness/ Employability Skills Training
 - CSTB CareerEDGE Training Modules

[SIGNATURE PAGE FOLLOWS]

Worksite Host Acknowledgment (signed with Contract Execution)

By signature below, the Worksite Host acknowledges its responsibility to provide structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

Employer Print Name

Job Title

Employer Signature

Date

CSTB Sector Strategist Signature

Date

Worksite Host and Participant Acknowledgment (signed upon placement of Participant)

By signature below, the Worksite Host acknowledges its responsibility to provide the *below named participant*, structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components *for the training period*, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

By signature below, the Participant agrees to comply with the requirements of the Paid Work Experience.

Employer Print Name

Job Title

Employer Signature

Date

Participant Print Name

Date

Participant Signature

Date

CSTB Recruiting/ Career Coach Signature

Date



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: 2024-460-006	
Contract Amount (Related Party): <input type="checkbox"/> IWT \$ _____ <input type="checkbox"/> OJT \$ _____ <input checked="" type="checkbox"/> PWE \$261,000 (not to exceed)	
Employer/Worksite Host Profile (or Staffing Agency, if applicable)	
Business Name: City of Tampa	
Address: 3402 W Columbus Dr	
City: Tampa	State: FL Zip: 33607
Telephone: _____	Fax: _____
Website: www.tampa.gov	
County: Hillsborough	FEIN #: 59-1101138
Years at Current Location: 20+	Industry Sector: Municipal Government
An authorized employer/worksite host representative must be identified to validate the Contract	
Representative: Rugina Castillo	
Telephone: (813)274-5742o (813)955-3839c	
Email: Rugina.Castillo@tampagov.net	
CareerSource Tampa Bay	
Staff Contact Name: Christopher Bailey	
Contact Phone: 813-397-2038(O) 813-763-0834(C)	Email: baileyc@careersourcetb.com

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described herein:

- ☐ Incumbent Worker Training (IWT) – refer to [IWT Appendix](#)
☐ On-the-Job Training (OJT) – refer to [OJT Appendix](#)
☒ Paid Work Experience (PWE) – refer to [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the “Effective Date” as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the



invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three (3) additional one-year periods, on January 1 except for related party contracts. Related-Party PWE Contracts shall continue for one year from the effective date and will not auto-renew.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants) .
- G. Funds will not be used for any political or lobbying activities, or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14)



calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.

- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Employer/ Worksite Host	Contact Name/Title: Rugina Castillo Organization Name: City of Tampa Physical Address: 3402 W Columbus Dr, Tampa, FL 33607

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB 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.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.



- E. 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 Contract if records are not transferred to CSTB.

Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

The City of Tampa and CSTB, both being public entities, agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment, and agree to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by either the City or CSTB. Nothing herein shall be construed as consent by either party to be sued by third parties in any manner arising out of this Agreement.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.
- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall



clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

CITY OF TAMPA, FLORIDA

Jane Castor, Mayor

Date

City Clerk/Deputy City Clerk

Carl Brody, Assistant City Attorney

TAMPA BAY WORKFORCE ALLIANCE, INC, DBA CAREERSOURCE TAMPA BAY

Sheila Doyle, SVP & CFO

Date

PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter a *Work Based Training Outline* (Training Outline) attached hereto and incorporated herein by reference. And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Training Outline shall be updated and signed by Trainee, Worksite Host and CSTB.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety-two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
 1. CSTB may unilaterally elect to increase the aforesaid hours per participant, number of weeks and hours per week. If elected, an email will be sent to Worksite contact identified in [Section VI. Notices](#) of WBL Master Contract for full details. Worksite Host is not mandated to participate and may opt out.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 1. the participant has failed the work assigned or voluntarily quit the work experience.
 2. the participant has experienced absenteeism or sickness or other problems.
 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Youth PWE: Work Based Training Outline

Employer Name:		
Job/Occupational Title:		TOL/SOC Code:
Job Description:		
Participant Name:		Last 4 SSN:
Hourly wage rate:		
Funding Source: <input type="checkbox"/> Youth <input type="checkbox"/> WTP <input type="checkbox"/> Other (Describe)		
Training Period	Start Date (MM/DD/YYYY):	Anticipated End Date (MM/DD/YYYY):

Participant training cannot start before the PWE agreement is executed.

Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient		Starting Capability Measured		
	Summer	Year Round			
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
Total Hours (cannot exceed 192 hours):		0.00	0.00		

Academic and Occupational Educational Components

(refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above)

a) Occupational Education Components:

b) Academic Components:

-
- CSTB Work Readiness/ Employability Skills Training
 - CSTB CareerEDGE Training Modules

[SIGNATURE PAGE FOLLOWS]

Worksite Host Acknowledgment (signed with Contract Execution)

By signature below, the Worksite Host acknowledges its responsibility to provide structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

Employer Print Name_____
Job Title_____
Employer Signature_____
Date_____
CSTB Sector Strategist Signature_____
Date**Worksite Host and Participant Acknowledgment (signed upon placement of Participant)**

By signature below, the Worksite Host acknowledges its responsibility to provide the *below named participant*, structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components *for the training period*, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

By signature below, the Participant agrees to comply with the requirements of the Paid Work Experience.

Employer Print Name_____
Job Title_____
Employer Signature_____
Date_____
Participant Print Name_____
Date_____
Participant Signature_____
Date_____
CSTB Recruiting/ Career Coach Signature_____
Date



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: 2024-460-010	
Contract Amount (Related Party): <input type="checkbox"/> IWT \$ _____ <input type="checkbox"/> OJT \$ _____ <input checked="" type="checkbox"/> PWE\$ 13,920.00	
Employer/Worksite Host Profile (or Staffing Agency, if applicable)	
Business Name: <u>Enterprising Latinas, Inc.</u>	
Address: <u>5128 State Road 674, PO Box 1298</u>	
City: <u>Wimauma</u>	State: <u>FL</u> Zip: <u>33598</u>
Telephone: <u>(813) 669-5811</u>	Fax: _____
Website: <u>www.enterprisinglatinas.org</u>	
County: <u>Hillsborough</u>	FEIN #: <u>271247381</u>
Years at Current Location: <u>6</u>	Industry Sector: <u>Professional Services</u>
An authorized employer/worksite host representative must be identified to validate the Contract	
Representative: <u>Santos Morales</u>	
Telephone: <u>813-669-5811 ext. 108 (Office) or 813-550-3565 (cell)</u>	
Email: <u>santos.morales@enterprisinglatinas.org</u>	
CareerSource Tampa Bay	
Staff Contact Name: <u>David Robinson</u>	
Contact Phone: <u>(813) 518-2654</u>	Email: <u>robinsonda@careersourcetb.com</u>

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

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NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the “Effective Date” as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the



invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three (3) additional one-year periods, on January 1 except for related party contracts. Related-Party PWE Contracts shall continue for one year from the effective date and will not auto-renew.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants) .
- G. Funds will not be used for any political or lobbying activities, or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14)



calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.

- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Employer/ Worksite Host	Contact Name/Title: <u>Santos Morales, Director of Economic Prosperity</u> Organization Name: <u>Enterprising Latinas, Inc</u> Physical Address: <u>5128 State Road 674, Wimauma, FL 33598</u> <u></u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- Keep and maintain public records required by CSTB to perform the services.
- Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- Upon request from CSTB, provide CSTB 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.
- Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be



provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

- E. 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 Contract if records are not transferred to CSTB.

Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, 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, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.

- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.
- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those



of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

**Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay:**

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date

PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter a *Work Based Training Outline* (Training Outline) attached hereto and incorporated herein by reference. And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Training Outline shall be updated and signed by Trainee, Worksite Host and CSTB.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety-two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
 1. CSTB may unilaterally elect to increase the aforesaid hours per participant, number of weeks and hours per week. If elected, an email will be sent to Worksite contact identified in [Section VI. Notices](#) of WBL Master Contract for full details. Worksite Host is not mandated to participate and may opt out.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 1. the participant has failed the work assigned or voluntarily quit the work experience.
 2. the participant has experienced absenteeism or sickness or other problems.
 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Youth PWE: Work Based Training Outline

Employer Name:		
Job/Occupational Title:		TOL/SOC Code:
Job Description:		
Participant Name:		Last 4 SSN:
Hourly wage rate:		
Funding Source: <input type="checkbox"/> Youth <input type="checkbox"/> WTP <input type="checkbox"/> Other (Describe)		
Training Period	Start Date (MM/DD/YYYY):	Anticipated End Date (MM/DD/YYYY):

Participant training cannot start before the PWE agreement is executed.

Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient		Starting Capability Measured		
	Summer	Year Round			
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
Total Hours (cannot exceed 192 hours):		0.00	0.00		

Academic and Occupational Educational Components

(refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above)

a) Occupational Education Components:

b) Academic Components:

-
- CSTB Work Readiness/ Employability Skills Training
 - CSTB CareerEDGE Training Modules

[SIGNATURE PAGE FOLLOWS]

Worksite Host Acknowledgment (signed with Contract Execution)

By signature below, the Worksite Host acknowledges its responsibility to provide structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

Employer Print Name

Job Title

Employer Signature

Date

CSTB Sector Strategist Signature

Date

Worksite Host and Participant Acknowledgment (signed upon placement of Participant)

By signature below, the Worksite Host acknowledges its responsibility to provide the *below named participant*, structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components *for the training period*, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

By signature below, the Participant agrees to comply with the requirements of the Paid Work Experience.

Employer Print Name

Job Title

Employer Signature

Date

Participant Print Name

Date

Participant Signature

Date

CSTB Recruiting/ Career Coach Signature

Date



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: 2024-460-012		
Contract Amount (Related Party): <input type="checkbox"/> IWT \$ _____ <input type="checkbox"/> OJT \$ _____ <input checked="" type="checkbox"/> PWE \$ 31,320.00		
Employer/Worksite Host Profile (or Staffing Agency, if applicable)		
Business Name: Tampa Housing Authority		
Address: 5301 West Cypress Street		
City: Tampa	State: FL	Zip: 33607
Telephone: (813) 341-9101	Fax: _____	
Website: www.thafl.com		
County: Hillsborough	FEIN #: 59-6001289	
Years at Current Location: 13	Industry Sector: Professional Services	
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>		
Representative: James McQuay		
Telephone: 813-341-9101		
Email: james.mcquay@thafl.com		
CareerSource Tampa Bay		
Staff Contact Name: Jemelle Wilds		
Contact Phone: (813) 397-2037	Email: wildsj@careersourcetb.com	

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described herein:

- ☐ Incumbent Worker Training (IWT) – refer to [IWT Appendix](#)
☐ On-the-Job Training (OJT) – refer to [OJT Appendix](#)
☒ Paid Work Experience (PWE) – refer to [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the “Effective Date” as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the



invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three (3) additional one-year periods, on January 1 except for related party contracts. Related-Party PWE Contracts shall continue for one year from the effective date and will not auto-renew.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants) .
- G. Funds will not be used for any political or lobbying activities, or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14)



calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.

- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Employer/ Worksite Host	Contact Name/Title: James McQuay , Youth and Sports Assist Mgr Organization Name: Tampa Housing Authority Physical Address: 5301 W. Cypress Street Tampa, FL 33607

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- Keep and maintain public records required by CSTB to perform the services.
- Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- Upon request from CSTB, provide CSTB 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.
- Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be



provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

- E. 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 Contract if records are not transferred to CSTB.

Failure 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 CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (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 on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, 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, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.

- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.
- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those



of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

**Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay:**

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date

PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter a *Work Based Training Outline* (Training Outline) attached hereto and incorporated herein by reference. And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Training Outline shall be updated and signed by Trainee, Worksite Host and CSTB.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety-two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
 1. CSTB may unilaterally elect to increase the aforesaid hours per participant, number of weeks and hours per week. If elected, an email will be sent to Worksite contact identified in [Section VI. Notices](#) of WBL Master Contract for full details. Worksite Host is not mandated to participate and may opt out.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.

III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 1. the participant has failed the work assigned or voluntarily quit the work experience.
 2. the participant has experienced absenteeism or sickness or other problems.
 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Youth PWE: Work Based Training Outline

Employer Name:		
Job/Occupational Title:		TOL/SOC Code:
Job Description: See attached		
Participant Name:		Last 4 SSN:
Hourly wage rate:		
Funding Source: <input type="checkbox"/> Youth <input type="checkbox"/> WTP <input type="checkbox"/> Other (Describe)		
Training Period	Start Date (MM/DD/YYYY):	Anticipated End Date (MM/DD/YYYY):

Participant training cannot start before the PWE agreement is executed.

Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient		Starting Capability Measured		
	Summer	Year Round			
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
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			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
			Not Skilled	<input type="checkbox"/>	
			Some Skill	<input type="checkbox"/>	
			Skilled	<input type="checkbox"/>	
Total Hours (cannot exceed 192 hours):		0.00	0.00		

Academic and Occupational Educational Components

(refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above)

a) Occupational Education Components:

b) Academic Components:

-
- CSTB Work Readiness/ Employability Skills Training
 - CSTB CareerEDGE Training Modules

[SIGNATURE PAGE FOLLOWS]

Worksite Host Acknowledgment (signed with Contract Execution)

By signature below, the Worksite Host acknowledges its responsibility to provide structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

Employer Print Name_____
Job Title_____
Employer Signature_____
Date_____
CSTB Sector Strategist Signature_____
Date**Worksite Host and Participant Acknowledgment (signed upon placement of Participant)**

By signature below, the Worksite Host acknowledges its responsibility to provide the *below named participant*, structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components *for the training period*, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

By signature below, the Participant agrees to comply with the requirements of the Paid Work Experience.

Employer Print Name_____
Job Title_____
Employer Signature_____
Date_____
Participant Print Name_____
Date_____
Participant Signature_____
Date_____
CSTB Recruiting/ Career Coach Signature_____
Date



Education and Industry Consortium

February 15, 2024

INTRODUCTION

Mark Koulianos

Chair, Education and Industry Consortium

Background

Signed into law May 15, 2023, Senate Bill 240, an act relating to education, amended section 445.007(15), Florida Statutes, requiring each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area



Required Membership

- Each local workforce development board shall create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area.
- The chair of the local workforce development board shall appoint the consortium members.
- A member of a local workforce development board shall not serve as a member of the consortium.
- Consortium members shall be appointed for two-year terms beginning on Jan. 1 of the year of the appointment.



The membership of the education and industry consortium must meet the following requirements:



Industry Representative Requirements:

- Chief Executive Officers or presidents or other executive level staff from the top public and private employers in the local area.
- Industry representatives should reflect the priority industries in the local area.



Education Representative Requirements:

Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in:

- K-12 education
- District Technical Colleges
- State Colleges
- Universities
- Other degree or credential granting institutions in the local area

Meetings

- The meetings will be held at least quarterly
- The local workforce development board will ensure that administrative support is provided to the consortium as needed and will be specifically responsible for the following:
 - Maintaining a roster of consortium members and posting the current roster on the local workforce development board website.
 - Posting scheduled consortium meetings on the local workforce development board website.
 - Posting the quarterly reports from each meeting on the local workforce development website.



Reports

Education and industry consortiums in each local area shall provide quarterly.

Quarterly reports shall include:

- A record of the consortium members in attendance.
- A summary analysis of the local labor market based on industry representative needs and education offerings.
- Information on priority industry sectors and occupations for the local area.
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.



Meeting

Meeting Update

- The first meeting was held on February 2, 2024.
- Mark Koulianos was appointed to chair the consortium.
- All members were asked to propose four or five outcomes for the next meeting.
- Next meeting is scheduled for April 12, 2024





THANK YOU!

Stay Connected:

Mark Koulianos

Assistant Vice President
University Community Partnerships
University of South Florida

P: (813) 974-2209

E: mgkoulianos@usf.edu



Information Item

One-Stop Operator (OSO) PY23-24 Q2 Report

CareerSource Tampa Bay defined the role of a One-Stop Operator as an entity that coordinates the service delivery of participating one-stop partners and service providers within the Career Centers.

EDSI, Inc. has been our One-Stop Operator since July of 2021. Paul Casebolt, One-Stop Operator of EDSI, Inc., manages our One-Stop Operator Contract.

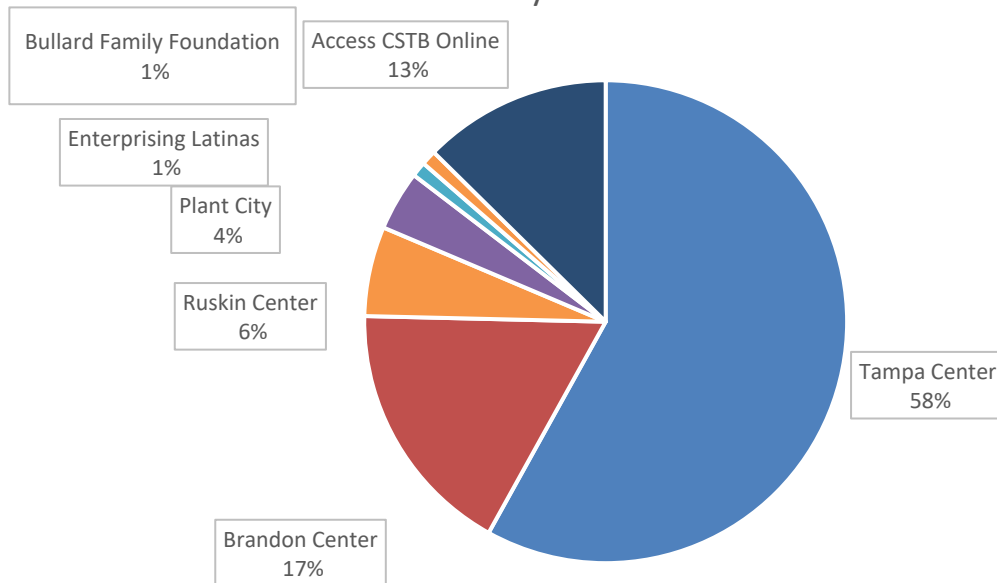
JOB SEEKER NET PROMOTER SCORE

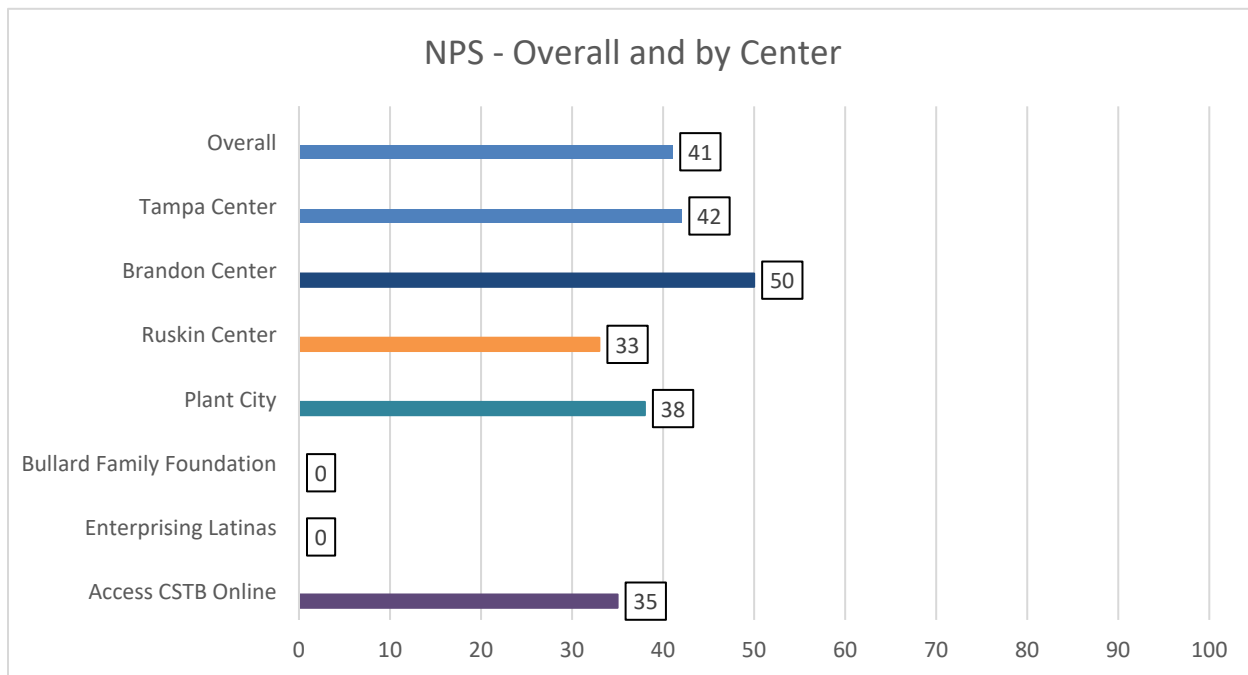
Customer satisfaction is measured using Net Promoter Score (NPS). NPS is a loyalty and satisfaction measurement taken by asking customers how likely they are to recommend your product or service to others on a scale of 1-10. It is an indicator of customer experience, customer satisfaction, and brand loyalty.

YEAR-TO-DATE RESULTS

Data for a specific month is collected over the course of the following month. This creates a one-month lag in reporting. The data below reflects data from October 1-December 31, 2023.

Where did you receive services?





While customers learn about us from a wide range of sources, a large majority (over 48%) learned about CareerSource Tampa Bay from Florida Commerce/Unemployment Office. 12% learned about us via referral from other agencies, 6% learned about us through Social Media, and 11% learned about us from a friend or family member. 20% had previous experience in working with CSTB. 11% of respondents selected "other" and cited various sources including web searches, job fairs, New Beginnings Homeless Shelter, and the Department of Children & Families.

46% of respondents attended an in-person or online workshop. 29% came for a staff appointment. 26% attended an orientation of some kind. 12% attended a job fair/hiring event. 21% came to use the Resource Room. 23% were first-time visitors.

Our year-to-date Job Seeker NPS is 41.

Customer Experience Survey Data Breakdown				
	Raw Data	Of those who received an invitation	Of those who opened the survey	Of those who clicked through
Invitations sent	2,500			
Opened	1,753	70.12%		
Click throughs	384	15.36%	21.91%	
Completions	201	8.04%	11.47%	52.34%
Partial Completions	0	0.00%	0.00%	0.00%
Bouncebacks	62	2.48%		
Opt outs	8	0.32%		

61

Percentage of respondents who found the resources received in attaining new employment to be "extremely valuable" or "very valuable."

"They helped from the start to the very end, and still are in contact with me!"

"Reggie was outstanding with the help I received."

"Thank you so much CSTB, you gave a Vet a new chance at life."

EMPLOYER PARTNER NET PROMOTER SCORE

Effective with PY23-24, Employer Partner satisfaction is measured using Net Promoter Score (NPS). NPS is a loyalty and satisfaction measurement taken by asking customers how likely they are to recommend your product or service to others on a scale of 1-10. It is an indicator of customer experience, customer satisfaction, and brand loyalty.

YEAR-TO-DATE RESULTS

Data for a specific month is collected over the course of the following month. This creates a one-month lag in reporting. The data below reflects data from October 1-December 31, 2023.

Our Employer Partner NPS for Q2 of PY23-24 is 26. Our Employer Partner for Q1 was 52.

Additional information gathered from the survey:

- 70% of participants indicate they found CSTB staff to be "very effective" or "extremely effective" in providing needed services.
- 70% of participants indicated they are "familiar," "very familiar," or "extremely familiar" with the resources offered by CareerSource Tampa Bay.
- 65% of participants indicate that staff return voicemail and email within "1-2 business days."
- 9% of respondents indicated that 76-100% of referred candidates met minimum qualifications for consideration while an additional 13% indicated that 51-75% of candidates met minimum qualifications. 9% felt 26-50% of candidates met minimum requirements and 17% felt 1-25% of candidates met minimum requirements.
- 4% of respondents have hired 13 or more employees from CSTB's services in the prior 30 days. 4% indicate they hired 5-8 while 17% indicated they hired 1-4 employees from CSTB services in the prior 30 days.
- 17% of respondents indicate they learned about CSTB from another agency while 4% learned about us through Social Media. 52% of respondents had prior experience with CSTB. 26% indicated they learned about us from "other" sources with examples such as referral from another company and coworkers.

70

Percentage of respondents who found the CSTB Business Services team to be "very professional" or "extremely professional."

We have made an adjustment to the data collection process for the Employer Partner NPS that will allow for more real time collection of and response to data. Lists of employers served are requested on a weekly basis and partners are sent the survey in the week following the survey. This became effective on January 1, 2024.

Our year-to-date Employer Partner NPS is 44.

Employer Experience Survey Email Collector Data Breakdown	Raw Data	Of those who received an invitation	Of those who opened the survey	Of those who clicked through
Invitations sent	1,688			
Opened	524	31.04%		
Click throughs	57	3.38%	10.88%	
Completions	15	0.89%	2.86%	26.32%
Partial Completions	0	0.00%	0.00%	0.00%
Bouncebacks	235	13.92%		
Opt outs	14	0.83%		

70

Percentage of respondents indicating they "most likely will" or "definitely will" use CSTB services in the future

Partner Engagement

Since the last meeting, we've had several excellent opportunities to engage with our partners.

- [Community Resource Fair \(CRF\)](#) – In our last report, the CRF was in the final stages of planning. The event took place on Monday, November 6, 2023. 40 representatives from 27 of our partners were in attendance. 63 customers rotated through the event during the course of the day. Feedback from the partners was overwhelmingly positive for the outreach opportunity and networking with one another. Several partners indicated they would be willing to commit to participating in this event semiannually. We are considering offering it again in May, just before school let's out for the summer.
- [Coffee & Careers](#) – Hosted in December, this event gave customers an opportunity to get 1:1 consultations on their resumes, professional headshots from our marketing team, and virtual career exploration using the Transfr virtual reality platform. We provided refreshments during the event. One of our new partners, Feeding Tampa Bay, partnered with us to provide the coffee, creamer, and sweeteners. 70 customers attended the event. 60 (86%) received a resume consultation, 35 (50%) received headshots, and 24 (34%) elected to participate in virtual career exploration.
- [Quarterly Partner Meeting](#) – Our Quarterly Partner Meeting for Q3 of PY 23-24 took place on Thursday, January 25. This meeting featured CSTB's Director of Programs, Saleema Bennett, as she presented our newly created Career Advancement and Reintegration Education (CARE) program in partnership with Abe Brown Ministries which provides support services and workforce development training to justice-involved individuals in Hillsborough County. The meeting also included updates from Leondra Foster, WIOA Youth Program Director, about the launch of Tampa Bay Summer Hires for 2024 and from Kiani Bowman, WIOA Adult/Dislocated Worker Director, about the upcoming Training Vendor Fair on January 31, 2024.



Partner Development



The OSO is coordinating with various CSTB personnel and leveraging the asset mapping tool to identify potential community partners with whom we can enter an agreement for supportive services. In talking with frontline staff, key needs being cited by customers as barriers to employment or their job search include:

- Various needs relating to housing (rent assistance, utility assistance, etc.)
- Childcare (both young children and after-school care for older children)
- Transportation

Our goal for new partners in the 2023-24 program year is 8. Currently, we have added 3 new partners. Additional partner development:

- [Narcotics Overdose Prevention Education \(NOPE\) Hillsborough](#) – One-Stop Operator, Paul Casebolt, recent connected with Cathy Valdes, Chapter President of NOPE Hillsborough. Mr. Casebolt introduced Ms. Valdes to Leondra Foster, WIOA Youth Program Director, about the possibility of narcotic overdose prevention workshops as part of a service through the CSTB WIOA Youth program. Ms. Foster and Ms. Valdes are in contact and Mr. Casebolt will be exploring a larger partnership possibility with Ms. Valdes.
- [Big Brothers Big Sisters of Tampa Bay \(BBBS\)](#) – One-Stop Operator, Paul Casebolt was recently contacted by Ms. Karla Stratton, Big Futures Specialist, with BBBS about the possibility of someone coming to speak to their youth about programming available through CSTB. Mr. Casebolt connected Ms. Stratton with Leondra Foster, WIOA Youth Program Director, and is pursuing an opportunity to discuss a larger partnership between the two organizations by which CSTB could be connected to adults in need of job search support and BBBS could be connected to at-risk youth in need of mentoring.

- [The NOMORE Foundation](#) – The NOMORE Foundation is “...focused on providing hope and help to orphans and at-risk children in the foster care system, the poverty-stricken, and victims of human trafficking.” Former EDSI Regional Coordinator, Elizabeth Ventura, volunteered with this organization just before her resignation from her position. Knowing that One-Stop Operator, Paul Casebolt, had been looking for an organization working in the human trafficking space, Ms. Ventura inquired if they might be interested in working with us. Florida ranks in the top 3 states for human trafficking and the Tampa area is in the top 25 cities in the country. Mr. Casebolt is working to connect with the organization to explore a partnership that could mutually support our missions.
- [Standard Communities](#) – Development of this partnership continues. Mr. Casebolt recently met with Marilyn Garcia, Resident Coordinator, at the Jackson Heights and Columbus Court locations to talk to residents and see how we can support each other’s efforts in the community.



Information Item

PY23-24 Strategic Metrics Dashboard Update

Here's the link to the live dashboard: [Strategic Goals Live Dashboard Link](#)

Introduction

This document was created to support individual CSTB Strategic PY23-24 Strategic Metrics Dashboard users as they review and interact with the Dashboard tool and seek to better understand the methodology for how metrics are calculated and reported.

Dashboard Data Dictionary

Individuals Served- Count of distinct customers that are assigned to Region 15 and have received a service or activity in WIOA, Generic Programs, WP, TAA, SNAP, or WT with an activity or service actual begin date between 7/1/2023 and 6/30/2024.

WP Enrolled- Count of distinct customers that are assigned to Region 15 and are enrolled in the Wagner-Peyser program with a participation date between 7/1/2023 and 6/30/2024.

Employer Satisfaction- Percentage of employers who select 9 or 10 to the monthly employer survey question "How likely is it that you would recommend CareerSource Tampa Bay Employer Services to a friend or colleague?" minus the percent of employers who select 1 through 6 for the same question.

Placements- Distinct count of customers assigned to Region 15 that had an activity code between 750 and 883 with an actual date between 7/1/2023 and 6/30/2024, a job placement start date in OSST between 7/1/2023 and 6/30/2024 or employment entered on the case closure with a closure date between 7/1/2023 and 6/30/2024.

Business Penetration- Count of distinct employer worksites assigned to Region 15 who receive a service between 7/1/2023 and 6/30/2024.

Repeat Business Percentage- Count of distinct employer worksites assigned to Region 15 who receive a service between 7/1/2023 and 6/30/2024 who received a service from CSTB between 7/1/2020 and 6/30/2023 divided by count of distinct employers worksites assigned to Region 15 who receive a service between 7/1/2023 and 6/30/2024.

Work Experience Enrolled- Count of customers assigned to Region 15 who receive a Work Experience activity with an actual begin date between 7/1/2023 and 6/30/2024.

OJT/Apprenticeship Enrolled- Count of customers assigned to Region 15 who receive an On-the-Job Training or Registered Apprenticeship activity with an actual begin date between 7/1/2023 and 6/30/2024.

New Partners- Count of new partners with CSTB who are registered between 7/1/2023 and 6/30/2024 in the Unite US portal allowing partner to both send referrals to and receive referrals from CSTB.

Services Provided- Count of services, both staff assisted and self-service, provided to customers assigned to Region 15 with an actual date between 7/1/2023 and 6/30/2024.

Completion to Funding- Count of distinct WIOA and WP customers assigned to Region 15 who, between 7/1/2023 and 6/30/2024, have gone 90 days without a service who do not have a currently open activity divided by the distinct count of WIOA and WP customers who have an open activity or a last activity date within 90 days.

WP Entered Employment %- Count of WP Customers assigned to Region 15 who received a placement service and have a WP exit date between 7/1/2023 and 6/30/2024 divided by all WP Customers who have an WP exit between 7/1/2023 and 6/30/2024.

Youth Training Counts- Count of WIOA Youth customers assigned to Region 15 who have an Occupational Skills Training, Apprenticeship, On-the-Job Training or Work Experience activity between 7/1/2023 and 6/30/2024.

Partner Referrals- Count of referrals provided by CSTB to partners within the Unite Us platform between 7/1/2023 and 6/30/2024.



Information Item

CSTB Policies and Procedures Revision Update

Information

On November 16, 2023, the CSTB Board of Directors was presented with the results of a CSTB staff review of the organization's existing policies, in which staff identified policies which can be eliminated, combined, converted to a local procedure, replaced with a state policy, or otherwise refined to reduce the number of policies that must be maintained by the organization. All policies that are required by the USDOL, CareerSource Florida, FloridaCommerce, or other authority will be retained as a local CSTB policy. The Board voted to approve that staff may proceed with revisions to CSTB Policies and Procedures upon confirmation of compliance with all relevant federal and state guidelines.

The policy modifications are outlined below. These changes are based on a multi-step review of each policy, consisting of the Senior Director of Development; relevant department director, supervisor, and/or staff; Vice President of Program Services; Vice President of Fiscal and Administrative Compliance; and any other staff if deemed necessary. Compliance with federal and state guidance, as well as local operating procedures, were also considered.

The policy numbering system was also revised to reflect Administrative (A), Governance (G), and Programmatic (P) classifications and version history. These policies can be viewed here: [Active Policies \(Information Item X.C.\)](#).

Active Local Policies

Policy No.	Policy Title
A-01-V1	Ethics and Transparency Policy
A-02-V3	Marketing and Public Relations
A-03-V1	Confidentiality of Records
A-04-V1	Public Access
A-05-V2	Public Records
A-06-V1	Salary Administration
A-07-V2	Telework
A-08-V3	Grievance Policy
A-09-V1	IT Resources Use
G-01-V2	CSTB Board of Directors Composition and Certification
G-02-V2	CSTB Board of Directors Conflict of Interest
G-03-V1	CSTB Board of Directors Governance and Leadership
G-04-V1	Local Workforce Development Area and Board Governance
P-01-V1	Supportive Services
P-02-V2	Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL)
P-03-V1	Limited English Proficient Services
P-04-V15	Eligible Training Provider Policy
New Policies in Development	
	Gift Acceptance
	Use of Federal Funds for Outreach, Advertising, PR & Informational Activities

Deactivated Policies

Policy No.	Policy	Action Taken
Canceled		
019-C0020	Employed Worker Training	This policy was canceled and moved to the policy Archive folder.
020-C0102	Needs-Related Payments	This policy was canceled as a separate policy and combined with the new Supportive Service policy (P-01-V2) and sections moved to procedures.
020-C0103	WIOA Youth Incentive Payments	This policy was canceled as a separate policy and combined with the new Supportive Service policy (P-01-V2) and sections moved to procedures.
020-C0113	Record Management (Retention and Disposition)	This policy was canceled as elements are covered in Confidentiality of Records and Public Records policies.
	Positive COVID-19 Policy	This policy was canceled and moved to the policy Archive folder.
	Company Wireless Usage Policy & Agreement	This policy was canceled as a separate policy and combined with the IT Resources Use policy (A-09-V1).
Converted to local procedure		
019-C0042	Apprenticeship Policy	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0072	CSTB Disruptive Customer Policy	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff. Elements will be combined with the new Center Security Procedure. This new procedure will address security threats in addition to disruptive customers.
019-C0038	CSTB Policy and Procedure Development	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
019-C0040	Local Veteran Employment Representative (LVER) and Disabled Veteran Outreach Program (DVOP) Specialist Outreach	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0106	Migrant Seasonal Farmworker (MSFW) Registration and Agricultural Employer Services	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0077	National Dislocated Worker Grant - Disaster Recovery Services	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0063	Negotiated Local Levels of Performance Requirements	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0062	Priority of Service	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
021-C0116	Rapid Response Program Services & Activities	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0081	Reemployment Services and Eligibility Assessment (RESEA) Program Services	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
019-C0049	SNAP Policy	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0086	Veterans Initial Intake Process	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
020-C0085	Welfare Transition Program	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
019-C0050	WIOA Youth 5% Exception and 5% Limitation	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.

019-C0031	Youth Requiring Additional Services	This policy was canceled and moved to the policy Archive folder. Procedures to be created or updated by programs staff.
Replaced with FloridaCommerce policy		
021-C0115	Common Exit	Replaced with FloridaCommerce policy 115 - Common Exit.
019-C0018	Employer Services	Replaced with FloridaCommerce policy 98 - Employer Services. Recommend augmenting existing CSTB procedures to incorporate guidance.
018-C0015	Incumbent Worker Training (IWT)	Replaced with FloridaCommerce policies 100 - Work-Based Learning and Work-Based Training for Adults and Dislocated Workers; 009 - On-the-Job Training, and CSF Strategic policy 2000.06.21.A.1 - Incumbent Worker Training Program. Recommend augmenting existing CSTB procedures to incorporate guidance.
018-C0019	Job Orders and Placements	Replaced with FloridaCommerce policy WP 99 JO & Placements. Recommend augmenting existing CSTB procedures to incorporate guidance.
019-C0017	Job Seeker Registration	Replaced with FloridaCommerce policy 096 - Job Seeker Registration, Application and Services. Recommend augmenting existing CSTB procedures to incorporate guidance.
020-C0083	One-Stop Staff Credentialing and Skills Standards	Replaced with FloridaCommerce policy 092 - One-Stop Staff Credentialing and Skills Standards. Recommend evaluating if this should be incorporated in another policy or procedure.
018-C0011	On-the-Job Training (OJT)	Replaced with FloridaCommerce policies 100 - Work-Based Learning and Work-Based Training for Adults and Dislocated Workers; 009 - On-the-Job Training, and CSF Strategic policy 2000.06.21.A.1 - Incumbent Worker Training Program. Recommend augmenting existing CSTB procedures to incorporate guidance.
019-C0016	Paid Work Experience (PWE)	Replaced with FloridaCommerce policies 100 - Work-Based Learning and Work-Based Training for Adults and Dislocated Workers; 009 - On-the-Job Training, and CSF Strategic policy 2000.06.21.A.1 - Incumbent Worker Training Program. Recommend augmenting existing CSTB procedures to incorporate guidance.
020-C0065	Sanctions for CSTB LWDBs Failure to Meet Federal and State Standards	Replaced with FloridaCommerce policy 104 - Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards.
020-C0104	Trade Adjustment Assistance (TAA) Employment and Case Management Services	Replaced with FloridaCommerce policies TAA 101, 107, 108, and 116. Recommend replacing it with the state policy or converting this policy to procedures and combining it into one if possible.
019-C0039	Trade Adjustment Assistance (TAA) Funding	Replaced with FloridaCommerce policies TAA 101, 107, 108, and 116. Recommend replacing it with the state policy or converting this policy to procedures and combining it into one if possible.
020-C0105	Trade Adjustment Assistance (TAA) Training Services	Replaced with FloridaCommerce policies TAA 101, 107, 108, and 116. Recommend replacing it with the state policy or converting this policy to procedures and combining it into one if possible.
019-C0035	WIOA Title I Programs Eligibility Criteria	Replaced with FloridaCommerce 122 - WIOA Adult and Dislocated Worker Program Eligibility; 095 - Youth Eligibility; 100 - Work-Based Learning and Work-Based Training for Adults and Dislocated Workers policies. Recommend augmenting existing CSTB procedures to incorporate guidance.



Information Item

Education and Industry Consortium Meeting Minutes



Education and Industry Consortium Minutes

CareerSource Tampa Bay

Feb 2, 2024 at 1:30 PM EST

@ 4350 West Cypress Street, Suite 875, Tampa FL 33544

Consortium Members Attendance

Present:

Members: Clara Reynolds, Crisis Center of Tampa Bay, Suzanne Ricci - Computer Coach, John Meeks - Hillsborough Community College, , Michael Regan - Lennar, Paul Huszar - Vetcor LLC and Team Vetcor LLC, Christina Davenport - JMI Resources (remote), Nadia Combs - Hillsborough County Public Schools (remote), Mark Koulianos - USF

Absent:

Melissa Ebanks - Dunn & Company

Staff Attendance

Present:

Members: Dr. Byron Clayton, Chad Kunerth, Tammy Stahlgren, April Torregiante, Michelle Zieziula, Mario Rodriquez

I. Welcome and Introductions

The meeting began at 1:30 p.m. Chief Operating Officer, Michelle Zieziula welcomes everyone to the meeting. All attendees introduced themselves and provided a brief bio.

II. Intent, Policy, and Background

The intent of the new Education and Industry Consortium is to have business and education entities collaborate with local workforce boards to identify and break down barriers and identify innovative talent pipelines. These would include work-based learning experiences, internships, pre-apprenticeship, registered apprenticeship, on-the-job training, customized training, incumbent worker training, and other training opportunities.

The Education and Industry Consortium policy states that the local workforce board shall create an education and industry consortium comprised of representatives of the designated service area. The local workforce chair shall appoint the consortium members, no members of the local workforce development board may be a member. Selected members shall serve two-year terms beginning on January 1, of the year of

appointment. Vacancies must be filled for the remainder of the term. Members of the consortium must meet requirements of participation for both industry and educational representatives. Designees may attend in the absence of members. Meetings must be held quarterly at the minimum, with the local workforce development board providing support and having specific responsibilities including maintaining the roster of members, and posting the member roster, scheduled meetings, and quarterly reports on the local workforce board website. Reports and rosters shall be generated to be published on the website as mentioned and a link provided on the local workforce development board's Workforce Innovation and Opportunity Act local plan.

The background for this consortium originates from the Florida Senate passing Bill 240, requiring each local workforce development board to create an education and industry consortium.

III. Duties and Responsibilities

The duties and responsibilities were discussed in relation to the guidelines provided by CareerSource Florida noted above. Reports and rosters will be posted on the required websites.

IV. Select a Chair

There was a call for someone to volunteer as the Consortium Chair, which was accepted by Mark Koulianos.

V. Discussion Items

The group discussed the gap between industry needs and education offerings, workforce board consolidation, and performance evaluation. They also addressed the strategic policies implemented by the state Workforce Board and the formation of an education and industry consortium, highlighting the importance of collaboration between education and industry to address workforce development needs.

Discussion on Consortium Expectations and Purpose

Staff emphasized the purpose of the meeting, highlighting the need to provide data to the state for better workforce focus. The discussion then delved into identifying occupation shortages, skills, and curriculum needs. The group also discussed the importance of working together to meet the needs of different industry sectors.

Addressing Alternative Career Paths

The conversation shifted to the disparities between traditional college paths and alternative career options, emphasizing the impact of socioeconomic backgrounds on career progression. The speakers underscored the need to address societal pressures

that push everyone towards college, despite the diverse skill sets and readiness of individuals. They also discussed the potential for technical skills and non-traditional career paths to offer lucrative opportunities, challenging the prevailing mindset about higher education.

Changing Workforce Dynamics

The shift in career goals was emphasized, with individuals now being less willing to commit to long-term employment and instead opting for multiple occupations or careers over a shorter period. The conversation also touched on the impact of the gig economy, citing examples of individuals finding better work-life balance and income through flexible employment options. Additionally, the discussion underscored the importance of employers investing in training and development to maximize the potential of apprentices and adapt to the evolving workforce landscape. Reverse Pathways were discussed, where you start with exploring what a sector employer needs, and work backwards to develop a pathway to generate a talent pipeline to fill the need.

Importance of Early Education for Vocational Pathways

A member shared her belief that introducing vocational and technical education at the middle school level is crucial, drawing from her experience teaching in Japan and Asia. She argues that waiting until high school to target students for these pathways is too late and suggests that early education can help students better prepare for vocational or technical paths, ultimately creating a stronger workforce for apprenticeship programs. There was agreement among the members highlighting the apprenticeship model in Europe where students decide on their career paths at age 14. COO, Michelle Zieziula noted that the National Association of Workforce Boards (NAWB) historically entertained a group of representatives from other nations' workforce boards (or their equivalent) to discuss similarities and learn from best practices in those countries. She suggested the possibility of requesting a similar event in the future, to hear more on global youth strategies and programs that serve to address predicted future labor shortages.

Miscellaneous topics of discussion

- Most adults don't know where to go for tech skills, how do we solve that? Last year CSTB opened the Career Clarity Pod to provide a space for individuals to explore different careers, identify a career path, connect them to training opportunities, and help them network with employers.
- How do we change parents' mindset about pushing the college path exclusively?

- How do we utilize the CSTB marketing team to get out the different messaging aimed at our target audiences?
- Face the new reality, today many employees only stay at their place of employment a short time before changing jobs.
- Due to a lower American birth rate, the ability to fill jobs in the future is in question.
- Lack of sufficient mass transit in the Tampa Bay region makes getting to available jobs more challenging.
- How do we reach the correct target demographic to conduct surveys or interviews to learn their true obstacles to employment? Could we access the twelve Chambers of Commerce in our market to survey?
- Dr. Clayton is planning to provide a short presentation on Talent Pipeline Management as a best practice for aligning education/training curriculum with priority skills needs from local employers. There is interest in him presenting this to the group at their next meeting.

A. Expectations of the Consortium

Staff emphasized the purpose of the meeting, highlighting the need to provide data to the state for better workforce focus. The discussion then moved to identifying occupation shortages, skills, and curriculum needs. The group also discussed the importance of working together to overcome bureaucratic hurdles and cater to the needs of different industry sectors.

Addressing alternative career paths, the conversation explored the disparities between traditional college paths and alternative career options, emphasizing the impact of socioeconomic backgrounds on career progression. The speakers underscored the need to address societal pressures that push everyone toward college, despite the diverse skill sets and readiness of individuals. They also discussed the potential for technical skills and non-traditional career paths to offer lucrative opportunities, challenging the prevailing mindset about higher education.

B. Structure of the Meeting and Scheduling

In a conversation about the structure and scheduling of upcoming meetings, they discussed frequency, timing, and potential challenges, ultimately deciding on quarterly meetings on Fridays to accommodate everyone's schedules. They also considered the possibility of adjusting the timing to avoid conflicts and ensure maximum participation.

C. Goals and Outcomes

Members stressed the importance of addressing the stigma around apprenticeship and vocational training, and technical trades in general in the United States, and encouraged open conversation and brainstorming on these obstacles during meetings. Chair, Mark Koulianos requested all members

propose four or five outcomes they would like to see for the consortium to discuss and prioritize at the next meeting.

VI. Information Items

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

Chad Kunerth led a discussion on targeted industry reports and sectors, highlighting the potential for future analysis studies to support ongoing work. The conversation also explored the possibility of adjusting the current targeted sectors and the identification of industries not included in the state plan. Data links were provided on each of the targeted sectors, and they can be found on the CSTB website.

B. Workforce Development

1. CSTB Role in Workforce Development

2. Apprenticeships

Apprenticeship Programs and Workforce Challenges

The speakers discussed the disparity between the United States and Europe in terms of employer responsibility for workforce development, with Europe being ahead in this aspect.

They also highlighted the challenges faced by employers in making investments in apprenticeship programs, including issues related to labor laws and retention. The discussion also touched upon the need to shift the hiring mindset from prioritizing experience credentials to potential.

3. The Ace Program

4. On-The-Job (OJT) Programs

5. Incumbent Worker Training (IWT)

VII. Next Meeting

April 12, 2024, at 3:00 p.m.

VIII. Adjournment

The meeting ended at 3:20 p.m.



Information Item

Expenditure Reports for Period Ending December 31, 2023.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2023-2024
For Period Ending 12/31/2023

Program Description	Award Begin Date	Award End Date	Award Amount	FY 23-24 Budget	FY 23-24 Expenditures YTD	FY 23-24 Remaining Budget	FY 23-24 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2022	7/1/22	6/30/24	2,422,824	1,370,883	1,370,883	0	100%	75%	100%
WIOA - Adult PY2023	7/1/22	6/30/24	2,177,393	1,741,914	336,809	1,405,105	19%	75%	15%
WIOA - Dislocated Worker PY2022	7/1/22	6/30/24	2,617,396	814,158	344,104	470,054	42%	75%	82%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/24	2,186,118	1,825,907	-	1,825,907	0%	75%	0%
WIOA - Youth PY2022	4/1/22	6/30/24	2,607,188	1,312,312	1,312,312	0	100%	78%	100%
WIOA - Youth PY2023	4/1/22	6/30/24	2,318,736	1,854,989	8,422	1,846,567	0%	78%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/24	3,089,416	1,931,167	551,108	1,380,059	29%	82%	55%
WIOA - Hope Navigator	7/1/23	6/30/25	128,127	64,064	-	64,064	0%	25%	0%
WIOA - Rapid Response	7/1/23	6/30/24	275,000	275,000	101,585	173,415	37%	50%	37%
WIOA - Board Consolidation & Realignment	7/1/23	9/30/24	356,500	297,083	881	296,202	0%	40%	0%
Total Workforce Innovation Opportunity Act			18,178,698	11,487,477	4,026,104	7,461,373	35%		
Employment Services									
Wagner Peyser PY2022	7/1/22	9/30/23	1,610,781	194,539	194,539	(0)	100%	100%	100%
Wagner Peyser PY2023	7/1/23	9/30/24	1,610,234	1,610,234	245,023	1,365,211	15%	40%	15%
WP - Apprenticeship Navigator	7/1/23	6/30/24	62,500	62,500	26,396	36,104	42%	50%	42%
WP - Hope Navigator	7/1/23	6/30/25	89,689	44,845	-	44,845	0%	25%	0%
DVOP	10/1/21	12/31/24	270,505	225,000	114,033	110,967	51%	69%	59%
LVER	10/1/21	12/31/24	111,840	75,000	53,994	21,006	72%	69%	81%
Supplemental Nutrition Assistance Program PY2022	10/1/22	9/30/23	1,331,748	408,264	408,264	0	100%	100%	100%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	815,596	611,747	180,577	431,170	30%	25%	22%
TAA Training	10/1/22	9/30/23	257,604	257,604	2,734	254,870	1%	100%	1%
TAA Case Management/Admin	10/1/22	9/30/23	67,736	52,317	9,170	43,147	18%	100%	36%
Military Family	7/1/23	6/30/24	275,937	275,937	121,480	154,457	44%	50%	44%
Total Employment Services			6,504,170	3,817,986	1,356,210	2,461,776	36%		
Welfare Transition									
Welfare Transition Program PY2023 Oct-June	10/1/22	8/31/23	3,806,057	1,732,982	1,732,982	(0)	100%	100%	100%
Welfare Transition Program PY2024 July-Sept	7/1/23	11/30/23	824,813	824,813	824,813	-	100%	100%	100%
Welfare Transition Program PY2024 Oct-June	10/1/23	6/30/24	3,111,657	3,111,657	446,156	2,665,501	14%	33%	14%
Total Welfare Transition			7,742,527	5,669,452	3,003,951	2,665,501	53%		
Direct Grants & Special Projects									
RESEA Transition PY2022	1/1/22	9/30/24	947,195	430,642	320,940	109,702	75%	73%	88%
RESEA Transition PY2023	1/1/23	9/30/24	947,195	710,396	-	710,396	0%	57%	0%
Tech Boost	7/1/23	6/30/24	120,000	120,000	48,057	71,943	40%	50%	40%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	295,597	130,554	165,043	44%	100%	73%
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	375,000	107,249	267,751	29%	25%	21%
Hills County - ACE 3.0	10/1/22	9/30/23	755,000	334,796	134,159	200,637	40%	100%	67%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	566,250	39,378	526,872	7%	25%	5%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	243,524	10,277	233,247	4%	50%	6%
United Way Suncoast - Youth Research Project	7/1/22	12/31/23	75,000	23,285	4,641	18,644	20%	100%	75%
United Way Suncoast - TBSH	7/1/23	6/30/24	86,667	86,667	4,194	82,473	5%	50%	5%
Total Direct Grants & Special Projects			5,486,057	3,186,157	799,449	2,386,708	25%		
Totals			41,611,072	228 4,161,072	9,185,714	14,975,358	38%		

CareerSource Tampa Bay

Expenditure Report

For Period Ending December 31, 2023

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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Current Year Budgeted Revenues:

Carryforward Funds from FY 2023	5,428,520	837,774	1,732,982	1,377,844	9,377,120
FY 2024 Award	7,441,874	3,228,907	3,936,470	2,408,862	17,016,113
Total Funds available	12,870,394	4,066,681	5,669,452	3,786,706	26,393,233
Less: Planned Carryforward for FY 2025	(1,382,916)	(248,695)	-	(600,549)	(2,232,160)
Total Available Funds Budgeted	11,487,478	3,817,986	5,669,452	3,186,157	24,161,073

Expenditures to Date:

Pooled Costs:

Case Management	976,671	427,474	812,004	87,329	2,303,478
Business Services	408,450	62,685	210,191	-	681,326
Career Services	122,815	13,692	124,146	35,090	295,743
Indirect Costs	495,379	171,247	250,439	101,815	1,018,879
One Stop Operating	305,142	361,170	111,719	11,260	789,291
Technology	69,613	85,485	19,731	-	174,829
Community Outreach	73,887	57,196	76,988	19,725	227,796
Staff Training & Development	555	977	217	141	1,890
Total Pooled Costs:	2,452,512	1,179,926	1,605,434	255,359	5,493,231

Direct Costs:

Service Provider Contracts	638,168	72,057	45,984	140,481	896,690
Participant & Worked Based Learning Costs	876,722	2,733	961,095	146,250	1,986,800
Program Staff Direct	-	-	-	-	-
DEO (Jointly managed staff) travel	-	20,803	-	-	20,803
Other Operating Costs	58,702	80,692	391,438	257,359	788,191
Total Direct Costs:	1,573,592	176,284	1,398,517	544,090	3,692,484

Total Expenditures to Date

4,026,104	1,356,210	3,003,951	799,449	9,185,714
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Unexpended Balance

7,461,374	2,461,776	2,665,501	2,386,708	14,975,359
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% of Budget Expended

35%	36%	53%	25%	38%
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CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending December 31, 2023

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	5,126,178	1,415,000	1,069,658	2,400,000	1,915,000	600,000	640,000	50,000	13,215,836
Expenditures:									
Salaries & Benefits	2,179,375	623,886	290,773	812,598	71,858	-	149,376	1,890	4,129,756
Accounting/Audit Fees	-	-	-	11,441	-	-	-	-	11,441
Legal Fees	-	-	-	1,908	-	-	-	-	1,908
Bank Fees	25	-	-	3,639	-	-	-	-	3,664
Payroll Processing Fees	-	-	-	23,046	-	-	-	-	23,046
Professional Fees	53,061	600	1,171	43,866	-	-	30	-	98,728
Contract Labor	-	-	-	-	-	-	-	-	-
Contract IT Svcs	-	-	-	11,264	-	96,872	-	-	108,136
Office Rent / Lease	23,769	13,143	-	51,183	540,889	-	12,965	-	641,948
Utilities	-	-	-	-	7,310	-	-	-	7,310
Repairs & Maintenance	844	614	-	1,818	11,856	268	460	-	15,860
Security	-	-	-	-	24,747	-	-	-	24,747
Janitorial Services	-	-	-	-	8,790	-	-	-	8,790
Pest Control	-	-	-	-	300	-	-	-	300
Equipment Rental	689	249	-	2,465	17,360	-	376	-	21,139
Copy machine usage / maintenance	138	100	-	296	3,722	-	75	-	4,331
Office Supplies	338	246	-	1,031	4,453	62	184	-	6,314
Operating Supplies	-	-	-	519	2,260	1,871	185	-	4,835
Computer Software License / Maint	11,917	23,149	-	22,053	-	66,036	21,595	-	144,750
Equipment <5000	-	-	-	-	-	9,720	-	-	9,720
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	93	49	-	145	2,700	-	37	-	3,024
Document Shredding	89	65	-	496	1,677	-	49	-	2,375
Insurance Com Property	656	456	-	1,379	18,372	-	342	-	21,206
Insurance General Liability	663	461	-	2,353	34,404	-	346	-	38,228
Insurance D&O	-	-	-	4,364	-	-	-	-	4,364
Telecommunication	3,369	2,890	435	4,036	38,568	-	1,230	-	50,528
Outreach / Marketing	-	-	-	-	-	-	39,497	-	39,497
Travel - Mileage	325	346	492	-	-	-	-	-	1,163
Travel - Out of town	19,437	6,448	1,666	8,278	-	-	527	-	36,356
Meetings & Conferences	8,432	5,500	1,167	4,532	-	-	350	-	19,980
License/Dues/Other Fees	259	3,124	39	6,170	24	-	171	-	9,788
Depreciation	-	-	-	-	-	-	-	-	-
Total Expenditures to Date	2,303,477	681,326	295,743	1,018,880	789,291	174,829	227,796	1,890	5,493,232
Unexpended Balance	2,822,701	733,674	773,915	1,381,120	1,125,709	425,171	412,204	48,110	7,722,604
% of Budget Expended	45%	48%	28%	42%	41%	29%	36%	4%	42%
Salaries & Benefits as a % of total	95%	92%	98%	80%	9%	0%	66%	0%	
Operating costs as a % of total	5%	8%	2%	20%	91%	100%	34%	0%	



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