



August 2, 2024 – 12:00PM – 1:00PM
 Hybrid Meeting – SPC EpiCenter
 13805 58th St. N. Room 1-455
 Clearwater, FL 33760

Zoom
 *Join via Zoom – Meeting ID: 338 034 9468
[Zoom Link](#)
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 Phone: +1 646-558-8656

**Hillsborough/Pinellas Workforce Development Consortium
 Special Meeting**

Agenda

- I. Call to Order, Welcome, Roll Call & Remarks**
- II. Pledge of Allegiance**
- III. Public Comments**
- IV. Action/Discussion Items**
 - 1. Approval of One-Stop Operator Contracts Page 1
 - 2. Approval of Request to Serve as a Direct Provider of Workforce Services Page 3
 - 3. Approval of CEO Selection Process Page 15
- V. Information Items**
 - 1. PY'2024 – 2025 Consortium & Board of Directors Calendar Page 23
- VI. Open Discussion**
 - 1. Meeting attendance
- VII. Adjournment**

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or admin@careersourcehp.com at least two business days in advance of the meeting.*



ACTION ITEM 1

Approval of One-Stop Operators

Background

Governance

RESPONSIBILITY	Consortium	Board of Directors
	The Local Board, with the agreement of Chief Elected Official , must designate and certify One-Stop operators in each local area. The One-Stop operator is designated or certified through a competitive process. [CFR 662.410]	Select one-stop operators in accordance with 20 CFR 678.600 through 20 CFR 678.635 and Administrative Policy 097 – One-Stop Operator Procurement [By-Laws, section 4.3(K)]

Competitive Procurement

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

Area	4-Year Period (Ends)	Contracted Provider
Tampa – LWDB 15 (Hillsborough County)	June 30, 2025	Educational Data Systems, Inc. (EDSI)
Pinellas – LWDB 14 (Pinellas County)	June 30, 2026	Kaiser Group (dba Dynamic Workforce Solutions – DWS)

- Tampa and Pinellas, as separate workforce boards:
 - Engaged separate entities as their One-Stop Operator.
 - Designated their One-Stop Operator through a competitive procurement process in accordance with the “sunshine provision”. [20 CFR 661.307]
- There may be more than one one-stop operator in a local area. [20 CFR 678.600(b)]
- Through the merger of WorkNet Pinellas Inc. (CareerSource Pinellas) into Tampa Bay Workforce Alliance, Inc (CareerSource Tampa Bay), the WorkNet Pinellas Inc. One Stop Operator Agreement is automatically assigned to Tampa Bay Workforce Alliance, Inc.



ACTION ITEM 1 (cont.)

Approval of One-Stop Operators

Information/Discussion

For the period July 1, 2024, through June 30, 2025 (PY 2024/2025):

- Execute two separate agreements with existing One Stop Operators (OSO), EDSI and DWS:
 - Add the following **contract language** to each agreement:
 - The consolidation of LWDB 14 and LWDB 15 as a single local workforce development area and the new LWDB (CareerSource Hillsborough Pinellas - CSHP),
 - One Stop Operator service area is limited, as follows:
 - EDSI: American Job Centers (AJCs) located in Hillsborough County
 - DWS: AJCs located in Pinellas County
 - CSHP Board approval and the agreement of the Consortium for both agreements.
- Competitive Procurement: During PY 2024/2025, competitively procure and select CSHP One-Stop Operator with the approval of the CSHP Board of Directors and agreement of Consortium for a contract effective date of 7/1/2025.

RECOMMENDATION

For the period July 1, 2024 through June 30, 2025:

- Execute two (2) One-Stop Operator agreements:
 - (1) between Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas and Educational Data Systems, Inc., adding the above **contract language**, that received board approval at the July 18th Board of Directors Meeting; and,
 - (2) between Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas and Kaiser Group (dba Dynamic Workforce Solutions), adding the above **contract language**, that received board approval at the July 18th Board of Directors Meeting; and,
- Competitively procure and select an OSO, which received board approval at the July 18th Board of Directors Meeting, and agreement of the Consortium for a contract effective date of 7/1/2025.



ACTION ITEM 2

Approval of Request to Serve as a Direct Provider of Workforce Services

Background

A Local Workforce Development Board (LWDB) that wishes to be designated as a direct provider of workforce services (other than training services) must formally request to do so pursuant to Administrative Policy 083 Direct Provider of Workforce Services. The LWDB initiates the process by submitting a Request to Serve as a Direct Provider of Workforce Services (Attachment A) via email to the Florida Department of Commerce at LWDBGovernance@commerce.fl.gov. The Request must include the following items (1) – (12):

- (1) A description of the revised business model the LWDB has elected to follow; a description of the workforce services the LWDB plans to provide; and how the services will be delivered. This will include a reference to those items in the local WIOA plan that would change if the request is approved (at a minimum, the process for selecting service providers and the description of the local one-stop system), as well as a revised organization chart reflecting the proposed new structure and service delivery model.
- (2) The effective date for when the LWDB will begin to provide workforce services.
- (3) The transitional period needed to ensure continuity in service delivery to the LWDB's customers, if applicable.
- (4) The period of time, not to exceed three years, during which the LWDB will directly provide workforce services.
- (5) A statement of the reason(s) why the LWDB has decided to directly provide the workforce services.
- (6) A description of how the LWDB will establish a firewall that clearly separates and defines its existing role as the oversight body for the LWDB's workforce delivery system from its new role as the direct provider of workforce services.
- (7) Identification of the grant program(s) that currently fund the workforce service delivery model and that will fund the LWDB's direct service activities.
- (8) The estimated cost of the services and results of a cost analysis that documents expected reduction in costs if the LWDB provides the workforce services rather than contracting those services to another provider.
- (9) A description of any other anticipated improvement to service delivery and performance outcomes.
- (10) Documentation that the public was provided at least 30 days' notice to review and Direct change in service delivery. Any submitted comments must be included.



ACTION ITEM 2 (cont.)

Approval of Request to Serve as a Direct Provider of Workforce Services

(11) Documentation that the CLEO has agreed to the planned change in service delivery.

(12) The completed Request to Serve as a Direct Provider of Workforce Services.

CareerSource Florida (CSF) and the Florida Department of Commerce will review the LWDB's request for permission to be a direct provider of workforce services (DSP). LWDBs designated as direct provider of workforce services must submit a performance report at the end of each program year for which direct workforce services were provided. The annual performance report will be due no later than October 15th each year (or when requested).

Information/Discussion

Effective July 1, 2024, CareerSource Hillsborough Pinellas (CSHP) is a new local workforce development area (LWDA) resulting from the consolidation of CareerSource Tampa Bay (CSTB) and CareerSource Pinellas (CSPIN). Although CSTB and CSPIN received approval as Direct Service Providers, the designations were specific to the separate LWDA's. As a result, CSHP must formally make a request to be designated as a DPS.

CSHP must submit its request that includes Attachment A and B (items 1- 12) no later than August 15, 2024.

The Request to Serve as a Direct Provider of Workforce Services, Attachment A and B, will be available for public comment 7/15/2024 through 8/14/2024 on CSHP's website.

RECOMMENDATION

To approve the Request to Serve as Direct Provider of Workforce Services, Attachment A and B, that was approved by the Board at the July 18th Board of Directors Meeting, in order to submit to FloridaCommerce no later than August 15, 2024.



Request to Serve as a Direct Provider of Workforce Services

As indicated in the attached “Statement of Intent”, Tampa Bay Workforce Alliance Inc. D/B/A CareerSource Hillsborough Pinellas submits this Request to Serve as a Direct Provider of Workforce Services via email to Florida Department of Commerce at LWDBGovernance@commerce.fl.gov

- 1. A description of the revised business model the LWDB has elected to follow, a description of the workforce services the LWDB plans to provide, and how the services will be delivered. This will include a reference to those items in the local WIOA plan that would change if the request is approved (at a minimum, the process for selecting service providers and the description of the local one-stop system), as well as a revised organization chart reflecting the proposed new structure and service delivery model.**

Effective July 1, 2024, CareerSource Tampa Bay (Hillsborough County) (formerly Local Workforce Development Board 15) and CareerSource Pinellas (Pinellas County) (formerly Local Workforce Development Board 14) consolidated as a single local workforce development area.

Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas (CSHP), the workforce development board of Hillsborough and Pinellas Counties (now Local Workforce Development Board 28) is requesting workforce development services be provided directly by CSHP to reduce overhead costs created through the procurement of service providers.

All the required WIOA partners are included in the CSHP one-stop delivery system. CSHP system of one-stop centers provides a full array of employment services and connects customers to work-related training and education. CSHP provides high-quality career services, education and training, and supportive services that customers need to get good jobs and stay employed, and helps businesses find skilled workers and access other supports, including education and training for their current workforce.

CSHP has established strong, robust and sustained partnerships with core programs. The LWDB directly manages or has oversight of a wide range of core programs. Coordination is managed within a direct line of supervision with coordinated service delivery and accountability.

The six core WIOA programs are outlined below:

- WIOA Title I (Adult, DW and Youth formula programs) administered by the Department of Labor
- Title II – Adult Education and Literacy programs administered by the Department of Education
- Title III – WP employment services administered by the Department of Labor
- Title IV – Rehabilitation Act of 1973 programs administered by the Department of Education

CSHP is requesting to provide direct services to the following areas:

- Wagner Peyser Job Placement Services
 - Resume and cover letter development
 - Job searching assistance
 - Interview preparation and coaching



- Employment skills workshop (virtual and in person)
- Labor market information
- WIOA Adult and Dislocated Worker Services, including Basic Career Services, Individualized Career Services and Occupational Skill Training Services
 - Individualized career plans
 - Career assessment and exploration
 - On the job training (OJT)
 - Paid work experience (PWE)
 - Apprenticeships
 - Continuing education opportunities
 - Follow up services
- WIOA Youth Services, including Basic Career Services, Individualized Career Services and Occupational Skills Training Services
 - Career exploration and guidance
 - Work readiness training
 - Internships and summer job programs
 - Paid work experience (PWE)
 - Follow up services
- Reemployment Assistance Services
 - Navigation assistance to the Florida Department of Commerce Unemployment compensation program
- Reemployment Services and Eligibility Assessment Program (RESEA)
 - Individualized career planning
 - Receive a combination of targeted self and staff assisted services
- Social Security Administration (SSA) Employment Network, Ticket to Work and Disability Navigator
- Temporary Assistance to Needy Families (TANF) authorized under Social Security Act Title IV, Part A and the Welfare Transition Program (WTP)
 - Development of Individual Responsibility Plan (IRP) outlining employment goals and steps to achieve them
 - Adult basic education (ABE) and General Educational Development (GED) preparation
 - English language acquisition (ESL) classes
 - Work Experience opportunities through OJT, community service and work experience assignments
 - Job search assistance
 - Barrier removal through community referral and supportive services
 - Transitional or Post employment services
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training Services
 - Individual career planning
 - Skills assessment
 - Job placement services
 - Employment retention services
- Employer Services to include Rapid Response
 - Recruitment and screening
 - Job fairs and hiring events
 - Posting of employment vacancies



- Veteran Services
 - Employment services for veterans and spouses of veterans
 - Transitional assistance for military personal
 - Veteran-specific job fairs and events
- Customized and Incumbent Worker Training
 - Industry-specific training programs
 - Skills upgrade training for current employees
- Management of Florida Department of Commerce (FloridaCommerce) team members and delivery of workforce services under:
 - Trade Adjustment Act (TAA) programs
 - Department of Veterans Affairs, Veteran's Employment Program (VR&E), Jobs for Veterans State Grant (JVSG), and
 - Migrant Seasonal Farmworkers (MSFW) program
 - Job search assistance tailored to agricultural and non-agricultural jobs
 - Individualized career planning and guidance
 - Information on worker rights and labor laws

Services managed under through a contract provider of CSHP or partner under MOU include:

- Title IV program services through the Division of Vocational Rehabilitation
- Offender reentry services through the Hillsborough County Ex-Offender Re-entry Coalition and People Empowering and Restoring Communities (PERC)
- Department of Juvenile Justice Senior Community Service Employment Program & American Association of Retired Persons (AARP)
- Adult Education and Literacy programs under Title II, local County Schools Adult and Education
- Career and postsecondary technical education programs under Carl D. Perkins Career and Technical Education Act of 2006 (re-authorized in 2018 as the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act) through multiple training partners and apprenticeship programs
- Hillsborough County Social Services
- Pinellas County Human Services
- Division of Blind Services
- YouthBuild
- Multiple Housing Agency Authorities across Hillsborough and Pinellas Counties
- Tampa Housing Authority & St. Petersburg Housing Authority
- Pinellas Opportunity Council

Co-located partner services :

- Abilities/Service Source
- Dress for Success
- Early Learning Coalition
- Gulf Coast Jewish Family and Community Services - TANF program employment and training services to the non-custodian parent through the Non-Custodial Parent Employment and Training Program (NC PEP contract provider)
- Housing Education Alliance



- Job Corps
- Coptic Charities

Other partner community organizations that offer services through referrals :

- Abe Brown Ministries
- Corporation to Develop Communities of Tampa (CDC of Tampa)
- Eckerd Connects
- ECHO
- Enterprising Latinas , Inc.
- Farmworker Career Development Program
- Metropolitan Ministries
- Tampa Bay Academy of Hope
- Tampa Lighthouse for the Blind
- Bullard Family Foundation
- Westcare Gulf Coast Florida
- Boley Centers
- Department of Children and Families/Hope Florida
- Gulf coast Legal Services
- Homeless Leadership Alliance of Pinellas
- Operation PAR
- Urban League
- Goodwill Suncoast Industries
- 211 Tampa Bay Cares
- Homeless Emergency Project
- St. Pete Free Clinic

All services are designed to enhance workforce development, support job seekers and assist employers in meeting their workforce needs.

CSHP is responsible for constant improvement of the organizational structure to efficiently and effectively manage the day-to-day operations to ensure CSHP's Local Plan is carried out and provides excellent customer service, achieving State and Federal required performance measures, completing all reports and meeting all deadlines. By providing direct services, CSHP is better able to align with the structure of services provided by CareerSource Hillsborough Pinellas. By eliminating the Contracted Provider and making all staff (excluding FloridaCommerce staff) CSHP board employees, there will be significant cost savings that will allow CSHP to provide additional services to the residents and businesses in the two-county area. In addition, the management structure will become streamlined without redundant overhead and will provide direct supervision without an additional layer of provider management .

Through a procurement process, the Board of Directors of CareerSource Tampa Bay and CareerSource Pinellas have approved and selected providers for specific areas of service delivery. These providers will continue to provide services through June 30, 2025 (Hillsborough County) and June 30, 2025 (Pinellas County), until new providers for CSHP are selected through a procurement process.

- One-Stop Operator (Hillsborough County) – Educational Data Systems, Inc. (EDSI)
- One-Stop Operator (Pinellas County) – Dynamic Workforce Solutions (DWS)



- Youth Services (Pinellas County) – SailFuture Academy, a premier Career Preparatory High School offers innovative programs empowering teens to transform their life out comes. Sail Future is a high school designed to prepare students for the real world through practical experience in Business, Design Thinking, Applied Math, English, Career Exploration and Maritime. Students are engaged in student-led business, paid internships, work-based experiences, and project-based coursework to enhance problem-solving and critical thinking skills.

The contracted One-Stop Operators serve as conveners and provide oversight to promote and develop quality workforce services that are delivered in the most efficient and effective way possible, through full integration and coordination of the One-Stop Career Center partners, CSHP programs and service delivery partners with associated resources that support seamless delivery. The OSO will ensure the comprehensive Career Center and satellites meet and maintain credentialing requirements.

OSO responsibilities include but are not limited to (1) functional integration of all workforce investment activities of the centers to ensure that they meet the needs of employers and career seekers by enhancing communication, coordination, collaboration, and engagement (2) Promoting benefits of education, training and upskills to job seekers and community through centralized outreach Establish and/or maintain linkages between all One-Stop partners designated by CSHP to improve communication, referral, service delivery, and tracking performance of the partners.(3) Creating strong feedback loops within the partners and CSHP so successes or issues are brought to light immediately for resolution or celebration, Coordinate and hold meetings with all One-Stop partners designated by CSHP and publish minutes for each partner meeting.(4) Managing CSHP's partnership efforts with the State of Florida required partners such as Division of Blind Services (DBS) and Division of Vocational Rehabilitation (VR) Services. Maintain list of Partner, referral process and increase number of partners.(5) Managing, tracking, evaluating and overseeing CSHP's Employer and Customer Satisfaction initiatives for job seekers and employers using an accepted CSHP methodology and (6) Recommending methods of continuous improvement to CSHP's executive leadership.

2. The effective date for when the LWDB will begin to provide workforce services.

The effective date will be July 1st, 2024.

3. The period of time, not to exceed three years, the LWDB will directly provide workforce services. The request should include a description of any transitional period needed to ensure continuity in service delivery to the LWDB's customers.

The request is for the period July 1, 2024 through June 30, 2026

4. A statement of the reason(s) why the LWDB has decided to directly provide the workforce services.

This new structure allows for direct communication between the board of directors, executive leadership, management, and frontline staff, creating cohesive practices across all levels of the organization. This direct communication eliminates a 'middle-man' and provides a clean, consistent, and unfiltered conduit of information to staff ensuring quick turnaround on directives and changes in business. It will also allow CSHP to be more proactive to dynamic changes in the lab or market, economy, business environment, funding fluctuations and regional changes because of the merger with CareerSource Pinellas by being a more lean and nimble organization.



As the implementation of REACH Act has resulted in the merger of the two workforce boards, the request for direct service provider allows for the ability to ensure that there is no disruption of services. Additionally, providing more consistent messaging to frontline staff is aimed at eliminating perceived communication issues within the organization. Since administrative and Career Center staff closely plan and implement any changes to the organization, the consistency of messaging provides a clear and concise vision to all staff.

All CSHP staff will receive the same message, so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization. The structure of Adult and Dislocated Worker staff becoming CSHP Board staff will create cost savings in payroll and financial processing services.

With the need to create the most efficient and streamlined processes for delivery services, it is in the best interest of Hillsborough and Pinellas customers and partners that the LWDB be the direct service provider.

5. A description of how the LWDB will establish a firewall that clearly separates and defines its existing role as the oversight body for the LWDB's workforce delivery system from its new role as the direct provider of workforce services.

The Workforce Innovation and Opportunity Act (WIOA) requires that workforce boards that provide direct services are required to provide adequate internal firewalls to ensure the integrity of public funding. The CSHP Board has developed appropriate firewalls between staff providing services and staff responsible for oversight and internal programmatic monitoring of services. The same staff or department does not both provide services and oversee the provisions of those services.

As described in the CareerSource Policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy, each board member must complete a Disclosure and Certification of Conflict of Interest in a Contract form. The form requires notification of conflicts of interest regarding board members and board employees to be disclosed prior to board's voting to approve contracts; board member who benefit financially or who have a relationship with the contracting vendor must abstain from the vote and the contract must be approved by two-thirds vote of the board when a quorum has been established.

All programs are formally monitored by Board program staff on an annual basis and are also subject to unannounced and random monitoring throughout the program year. Programmatic monitoring will be handled in house by Board program staff. Internal programmatic monitors will not be the individuals delivering services to maintain the necessary separation and checks and balances. A Quality Assurance plan is also in place which requires monitoring on an ongoing basis by career center staff, to ensure that programmatic compliance is imbedded into daily operations.

Programmatic monitoring includes:

- Staff training on the programmatic monitoring tools.
- Access tracking database with customized reports by program, by staff member
- Compilation and delivery of a monitoring report within thirty (30) calendar days of the end of the monitoring.
- Development of a plan for corrective action(s) (if necessary).



- Implementation of corrective action(s) in a timely manner.

The following actions have also been implemented to establish a firewall to separate the role of oversight versus our role as the managing board for operational services:

- At least once per year monitoring of programs and financials by an external consulting firm
- Require career center staff to participate in training, performance training, and other pertinent staff development activities
- Monitor programs to ensure allowable and timely expenditures.
- Monitor monthly financial reports to ensure budget and regulatory compliance.
- Utilize cost reimbursement contracts to encourage optimal performance.
- Established a CSTB Policy and Procedure Development that outlines the minimum requirements for policy development, approval process, implementation, training and post- implementation analysis.

6. Identification of the grant program(s) that currently fund the workforce service delivery model and that will fund the LWDB's direct service activities.

Funding for the Workforce Services Delivery Model may come from the following sources:

- Workforce Innovation and Opportunity Act Adult, Dislocated Worker, Youth
- Trade Adjustment Assistance
- Temporary Assistance for Needy Families
- Supplemental Nutrition Assistance Program
- UC/Unemployment Compensation (Reemployment Assistance)
- Wagner-Peyser
- Jobs for Veterans State Grant, which funds:
 - Disabled Veterans Outreach Program Local Veteran Employment Representative
- Reemployment Services and Eligibility Assessment (RESEA)
- Special Grant Programs, which are currently funded by:
 - Florida Medical Clinic Foundation of Caring (through 12/2024)
 - Hillsborough County (multiple projects funded through 2025)
 - United Way Suncoast (through 6/30/2025)

As opportunities become available, additional private and public funds are anticipated through the submission and award of special grants.

7. The estimated cost of the services and results of a cost analysis that documents expected reduction in costs if the LWDB provides the workforce services rather than contracting those services to another provider.

The projected cost savings for the period 7/1/2024 to 6/30/2026 are estimated to total \$429,000. Cost savings are calculated by taking the average indirect cost rate and profit of 15% of certain providers of direct services and multiplying the rate by total costs of CSHP services retained. In addition, as the direct provider of workforce services, CSHP will have the flexibility to revise the organization's staff structure as the need for workforce services changes.



8. A description of any other anticipated improvement to service delivery and performance outcomes.

CSHP will continue to leverage technology and improve service efficiency and effectiveness as we move to a more virtual platform in the programs and services that we offer to our customers. Our goal is to increase our ability to reach customers who may have barriers such as transportation and/or childcare issues that prevent them from fully participating at a CareerSource Center, CSHP will work to develop and implement alternative service delivery methods, such as virtual services or additional access points.

The Virtual One-Stop Services include:

- Online assessment modules to evaluate job seeker interest and aptitude.
- Career exploration modules.
- Online orientation modules for CSTB programs and services.
- Training platform that strengthens the competences needed in career planning and professional development content.
- Comprehensive workshop module content that incorporates gamification principles and incentives to increase learner engagement and motivation.
- Mechanism where proficiency can be measured through competency-based quizzes.
- Resume development module that allows for flexibility to customize and publish to various employer matching systems.
- Mock interview module that allows for recording responses to common interview questions and critiquing by staff.
- Customized landing page to the LWDB region (complete with calendar of events, a course catalog, community space (forum), and LMS to house training courses and track data.
- Virtual Job Fairs.
- Virtual Appointments.
- WIOA Adult, Dislocated online application and enrollment portal.
- WIOA Youth online application and enrollment portal.
- Customized administrative dashboard reporting to track outcomes.

Furthermore, CSHP will explore additional access points in the community, such as expanded partnerships with community-based organizations and public libraries.

9. Documentation that the public was provided at least 30 days' notice to review and comment on the proposed change in service delivery. Any submitted comments must be included.

The Request to Serve as a Direct Provider of Workforce Services will be available for public comment 7/15/2024 through 8/14/2024 on CSHP's website. Any comments provided by the public will be included in the email submission to FloridaCommerce.

10. Documentation that the Chief Elected Official has agreed to the planned change in service delivery.

This document and the attached, "Statement of Need" will be submitted to the Board and if approved by the Board, provided to the Consortium for approval. Signatures of Board Chair and Chair of Consortium denote agreement by Board and Consortium, respectively.



11. The completed Statement of Intent to Serve as a Direct Provider of Workforce Services

The "Statement of Intent" is attached.

DRAFT

Attachment B

STATEMENT OF INTENT (Requesting Permission to Serve As a Direct Service Provider)

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area: CareerSource Hillsborough Pinellas	
LWDB Number: LWDB 28	
Date of Submission: August 15, 2024	
Contact Person Name: Anna Munro	Phone: (813) 397 - 2064 Email Address: munroa@careersourcetb.com

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

This amendment authorizes designation of the Local Workforce Development Board as a direct provider of certain services by agreement of the Chief Elected Official and the Governor.

The Local Workforce Service Plan will be amended to include designation of the Local Workforce Development Board as a direct provider of workforce services (other than training services). This amendment to the Local Workforce Service Plan will be effective for the period from July 1, 2024 through June 30, 2026.

The signatures below certify agreement to the plan amendment submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this plan amendment and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: Sean Butler	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Commissioner Gwendolyn Myers Chair of the Consortium	County: Hillsborough and Pinellas Counties
Signature:	Date:



ACTION ITEM 3

Proposed Plan - CEO Selection Process

Background

- Consortium must approve the Board of Director (Board) process to select the CEO and subsequently approve the selection as recommended by the Board [Consortium Interlocal Agreement]. At the May 28, 2024, Special Consortium meeting, the Consortium suspended the CEO selection process and the contract with Newland.
- The Board is to select and recommend the CEO [Amended and Restated By-Laws Tampa Bay Workforce Alliance, Inc. d/b/a/ CareerSource Hillsborough Pinellas]. The Board discussed the process to be used for the CEO Search at their May 30, 2024, meeting and formed an Ad-Hoc Selection Committee (Committee).
- GrayRobinson (legal counsel) was asked (by Consortium and Board) to review the Newland Associates, Inc. (Newland) contract and provide options due to concerns of Newland's handling of the CEO search process.
- Committee meeting recaps:
 - **6/11/2024 meeting:**

Legal counsel recapped the purpose of their review, reviewed the concerns (candidate vetting/screening and communication), highlighted relevant provisions of Newland's contract (and contract addendum) and concluded their presentation with possible options/next steps. A full and frank discussion took place during which various views and opinions were expressed. Newland provided feedback to questions raised by the Committee. The meeting concluded with Newland to present a written plan to address the inadequate recruiting efforts within seven days, with the possibility of contract termination if the plan is unsatisfactory.
 - **6/26/2024 meeting:**

Newland was present to answer questions related to their proposed plan. Committee members commented on the proposal's communication plan and acknowledged and appreciated Mr. Newland's personal commitment and direct involvement with leading communications. Legal counsel guided the Committee to look at all of the information, all that has happened, and all the facts that have been presented to date in deciding whether to move forward with Newland. The meeting concluded with accepting Newland's written plan and Committee Chair work directly with staff on developing a project plan.



ACTION ITEM 3 (cont.)

Proposed Plan - CEO Selection Process

- The Committee also unanimously passed to have Anna Munro be the point of contact for the selection committee, not to support any candidate interactions with Newland. Purpose of the point of contact is to have in place a central point of contact to aid in the timely, effective, and accurate communication with all relevant stakeholders as it related to the CEO selection process.

Project Plan

The project plan includes Newland's proposed plan with the addition of detailed activities. It provides a structured approach to selecting the new CEO, ensuring that the process is thorough and transparent.

Additional Items of Importance

At the July 10, 2024, committee meeting, the original motion included in the committee's agenda packet was modified, as reflected below, and unanimously approved.

The Committee discussed concerns regarding if the recommended motion was not approved it further delaying the CEO selection process. As a result, a motion was passed that in the event that either the Board or the Consortium rejects the Committee's recommendation, the Committee agreed to recommend the second ranked proposer of the procurement for executive services and terminate Newland's contract. The Committee emphasized it is not meant as an option but only a contingency plan so as not to further delay the CEO search process.

RECOMMENDATION

To approve the project plan recommended CEO selection process that was approved by the Board at the June 18th, 2024, Board of Directors meeting:

- 1) To continue with the Newland contract and implement the CareerSource amended written plan as presented to the CEO Selection Committee on July 10th, 2024, and
- 2) Appoint Anna Munro as CEO selection committee point of contact.

Hillsborough Pinellas Workforce Development Consortium

CEO Executive Search

Vendor Contact Information:

Newland Associates, Inc.
Robert Newland, CEO

June 18, 2024

Ben Hom
 Chair
 CEO Selection Committee
 Hillsborough Pinellas Workforce Development Consortium

Re: Executive Search Services

Dear Mr. Hom,

The team at Newland Associates appreciates the opportunity to continue the assignment of finding Hillsborough Pinellas Workforce Development Consortium’s next CEO. I have personally reached out to many of the committee members to gain their insights in terms of what they’d like to see next. Based on that information, our previous experience and the feedback from the last committee meeting, there are a number of elements that we want to address to ensure a successful process:

1. **Communications:** I will personally lead communications with the selection committee, including presentation of initial candidates, discussion of qualifications and debrief after interviews.
2. **Sourcing:** While our search work has been officially on hold, we have continued to do a soft sourcing of potential candidates which gives us a running start, plus we will redouble our efforts once officially reengaged.
3. **Candidates:** A new slate of candidates will be presented to the selection committee.
4. **Timing:** We’ve done a lot of groundwork in sourcing potential candidates and building network connections since the beginning of this assignment. To that effect, we feel confident that a compressed timeline of 90 days is very possible.

Preliminary Timeline

The below table provides an understanding of the proposed project schedule, timetable, and addresses how we will adjust our approach to ensure communication and thorough vetting of candidates in the hiring of the CEO. Our ability to provide services within the proposed 12-week time frame is based on the timeliness of all parties in completing the tasks within the time frames provided. We will address any challenges as they occur and ensure there is agreement with all parties as to proposed solutions.

<u>Task</u>	<u>Time</u>	<u>Timeline</u>
1. Meet with Stakeholders to discuss current processes, set clear communication goals, to agree on weekly update call date	1 week	week 1
2. Sourcing, interviewing and vetting of CEO candidates	4 weeks	week 1-4
3. Submit initial slate of candidates to search committee, coordinate interview schedule	1 week	week 5
4. Continue sourcing of CEO candidates, nurture current slate	4 weeks	week 6-9
5. Initial interview of candidates	1 week	week 7

- | | | |
|--|---------|-------------|
| 6. Debrief with search committee on interviews, schedule 2 nd round of interviews | 2 weeks | week 7-8 |
| 7. 2 nd round CEO candidate interviews and selection of finalists | 2 weeks | weeks 9-10 |
| 8. Reach out to finalists, assisting with offers and negotiation | 2 weeks | weeks 10-11 |
| 9. Buffer week | 1 week | week 12 |

Please feel free to reach out to for any questions you may have. And of course, this plan is our proposal to the committee, but we're always open to make adjustments in consideration of all the parties involved.

Sincerely,



Robert Newland, CEO

c. Tammy Stahlgren

Objectives:

1. Identify and attract high-caliber CEO candidates.
2. Conduct a thorough evaluation of candidates’ qualifications, experience, and fit with the organization.
3. Ensure a transparent, unbiased, and efficient selection process.

Timeline:

Task #	Task Description	Time (Wks)	Timeline
1	Meet with Stakeholders to discuss current processes, set clear communication goals, to agree to timing of update calls	1	1
2	Sourcing, interviewing and vetting of CEO candidates	4	1-4
3	Submit initial slate of candidates to search committee, coordinate interview schedule	1	5
4	Continue sourcing of CEO candidates, nurture current slate	4	6-9
5	Initial interview of candidates	1	7
6	Debrief with search committee on interviews, schedule 2nd round of interviews	2	7-8
7	2nd round CEO candidate interviews and selection of finalists	2	9-10
8	Reach out to finalists, assisting with offers and negotiation	2	10-11
9	Buffer week	1	12

Total Duration: 90 Days (excluding buffer week)

Key Activities and Milestones:

Task 1: Meet with Stakeholders (Week 1)

Discuss current processes, set clear communication goals, to agree on timing of update calls

- Selection Criteria: Newland to provide Selection Committee with an understanding of the Predictive Index Assessment and its results.
- Job Description: Newland to provide Committee JD for their review and potential questions.
- Newland to provide updates every 2-weeks in-line with timing of selection committee meeting. Meeting topics TBD by Newland and Committee.
- Additional activities to be added, if needed.

Task 2: CEO Candidates (Week 1 – 4)

Sourcing, Interviewing and Vetting

- Newland to provide steps to thoroughly vet and screen participants (Wk 1).
- Newland to provide methods that will be used to inform and prepare candidates of public meeting requirement, merger, potential media attention, etc. (Wk 1)
- Additional activities to be added, if needed.

Task 3, 4: Slate of Candidates (Task 3: Week 5) and Newland to Continue Sourcing (Task 4: week 6-9)

- Newland to provide 5-7 qualified CEO candidates
- Newland to email candidate packets directly to selection committee. (Date TBD)
- Newland to provide basis for ranking candidates and overview of process. (Date TBD)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward with initial interviews.
- Additional activities to be added, if needed.

Task 5: Initial Interview (week 7)

- Selection Committee in consultation with Newland to determine if the initial interview will be virtual/hybrid/in-person. (Date TBD)
- A Munro to Confirm consortium member participation in interview effort with County Liaisons (Jonathan Wolfe and Dr. Johnson)(wk 2)
- Newland to provide interview questions, basis of ranking candidates, and brief interview committee of interview process. (Date TBD)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward with 2nd round of interviews.
- Newland to coordinate interview dates/times with CEO candidates and Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

Task 6: Debrief on Initial Interview, Schedule 2nd Round of Interview (weeks 7-8)

- Newland to provide interview committee brief overview of the debrief process. (Date TBD)
- Newland to coordinate scheduling of debrief process with Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

Task 7: 2nd Round of Interviews and Selection of Finalist (weeks 9-10)

- Selection Committee in consultation with Newland to determine if the 2nd Round of interview will be virtual/hybrid/in-person. (Date TBD)
- A Munro to Confirm consortium member participation in interview effort with County Liaisons (Jonathan Wolfe and Dr. Johnson) (wk 2)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward as Finalist(s). (Date TBD)

Task 7 - continued:

- Newland to coordinate interview dates/times with CEO candidates and Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

Week 8: Reach out to finalist, assist with offers and negotiations (weeks 10-11)

- Activities to be added.

Deliverables:

1. CEO Job Description and Predictive Index
2. Project Plan and Timeline
3. Mechanism for ranking candidates
4. Finalist Report for the Board and Consortium
5. Offer Letter and Employment Contract
6. Public Announcement and Press Release

Monitoring and Evaluation:

- **Updates:** Regular updates to the board on the progress of the selection process.
- **Milestone Reviews:** Review progress at the end of each phase and adjust the plan as necessary.
- **Feedback Mechanisms:** Collect feedback from stakeholders at each stage to ensure continuous improvement.

This project plan provides a structured approach to select a new CEO, ensuring that the process is thorough, transparent, and aligned with the organization's goals and values.



INFO ITEM 1

PY'2024 - 2025 Consortium & Board of Directors Calendar

During the Special Board of Directors meeting on June 17, 2024, it was approved that our meetings will be held bi-monthly, alternating between Hillsborough and Pinellas locations.

To ensure convenience for all, we decided on the third Thursday of the month, meeting at 10:00 a.m.



CareerSource Hillsborough Pinellas

PY'2024 - 2025 Consortium and Board Meetings

	July 2024	Aug. 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	June 2025
Consortium Meetings 10:30 a.m. – 12:00 p.m. Hybrid Meeting			9 Tampa			TBD			TBD			TBD
Board of Directors 10:00 a.m. – 11:30 a.m. Hybrid Meeting	18 Tampa		19 Tampa		21 EpiCenter		16 EpiCenter		20 Tampa		15 EpiCenter	
CEO Selection Committee 10:00 a.m. – 11:30 a.m. Meridian One /Hybrid Meeting	10 Meridian	7 21 Meridian	4 18 Meridian	2 16 30 Meridian								

All Consortium and Board meetings are conducted in accordance with the *Florida Sunshine Law*.

Meridian One
4350 W Cypress Street, Ste. 875
Tampa, FL 33607

EpiCenter
13805 58th Street N.
Clearwater, FL 33760

Tampa Center
9215 North Florida Ave.
Tampa, FL 33612

If you are a person with a disability who requires assistance in attending any of the meetings, please contact Tammy Stahlgren at 813-397-2070 or Leah Geis at 727-608-2551.

Public Comments: Refer to [Public Comments](#) for instructions regarding public comments to the Consortium meeting.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Revised 6.27.2024

Collaborate – Innovate – Lead



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