



Board of Directors - CareerSource Hillsborough Pinellas Minutes

CareerSource Hillsborough Pinellas

Thursday, May 30, 2024 at 11:00 AM EDT

@ 9215 North Florida Avenue, Tampa FL 33612

Board Members in Attendance

Present:

Mitch Allen, Belinthia Berry (remote), Warren Brooks, Joseph Eletto, David Fetkener (remote), Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless, Gary Hartfield, Benjamin Hom, John Howell, Mark Hunt, Robert Blount, III, Michael Jalazo, Jim Junecko (remote), Commissioner Latvala, Nikishia Lezama (remote), Dr. Brian Mann (remote), Esther Matthews (remote), Shawn McDonnell (remote), April Neumann, Jeremy Robison, Dr. Rebecca Sarlo, Elizabeth Siplin (remote), Roy Sweatman, Thayne Swenson (remote), Scott Thomas, Sophia West (remote), Ken Williams, Russell Williams, Commissioner Wostal, Ocea Wynn (remote), Mercedes Young

Absent:

Board Member: Sean Butler

Others in Attendance

- Hillsborough County Government: Mary Helen Farris, Ken Jones, Jonathan Wolf
- CareerSource Pinellas: Jay Burkey, Jason Druding, Leah Geis, Caroline Kenney (remote), Steve Meier (remote), Lysandra Montijo (remote), Rory Stewart (remote), Juan Toribio (remote)
- CareerSource Tampa Bay Staff: Saleema Bennett, Rich Beynon, Kiani Bowman, Dr. Byron Clayton, Anacelis Collazo, Ted Davis, Sheila Doyle, Kristal Feacher, Leondra Foster, Barry Martin (remote), Dolores Martinez (remote), Maritza Morales, Armando Perez, Mario Rodriguez, Michelle Schultz, Tammy Stahlgren, Doug Tobin, Michelle Zieziula
- Interpreters: Natasha Moreno, Mackenzie Wagener
- GreyRobison: Stephanie Marchman, Scott Cole
- Pinellas County Government: Tyler Bonneau, Dr. Cynthia Johnson, Cody Ward
- Others Present: Paul Casebolt, Sarah Cavanaugh (remote), Scott Cole, Michelle Epstein (remote), Anuj Kapadia (remote), Molly Langsdorf (remote), Kathleen Watson (remote), Cora West (remote)

I. Call to Order, Welcome, Roll Call, Board Member Introductions

Tammy Stahlgren, Executive Administrative Assistant, CareerSource Tampa Bay called the meeting to order at 11:01 a.m.

Steve Meier, CEO of CareerSource Pinellas and Sheila Doyle Interim CEO & CFO for CareerSource Tampa Bay introduced themselves giving a brief overview of their experience.

Board members took turns introducing themselves, stating their roles, and the length of time they have served on the board. Each member shared their professional background and experience, emphasizing their dedication to serving job seekers and supporting the organization's mission.

II. Pledge of Allegiance

Joe Eletto led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

A. Selection/Appointment of Chair

Scott Cole explained the decision-making process for selecting a chair for the newly combined entity based on The Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough/Pinellas (By-Laws), provided in Article VI., Section 6.1.

They were given 3 options:

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

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

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

Motion:

To approve option #2 (to elect an Interim Chair to serve in a limited capacity until a regular Board Chair is elected by the Board with a term begin date of July 1,

2024, or other date determined by the Board, with the authority to as approved by the Board during this limited period, with service as Interim Chair not treated as service as a regular Board Chair for the purposes of determining term of office limits.

Motion moved by Mark Hunt and motion seconded by John Howell. Mitchell Allen opposed the vote. Motion carried.

The next step was to decide upon an interim chair.

Nominations were accepted from the floor. Ben Hom, Barclay Harless, Gary Hartfield and Scott Thomas were all nominated.

A roll call vote for nominated members was conducted. After the initial vote, it is determined that a second vote is needed between the top two candidates, Barclay Harless and Ben Hom, as neither received a majority in the first round of voting.

The second roll vote determined that Barclay Harless received more votes than Ben Hom. Barclay Harless is now the interim chair and led the rest of the meeting.

The following discussion ensued:

The next step in the process is to decide on the authority of the interim chair, obviously running the meeting, and what additional authorities does the board want to grant the interim chair in this interim period. The authority of what is in the By-Laws for the chair and would be the typical practice.

Motion:

To move forward with the typical practices which give the chair authority to do what is needed as provided in the By-Laws.

Motion moved by Esther Matthews and motion seconded by David Fetkender. Motion carried.

B. Approval/Appointment of Officers or Members to the Nominating Committee

There is no process in the By-Laws for the Board to make recommendations for members to serve on the Nominating Committee. Scott Cole suggested that board members send any recommendations to Steve Meier or Sheila Doyle, and they can pass those to the chair.

Motion:

To have the chair appoint a Nominating Committee.

Motion moved by Mark Hunt and motion seconded by Ken Williams.

Motion carried.

The following discussion ensued:

Barclay Harless opened the floor to name members to serve on the Nominating Committee. Consensus was that the committee doesn't have to be very large, but should be a odd number.

Motion:

To nominate Ben Hom to the Nominating Committee.

Motion moved by Gary Hartfield and motion seconded by Commissioner Wostal.

Motion:

To nominate Dr. Sarlo to the Nominating Committee.

Motion moved by Scott Thomas and motion seconded by Ken Williams.

Motion:

To nominate John Howell to the Nominating Committee.

Motion moved by Ben Hom and motion seconded by Michael Jalazo.

Motion:

To nominate Mercedes Young to the Nominating Committee.

Motion moved by Ocea Wynn and motion seconded by Mitch Allen.

Motion:

To nominate Ken Williams to the Nominating Committee

Motion moved by Scott Thomas and motion seconded by Dr. Sarlo.

There was one vote for all 5 Nominees to serve on the Nominating Committee.

Motion carried.

There were 5 people that were selected to serve on the Committee, 2 from Pinellas- Ken Williams and Dr. Rebecca Sarlo, 2 from Hillsborough- Mercedes Young, and Ben Hom, and John Howell who represents both counties.

C. Acceptance of Bylaws as Approved by the Consortium

Scott Cole said the By-Laws have been approved by the Consortium and agreed to in the Plan of Merger. This motion is not to approve them, but rather to accept them.

Motion:

To accept the Bylaws.

Motion moved by Michael Jalazo and motion seconded by David Fetkener.

Motion carried.

D. Approval of FY2025 Planning Budget

Presented by Sheila Doyle and Steve Meier

The CareerSource Hillsborough Pinellas (CSHP) 2024-2025 Planning Budget was prepared jointly by Hillsborough and Pinellas staff based on preliminary allocations, received from FloridaCommerce, of WIOA, Wagner-Peyser and Welfare Transition funding. Discussed decrease in funding in various funding streams. Indicated budget will be Modified in first quarter. Provided an overview and discussed the components of the budget by county and addressed questions from board members.

Motion:

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

Motion moved by Gary Hartfield and motion seconded by Ken Williams.

Motion carried.

E. Selection and Recommendation of Legal Counsel for Consortium Approval

Scott Cole & Stephanie Marchman stepped out of the room for the discussion and vote.

Under Section 4.5 of the Bylaws of Tampa Bay Workforce Alliance, Inc. (CareerSource Hillsborough Pinellas), the Board can select and recommend Legal Counsel for Consortium approval, and the Legal Counsel must report to the Board while providing legal services and updates as needed. Section 4.7 of the Interlocal Agreement requires the Consortium to approve a process for selecting General Counsel for the LWDB. On February 6, 2024, the Consortium

approved an RFP for General Counsel Legal Services for CareerSource Hillsborough Pinellas.

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

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

Discussion revolved around the selection of legal counsel for consortium approval, with a focus on the firms Gray Robinson and Schumaker. The meeting covered the evaluation process, including factors such as experience, services offered, and pricing. Concerns were raised about the high cost of services.

Motion:

To approve the selection of Gray Robinson, P.A. to be legal counsel for CareerSource Hillsborough Pinellas.

Motion moved by Mark Hunt and motion seconded by Commissioner Wostal. Motion carried. Scott Thomas and Commissioner Latava both were opposed to the vote.

F. Discussion of Process for the CEO Search

Discussion of Newland and Associates Contract

The discussion revolved around the contract with Newland and Associates, which was suspended in a prior meeting. A lengthy discussion focused on whether to terminate the contract. They debated issues from the first search and sought legal counsel's input.

Stephanie Marchman of Gray Robinson, pointed out uncertainties about the termination process, but also suggested it might be possible to negotiate a new search at no cost. However, she would need time to review the contract before offering legal advice. All prior motions related to terminating the contract with Newland and Associates were withdrawn pending a review of the contract by legal counsel. The emphasis was on ensuring a thorough review before taking further action.

Motion:

To have legal counsel (GreyRobinson) explore the termination clause (in our contract with Newland & Associates) and come back with options at our next regularly scheduled meeting.

Motion moved by Scott Thomas and motion seconded by Commissioner Wostal.
Motion carried.

Discussion around the formation of a CEO search committee

They proposed the appointment of a slightly larger Ad Hoc committee to ensure diversity and representation. There was a debate on the number of members, with a suggestion to appoint nine members from the current body. Additionally, there was a discussion about not including at-large community members in the committee and the involvement of legal counsel in the process.

Motion:

To allow the interim chair to appoint (9) nine members to form the CEO search committee, made up of volunteers from this body.

Motion moved by Scott Thomas and motion seconded by Gary Hartfield. Motion carried.

The following discussion ensued.

The board members engaged in a detailed discussion to establish an Ad Hoc CEO search committee. Individuals volunteered themselves and some were volunteered by others. There were more volunteers than open positions, leading some to withdraw their names from consideration.

After some back and forth, a recommendation was made to modify the committee to include (10) ten members.

Motion:

To modify the original motion, to modify the number of the Ad Hoc (CEO Selection) committee members to (10) ten.

Motion moved by Gary Hartfield and motion seconded by Mark Hunt. Motion carried.

These volunteers were accepted from the floor and appointed by the Interim Chair to serve on the CEO Selection Committee.

Hillsborough Representatives

Gary Hartfield
Ben Hom

April Neumann
Mercedes Young
Sean Butler

Pinellas Representatives

Scott Thomas
Dr. Rebecca Sarlo
Ken Williams
Michael Jalazo

Represents both Hillsborough and Pinellas Counties

John Howell

G. Discussion of Co-Interim CEOs

Dr. Johnson explained that the consortium discussed the selection of co-interim CEOs and decided to readdress the process at their next meeting on June 4th. The consortium emphasized that it was the board's decision whether to seek a singular interim-CEO or Co-interim CEOs. The board's recommendation would then go back to the consortium for final approval. Additionally, the consortium's role and responsibilities in the CEO search process were clarified.

Interim CEO Discussion

The discussion revolved around the need for an interim CEO after a merger, with the suggestion of having co-interim CEOs. Questions were raised about the titles and responsibilities of the interim CEOs, as well as the process for selecting them. There was also a desire to hear from the current interim CEO at Hillsborough before making a decision, but ultimately decided that Sheila Doyle's introduction at the beginning of the meeting sufficed.

Motion:

To approve co-interim CEOs Sheila Doyle and Steve Meier for purpose of consolidation.

Motion moved by John Howell and motion seconded by Scott Thomas. Motion carried.

H. Discussion of PY Meeting Calendar (Dates/Times/Locations)

Discussion on the meeting calendar took place, but no consensus was reached on dates. Tammy Stahlgren and Leah Geis will coordinate with board members to establish a regular meeting schedule, alternating location between Hillsborough and Pinellas counties. A June meeting needs to be scheduled to

approve items before July 1. The Chair has the authority to finalize the meeting dates.

V. Consent Agenda

A. Approval of CSTB & CSPIN Programmatic Policies (until new merged policies are approved)

1. WIOA 22-01 Training, Supportive Services and Needs-Related Payments
2. WIOA 22-02 Priority of Service
3. WIOA 24-01 Employed Worker Training (EWT) for Apprenticeships
4. WIOA 23-04 Eligible Training Provider List (ETPL) Requirements
5. WIOA 22-03 Youth Incentives
6. WIOA-P-113-14 Disaster Recovery Dislocated Worker Grants
7. WIOA-96-14 Job Seeker Registration, Application and Services

Motion:

To approve the Consent Agenda as presented.

Motion moved by Scott Thomas and motion seconded by Mitch Allen.

Motion carried.

VI. Update / Information Items

A. Sunshine Law and Ethics powerpoint presentation

Due to time constraints this item was tabled and will be moved to the next meeting. Stephanie Marchman, general counsel, mentioned that materials on the Sunshine Law and ethics are in the agenda. For questions, contact her directly, her number is in the materials.

B. Future Board Orientation

VII. Future Action / Discussion Item (2nd Meeting - TBD)

- A. Selection of Officers
- B. Committee Assignments (?)
- C. New Area (LWDA) Designation

Motion:

To allow approval of signature of the Local Workforce Board Designation.

Motion moved by Scott Thomas and motion seconded by Esther Matthews. Motion carried.

VIII. Open Discussion

The Chair opened the floor for discussion, but there were no comments. The Chair then thanked the board members for their time and expressed gratitude to the staff of the new entity.

IX. Adjournment

The meeting was adjourned at 1:44 p.m. Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.