



# CareerSource Hillsborough Pinellas Board of Directors Minutes

CareerSource Hillsborough Pinellas

Thursday, July 18, 2024 at 10:00 AM EDT

Hybrid Meeting / 9215 North Florida Avenue, Tampa FL 33612

## **Board Members**

### **Present:**

Mitch Allen (remote), Belinthia Berry (remote), Warren Brooks (remote), Sean Butler, Joseph Eletto, David Fetkenher (remote), Ben Friedman (remote), Barclay Harless, Gary Hartfield, John Howell, Mark Hunt (remote), Robert Blount, III (remote), Michael Jalazo, Jim Junecko (remote), Commissioner Chris Latvala (remote), Nikisha Lezama (remote), Shawn McDonell (remote), Jeremy Robinson (remote), Dr. Rebecca Sarlo, Elizabeth Siplin, Sophia West (remote), Ken Williams, Russell Williams (remote), Mercedes Young

### **Absent:**

Elizabeth Gutierrez, Dr. Brian Mann, Esther Matthews, April Neumann, Roy Sweatman, Thayne Swenson, Scott Thomas, Commissioner Joshua Wostal, Ocea Wynn

## **Others Present**

CareerSource Hillsborough Pinellas: Saleema Bennett, Rich Beynon, Kiani Bowman, Jay Burkey, Melissa Carroll, Dr. Byron Clayton (remote), Sheila Doyle, Jason Druding, Leondra Foster, Leah Geis, Barry Martin, Steve Meier, Michelle Moeller, Lysandra Montijo, Maritza Morales, Anna Munro, Mario Rodriguez, Michelle Schultz, Don Shepherd (remote), Tammy Stahlgren, Doug Tobin, April Torregiante, Michelle Zieziula

Hillsborough County Government: Ken Jones (remote)

Legal Counsel: Stephanie Marchman

Pinellas County Government: Dr. Cynthia Johnson (remote), Corey McCaster (remote)

Absolute Quality Interpreting Services, LLC (AQI Services): Kelly Bins, Natasha Moreno

Others: Lauren Bankert Steif, Tucker Hall (remote), Paul Casebolt, OSO, Robert Newland Newland Associate (Remote), Cody Ward, Grey Robinson (remote)

### I. Call to Order, Welcome, and Roll Call (Presenters: Sean Butler)

Sean Butler called the meeting to order at 10:00 a.m. There was a quorum present.

### II. Pledge of Allegiance

Gary Hartfield led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Chair's Update

The Chair emphasized the board's purpose and their role in serving the community. To ensure transparency and clarify the start date of the Chair appointed at the June 17, 2024 board meeting, it was confirmed the chair's term officially began on July 1, 2024.

V. Co-Interim CEO Report

Sheila Doyle and Steve Meier gave updates on the merger and discussed benefits of the merger for the community. A presentation on the Summer Youth Program was provided, featuring testimonials from participants, and program coordinators. Videos highlighting the valuable experiences and skills gained through the program were also presented.

Key figures Stephanie Smith, Chair of the Board of CareerSource Florida, and Adrienne Johnston, CEO of CareerSource Florida visited in June for board and subcommittee meetings. The visit included facility tours and highlighted workforce initiatives, including Sail Future Academy, Boyd Hill Nature Preserve, Pinellas Technical College, New Beginnings of Tampa, and the ACE program at Ultimate Medical Academy. The events received positive feedback, underscoring CareerSource's impact on youth and veterans.

Tribute to Zach White

We recently lost long-term board member and community partner, Zach White, who was vice president at the Homeless Empowerment Program in Clearwater and a board member of PERC. Staff and board members expressed their condolences and shared personal memories of Zach, highlighting his dedication to his work and his impact on the organization.

VI. Legal Counsel Report

This was Stephanie Marchman's first official meeting, and she expressed her support for the board, emphasizing her availability for questions about the Sunshine Law, Ethics, and Compliance. She highlighted the importance of publicly noticed meetings for any CareerSource Hillsborough Pinellas discussions between members, regardless of the communication method. She also covered the Florida Ethics code, stressing that board members must avoid decisions causing personal gain.

Stephanie Marchman will continue the practice of providing a written summary of legal services at each meeting, to which board members expressed support.

VII. Consent Agenda (Presenters: Sean Butler)

A. Approval of Minutes - CareerSource Pinellas

1. Approval of Minutes - February 21, 2024, CSPIN Finance Committee Meeting
  2. Approval of Minutes - March 5, 2024, CSPIN Ad Hoc CEO/Counsel Review Committee Meeting
  3. Approval of Minutes - April 4, 2024, CSPIN Compensation Committee Meeting
  4. Approval of Minutes - April 11, 2024, One-Stop Operator Meeting
  5. Approval of Minutes – April 24, 2024, CSPIN Audit Committee Meeting
- B. Approval of Minutes - CareerSource Tampa Bay
1. Approval of Minutes - May 16, 2024, CSTB Board of Directors Meeting
  2. Approval of Minutes - May 30, 2024, CSTB Special Board of Directors Meeting
- C. CareerSource Hillsborough Pinellas
1. Approval of Minutes - May 2, 2024, Advisory Committee Meeting
  2. Approval of Minutes - May 14, 2024, Advisory Committee Meeting
  3. Approval of Minutes - June 11, 2024, CSHP Nominating Committee Meeting
  4. Approval of Minutes - May 30, 2024, CSHP Board of Directors Meeting
  5. Approval of Minutes - June 17, 2024, CSHP Special Board of Directors Meeting
- D. Approval of Youth Service Provider - SailFuture, Inc.
- E. Approval of Fiscal Policies & Procedures
1. Financial Policies and Procedures
  2. Procurement Policies and Procedures
  3. Travel Policy and Reimbursement Procedures

**Motion:**

To approve the Consent Agenda items A, B, C, D, and E.

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield.  
Motion carried.

VIII. Action/Discussion Items

- A. Approval of Process to be Used for the CEO Search (Presenters: Gary Hartfield, Anna Munro)

Gary Hartfield and Anna Munro provided an update on the CEO selection process, including the creation of an internal project plan to detail the CEO selection process and addressed potential challenges.

Newland Contract

Discussed implications if contract with Newland was not continued and multiple factors that were not the cause of Newland which resulted in the previous search not resulting in the hiring of a CEO.

Discussion on CEO Selection Committee Meeting and Consortium Meeting Preparation

The Chair suggested the need for the committee chair's attendance at the upcoming consortium meeting and suggested rescheduling the next CEO selection committee meeting.

**Motion:**

To approve the project plan and recommend a CEO selection process to the Consortium:

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 Appoint Anna Munro as CEO selection committee point of contact. If there are any process changes, bring them back to the board with a back-up plan.

Motion moved by Barclay Harless and motion seconded by Michael Jalazo.

Motion carried

B. Approval of One-Stop Operators (Presenters: Anna Munro)

**Motion:**

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

A. Execute two (2) One-Stop Operator agreements:

(1) between Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas and Educational Data Systems, Inc., with CSHP Board approval and the agreement of the Consortium; and,

(2) between Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas and Kaiser Group dba Dynamic Workforce Solutions, with CSHP Board approval and the agreement of the Consortium; and,

B. Competitively procure and select an OSO with the approval of the Consortium for a contract effective date of 7/1/2025.

Motion moved by Barclay Harless and motion seconded by Gary Hartfield.  
Motion carried.

C. Approval of Board Committees Structure and Assignments

Subcommittees and committees are required for the Board to act effectively and efficiently. The charter for each standing committee was developed with staff support.

During discussion it was decided to combine the Finance and Audit Committees. Members also supported the idea of a standing compensation committee.

It was recommended to create a qualification grid for the volunteers who want to participate on each committee.

Discussed presenting the consortium with an amendment to the bylaws and determining the number of members per committee.

**Motion:**

To approve the creation of: Executive, Finance/Audit, Workforce Solutions, One Stop Operations, and Youth Development Committees as Standing Committees; and the development of a charter for each Standing Committee; and subject to the successful approval of the Committee Charters, recommend for Consortium consideration and approval, the By-Laws be amended to list the Standing Committees and incorporate the approved charters as appendices to the By-Laws. There was a Friendly amendment to add a Standing Compensation Committee.

Motion moved by Barclay Harless and motion seconded by Gary Hartfield.  
Motion carried.

D. Approval of PY 2024-2025 Meeting Calendar

**Motion:**

To approve the PY' 2024-2025 Board of Directors schedule, to meet bi-monthly on the third Thursday of each meeting month at 10:00 a.m. Meetings will be held at Hillsborough or Pinellas locations, subject to room availability at Pinellas' EpiCenter.

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield. Motion carried.

E. Approval of Request to Serve as Direct Provider of Services (Presenters: Anna Munro)

Every workforce board is required to request to serve as the direct provider of workforce services. The request will allow for a vote by the board, to then be brought forth to the consortium. There is a public comment period that runs from July 15, through August 14, 2024, that's posted on the CSHP website.

**Motion:**

To approve the Request to Serve as Direct Provider of Workforce Services, Attachment A and B, and to the Consortium for their approval in order to submit to FloridaCommerce no later than August 15, 2024.

Motion moved by Michael Jalazo and motion seconded by Gary Hartfield. Motion carried.

F. Approval of Related Party Contract (Presenters: Anna Munro)

1. Ultimate Medical Academy (Presenters: Anna Munro)

Related Party Training Provider Agreement:

Ultimate Medical Academy, amount not to exceed \$136,588.

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

April Neumann has completed and submitted a Voting Abstention Form.

April Neumann was not present at the meeting.

**Motion:**

For PY 2024/2025, approval of Ultimate Medical Academy as a Training Provider for a total not to exceed of \$100,000, contingent upon FloridaCommerce and CareerSource Florida approval.

Motion moved by Michael Jalazo and motion seconded by Elizabeth Siplin. Motion carried.

IX. Information Items / Discussion Items

A. Legislative Brief - WIOA re-authorization (Presenter: Michelle Schultz)

The presenter provided information regarding the reauthorization effort currently underway by Congress to reauthorize our main funding. In the U.S. House of Representatives, their Education and Workforce Committee introduced a bill, which was passed by the House in April, and referred to the Senate.

B. 2025-2028 Regional and Local WIOA Workforce Services Plan (Presenter: Michelle Schultz)

The presenter provided information regarding the 2025-2028 Regional and Local Workforce Services Planning process, required every four years, due to the State October, to be effective January 1, 2025. The final plan must be posted for public comments and will be presented to the board for approval before being sent to the consortium.

C. Sunshine Law and Ethics Presentation (Presenter: Stephanie Marchman)

Presenter provided a presentation and discussion on sunshine law, public records, and ethics requirements .

D. Board Orientation (Presenters: Sheila Doyle, Steve Meier)

Presenters are working together to create a unified recommendation for board approval. This will include an annual board retreat and orientation for new board members.

E. Letter Grades and Performance Indicators (Presenters: Chad Kunerth)

Presenter reviewed primary performance metrics, noting 18 measures focused on employment, wages, credentials, and skills noting all measures are being met or exceeded and three are close to being met: adult median wage (second quarter after exit), credential attainment for adults, and dislocated worker credential attainment. Final grades and future plans will be discussed in negotiations with FloridaCommerce in August and September. Coordination among departments and outreach efforts will be key in achieving these goals.

F. Youth Opportunity Summit (Presenters: Michelle Zieziula)

The presenter provided an overview of the Opportunity Youth Workforce Summit (one-day event) taking place on October 1, 2024, that will include (Opportunity) Youth, Community Leaders, Business Leaders, Educators, and the Workforce Industry.

X. Future Action / Discussion Items

A. Administrative Policy Approvals

B. Required Partner Agreements

XI. Open Discussion

XII. Adjournment

The meeting adjourned at 11:58 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.