

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

**Date:** Friday, August 2, 2024, at 12:00 pm.

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

**CALL TO ORDER**

Chair, Commissioner Gwendolyn Myers, called the meeting to order at 12:02 pm. There was a quorum present with the following Consortium members in attendance.

**Consortium Members in Attendance**

**Commissioner Chris Latvala** (In person), **Commissioner René Flowers** (In person), **Commissioner Gwendolyn Myers** (In person), **Commissioner Joshua Wostal** (Zoom)

- **Gray|Robinson Attorneys**  
**Stephanie Marchman** (Zoom)
- **CSHP Staff in Attendance (all attended in person)**  
Steven Meier, Leah Geis, Raymond Westergard, Sheila Doyle, Anna Munro, Jason Druding  
**Attended via Zoom:** Lysandra Montijo, Michelle Moeller, Michelle Zieziula, Doug Tobin, Tammy Stahlgren
- **CSHP (Board Members) – Sean Butler** (In person), **Gary Hartfield** (In person), **Robert Blount** (Zoom)
- **Pinellas County Attorney’s Office – Cody Ward** (In person)
- **Pinellas County Economic Development – Dr. Cynthia Johnson** (In person)
- **Pinellas County Legislative Aide – Tyler Bonneau** (Commissioner Latvala’s assistant – In person)
- **Hillsborough County Government – Ron Barton** (Zoom), **Ken Jones** (Zoom)
- **Hillsborough County Attorney’s Office – Mary Helen Farris** (In person)
- **Other – Robert Newland, Newland Associates** (Zoom), **Tameka Austin** (Zoom)

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

There were no public comments.

**ACTION Item 1 – Approval of One-Stop Operator Contracts**

**Background**

**Governance**

<b>RESPONSIBILITY</b>	<b>Consortium</b>	<b>Board of Directors</b>
	The Local Board, <b>with the agreement of Chief Elected Official</b> , 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]	<b>Select one-stop operators</b> 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:
  - o Engaged separate entities as their One-Stop Operator.
  - o 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.

**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:
  - o 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
  - o 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 18<sup>th</sup> 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 18<sup>th</sup> Board of Directors Meeting; and,
- Competitively procure and select an OSO, which received board approval at the July 18<sup>th</sup> Board of Directors Meeting, and agreement of the Consortium for a contract effective date of 7/1/2025.

**Discussion:** None

<b>Motion:</b>	Commissioner René Flowers
<b>Second:</b>	Commissioner Chris Latvala

*The Consortium made a motion to approve, for the period July 1, 2024 through June 30, 2025, to:*

- *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 18<sup>th</sup> 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 18<sup>th</sup> Board of Directors Meeting; and,

- Competitively procure and select an OSO, which received board approval at the July 18<sup>th</sup> Board of Directors Meeting, and agreement of the Consortium for a contract effective date of 7/1/2025.

*This motion carried unanimously.*

### **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](mailto: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.
- (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.

*\*Supporting documents such as, Request to Serve as a Direct Provider of Workforce Services and the statement of intent, were included in the packet for review.*

**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 18<sup>th</sup> Board of Directors Meeting, in order to submit to FloridaCommerce no later than August 15, 2024.

**Discussion:** None

<b>Motion:</b>	Commissioner René Flowers
<b>Second:</b>	Commissioner Chris Latvala

*The Consortium made a motion 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 18<sup>th</sup> Board of Directors Meeting, in order to submit to FloridaCommerce no later than August 15, 2024. This motion carried unanimously.*

**ACTION Item 3 – Approval of 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.
- 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.

*\*Newland Associates new project plan was included in the packet for review.*

**RECOMMENDATION**

To approve the project plan recommended CEO selection process that was approved by the Board at the June 18<sup>th</sup>, 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 10<sup>th</sup>, 2024, and;
- 2) Appoint Anna Munro as CEO selection committee point of contact.

**Discussion:** None

<b>Motion:</b>	Commissioner Joshua Wostal
<b>Second:</b>	Commissioner Chris Latvala
<b>Opposed:</b>	Commissioner René Flowers

*The Consortium made a motion to approve the project plan recommended CEO selection process that was approved by the Board at the June 18<sup>th</sup>, 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 10<sup>th</sup>, 2024, and*
- 2) Appoint Anna Munro as CEO selection committee point of contact.*

*Commissioner René Flowers was opposed. This motion carried.*

**INFORMATION 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 Board of Directors 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.

**Open Discussion – Meeting Attendance**

**Adjournment** – Chair, Commissioner Gwen Myers, adjourned the meeting at 12:23pm.