



CareerSource Hillsborough Pinellas Board of Directors Minutes

CareerSource Hillsborough Pinellas

Thursday, September 19, 2024 at 10:00 AM EDT
@ 9215 North Florida Avenue, Tampa FL 33612

Board Members

Present:

Members: Mitch Allen, Belinthia Berry (remote), Joseph Eletto, Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless, Gary Hartfield, John Howell, Mark Hunt (remote), Robert Blount, III (remote), Michael Jalazo, Commissioner Chris Latvala (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), Shawn McDonnell (remote), April Neumann, Jeremy Robinson (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Roy Sweatman, Scott Thomas (remote), Sophia West (remote)

Absent:

Members: Warren Brooks, David Fetkener, Esther Matthews, Thayne Swenson, Kenneth Williams, Russell Williams, Commissioner Joshua Wostal, Ocea Wynn, Mercedes Young

Other Present

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

Hillsborough County Government: Ken Jones (remote), Jonathan Wolf (remote)

Pinellas County Government: Dr. Cynthia Johnson (remote), Cody Ward (remote)

Legal Counsel: Stephanie Marchman (remote)

One Stop Operator (Hillsborough County): Paul Casebolt

Absolute Quality Interpreting Services, LLC (AQI Services): Janelle Barnes (remote), Melissa Higginbotham (remote)

- I. Others in Attendance: Sean Butler - Public Comment, Tameka Austin - Florida Department of Commerce (remote), Breanne Williams (remote), Kendra Denzik - M.E. Wilson (remote), Call to Order, Welcome, and Roll Call (Presenters: Barclay Harless)
Barclay Harless called the meeting to order at 10:01 a.m. There was a quorum present.
- I. Pledge of Allegiance
Joe Eletto led the Pledge of Allegiance.
- II. Public Comments

Sean Butler explained the circumstances leading to his resignation from the board and his application for the CEO position, emphasizing the importance of maintaining integrity and credibility throughout the process.

III. Chair's Update (Presenters: Barclay Harless)

Jim Junecko resigned from the CareerSource Hillsborough Pinellas board due to job relocation. We extend our gratitude to Jim for his years of dedicated service to the organization.

Scott Thomas was appointed as the new Compensation Committee Chair.

The Nominating committee will meet to fill the Vice-Chair position.

IV. Legal Counsel Report (Presenters: Stephanie Marchman)

Please refer to the agenda packet for the Legal Counsel Report. No discussion occurred.

V. Co-Interim CEO Report (Presenters: Sheila Doyle, Steve Meier)

The Florida Workforce Professional Development Summit was held in Orlando, September 9th through the 11th. This conference is held every year in coordination with Workforce Development Month, which is September. Workforce professionals can attend, from all levels in the various workforce boards, come together to collaborate and network and share best practices.

Congratulations to Brittany Munier and Ted Davis for winning the Workforce Professional Champion Award for 2024. Brittany is a WIOA career counselor in Pinellas County, and Ted is a Business Development Manager for the military family program in Hillsborough County.

Reminder that the Opportunity Youth Summit is on Tuesday, October 1st, from 8:00 AM to 3:30 PM at the Tampa Marriott Water Street. The event focuses on disconnected youth aged 16-24 in Hillsborough and Pinellas counties. Gary Hartfield will be the emcee, and former NBA All-Star Jayson Williams will be a featured speaker. Everyone received a complimentary registration code via email.

Steve Meier attended the Board of Governors for the St. Pete EDC meeting where the Hines group provided an update on the Historic Gas Plant project. Phase one is scheduled to open in 2027. It will include over a million square feet of mixed-use space, including medical offices, a 350-room hotel, an entertainment venue, residential and affordable housing units, and the Woodson Museum. Construction is set to begin in January.

Mitchell Allen (Tampa Bay EDC) responded to an RFP in Tampa, focusing on a 5–6-acre land in East Tampa. Aim is to build 117 affordable housing units and a 65,000 sq ft maker space for a Smart Manufacturing Innovation (SMII) institute in partnership with USF. The plan includes a food hall, collaborating with Hillsborough Community

College's Culinary Institute. Negotiations with the city are in progress, aiming for final approval by year-end and starting construction soon. This project aims to significantly impact the East Tampa area.

Bay News 9 will be airing a story about Noah Grega, an 18-year-old from foster care in Pinellas County. He expressed interest in coding last December, leading to support from CodeBoxx Academy and Sail Future Academy. He enrolled in the program and graduated in May. Noah is a teaching artist at the Arts Conservatory for Teens, teaching coding concepts. It's a heartwarming story, and we hope to share more at the next board meeting for those who miss the airing.

VI. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

Motion:

To approve the consent agenda as presented

Motion moved by Michael Jalazo and motion seconded by Mitch Allen.
Motion carried

1. April 18, 2024, CareerSource Pinellas Workforce Solutions Committee Meeting
2. May 22, 2024, CareerSource Pinellas Board of Directors Meeting
3. July 18, 2024, CareerSource Hillsborough Pinellas Board of Directors Meeting

VII. Action/Discussion Items

A. Health Benefit Analysis (Presenters: Barry Martin, Kendra Denzik)

Motion:

To accept the recommendations of ME Wilson Health Benefit Analysis subject to the following changes: (1) removal of the \$1,200 annual employer contribution to the Health Savings Account (HSA) and providing management the flexibility in determining the HSA contribution strategy and annual amount and (2) provide management the flexibility in the selection of an alternative solution to Telehealth on Medical Plans.

Motion moved by Mark Hunt and motion seconded by Scott Thomas. Motion carried.

B. 2024-2025 Planning Budget Modification #1

Presenter: Sheila Doyle

Motion:

To approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

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

- C. WIOA Dislocated Worker Fund Transfer Approval (Presenters: Steve Meier)

Motion:

To approve the funds transfer from Dislocated Worker to Adult as stated in the above table and more fully described in the attached Florida Commerce Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

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

- D. Request to Waive ITA Expenditure Requirement (Presenters: Sheila Doyle)

Motion:

To approve the CareerSource Hillsborough Pinellas ITA Waiver Request of a 35% waiver level for PY2024-2025, subject to Hillsborough Pinellas Workforce Development Consortium (CLEO) approval.

Motion moved by Michael Jalazo and motion seconded by Mitchell Allen. Motion carried.

- E. Grantee-Subgrantee Agreement (Presenters: Anna Munro)

Motion:

To approve the Florida Department of Commerce Grantee Sub-Grantee Agreement for the period July 1, 2024, through June 30, 2027, pending final approval by the Consortium.

Motion moved by Michael Jalazo and motion seconded by Mitchell Allen. Motion carried

- F. Related Party Contract (Presenters: Anna Munro)

Related Party MOU:

Tampa Bay Economic Development, amount not to exceed \$100,000.

- Mitchell Allen has been identified as having a conflict of interest and was notified prior to the meeting.
- Mitchell Allen has completed and submitted a Voting Abstention Form.
- Mitch Allen verbally abstained.
- Mitch Allen was not present during the vote and discussion.

Motion:

To approve the PY 2024/2025, MOU with Tampa Bay Economic Development Council 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 April Neumann.
Motion carried.

G. Required Partner Agreements

Presenter: Anna Munro

Motion:

To approve to execute MOU and IFA agreements with applicable Required Partners for the period July 1, 2024, through June 30, 2027, subject to Consortium final approval.

Motion moved by Mitchell Allen and motion seconded by Michael Jalazo. Motion carried.

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

Motion:

To approve the 2025-2028 Regional and Local WIOA Workforce Services Plan with final approval by the Consortium.

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

I. Regional Alignment – Letter of Intent (Presenters: Steve Meier)

Motion:

To approve CareerSource Hillsborough Pinellas’ Board Chair to sign the formal letter of intent to collaborate together with CareerSource Pasco Hernando, CareerSource Polk and CareerSource Suncoast as a regional planning area and to seek designation as a regional planning area from CareerSource Florida by its June 2025 board meeting.

Motion moved by Michael Jalazo and motion seconded by Mitchell Allen. Motion carried.

J. Co-Interim CEO Compensation (Presenters: Barclay Harless)

Motion:

To approve an allowable separate amount for each Co-Interim CEO, which will not impact their base pay, where the separate amount includes (1) additional pay, where the additional pay plus the individual's base pay totals \$200,000 per calendar year and (2) related benefits associated with the additional pay, retroactive to July 1, 2024, through 60 days after a new CEO is formerly hired and signs a contract.

Motion moved by Michael Jalazo and motion seconded by April Neumann.
Motion carried.

VIII. Information Items / Discussion Items

A. CEO Selection Process - Update (Presenters: Gary Hartfield)

The Committee selected five candidates for interviews after reviewing 7 candidates' dossier and open dialogue. Selection of the slate of candidates is a culmination of several committee meetings that fostered active participation, collective decision-making, and open communication of a member's ideas and perspective.

The interviews are a two-phased process – initial followed by a 2nd round of interviews. The initial interview includes all five candidates (9/27 and 10/4 dates have been saved). The 2nd round of interviews includes only those candidates from the initial interview who have been selected to move forward. The date(s) for the 2nd round of interviews will be determined. Newland will continue to source qualified candidates.

B. WorkNet Pinellas, Inc. Auditor Communications (Presenters: Steve Meier)

There was no discussion, refer to the agenda packet for details.

IX. Future Action / Discussion Items

- A. Employee Handbook
- B. Employee Benefit Plan Design & Employer Contribution
- C. Hillsborough County Ex-Offender/Returning Citizen Agreement
- D. FloridaCommerce Internal Control Questionnaire

E. Final Financial Statement Audit & 990 for WorkNet Pinellas, Inc.

X. Open Discussion

There was none.

XI. Adjournment

The meeting was adjourned at 11:18 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.