



CareerSource Hillsborough Pinellas Board of Directors

Meeting Minutes

CareerSource Hillsborough Pinellas

1/16/2025 10:00 AMEST

Location: Hybrid- Zoom / EpiCenter 13805 58th St. N Clearwater, FL 33760

Board Members Attendance

Present:

Mitch Allen (remote), Joseph Eletto (remote), Brian Nathan, Don Noble, Belinthia Berry (remote), Elizabeth Gutierrez, Barclay Harless, Gary Hartfield, John Howell, Mark Hunt, Robert Blount, III (remote), Michael Jalazo, Dr. Brian Mann (remote), Esther Matthews, Shawn McDonnell, April Neumann (remote), Jeremy Robinson, Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Roy Sweatman, Kenneth Williams (remote), Ocea Wynn (remote), Mercedes Young (remote)

Absent:

Commissioner Joshua Wostal, Warren Brooks, David Fetkenher, Benjamin Friedman, Commissioner Christopher Latvala, Nikisha Lezama, Thayne Swenson, Scott Thomas, Sophia West, Russell Williams

CareerSource Hillsborough Pinellas Staff: Saleema Bennett (remote), Rich Beynon, Jay Burkey, Sheila Doyle, Jason Druding, Leondra Foster (remote), Leah Geis, Chad Kunerth, Keidrian Kunkel, Barry Martin, Steve Meier, Michelle Moeller, Lysandra Montijo, Maritza Morales (remote), Anna Munro, Brittany Munyer (remote), Brandon Pham, Mario Rodriquez (remote), Michelle Schultz (remote), Don Shepherd, Tammy Stahlgren, Doug Tobin (remote), April Torregiante, Michelle Zieziula

One-Stop Operator (Hillsborough County): Paul Casebolt

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

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

Legal Counsel: Stephanie Marchman (remote)

Others in Attendance: Ben Clark, James Moore & Co., P.L. (remote), Vince Meyers, Thomas Howell Ferguson P.A. (remote), Absolute Quality Interpreting Service Staff

- I. Welcome and Introductions (Presenters: Barclay Harless)
Barclay Harless, chair called the meeting to order at 10:00 a.m.
- II. Pledge of Allegiance
The Pledge of Allegiance was recited.
- III. Public Comments (Presenters: Barclay Harless)
There were none
- IV. Roll Call
Roll call completed. There was a quorum present.

V. Chair Report (Presenters: Barclay Harless)

Refer to the board packet for the Chair Script detailed report.

VI. General Counsel Update (Presenters: Stephanie Marchman)

Refer to the board packet for General Counsel detailed report.

VII. Consent Agenda (Presenters: Barclay Harless)

A. Approval of Minutes

1. December 20, 2024 CEO Selection Committee Meeting

Motion:

To approve the consent agenda as presented.

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

VIII. Action/Discussion Items

A. Approval of Minutes - CareerSource Hillsborough Pinellas Board of Directors Meeting - November 21, 2024

Presenter: Barclay Harless

Motion:

To approve the minutes of November 21, 2024, CareerSource Hillsborough Pinellas Board of Directors Meeting.

Motion moved by Mark Hunt and motion seconded by Michael Jalazo. Motion carried.

B. Required Communications & Acceptance of June 30, 2024 Annual Financial Statement – WorkNet Pinellas, Inc.

Presenter: Vince Meyers

Vince Meyers provided an overview of the audit report, noting an unmodified opinion on the financial statements. The audit found no compliance issues or significant difficulties, and the financial statements were consistent with the prior year.

Motion:

To Accept the WorkNet Pinellas, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2024.

Motion moved by Don Noble and motion seconded by Gary Hartfield. Motion carried.

C. Required Communications & Acceptance of June 30, 2024 Annual Financial Statement – Tampa Bay Workforce Alliance, Inc

Presenter: Ben Clark

Ben Clark provided an overview of the required communications for the financial statement audit, noting the auditors' independence, their role in issuing an opinion on the financial statements. Ben noted a clean opinion on financial statements and discussed the compliance and internal control reports. There were no areas of concern.

Motion:

To accept the Tampa Bay Workforce Alliance, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2024.

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

- D. Acceptance of 2023 IRS Form 990 – Tampa Bay Workforce Alliance, Inc.

Presenter: Ben Clark

Motion:

To Accept the Tampa Bay Workforce Alliance, Inc. 2023 IRS Form 990 for the fiscal year ending June 30, 2024.

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

- E. Acceptance of December 31, 2023 401K Plan Audit – Tampa Bay Workforce Alliance, Inc.

Presenter: Anna Munro

Motion:

To Accept the Tampa Bay Workforce Alliance, Inc. 401k Plan Audit for the calendar year ending December 31, 2023.

Motion moved by Don Noble and motion seconded by Gary Hartfield. Motion carried.

- F. Approval of 2024 – 2025 Budget Modification No. 2

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 Esther Matthews. Motion carried.

- G. Approval of Solicitation of Audit & Tax Services

Presenter: Anna Munro

Motion:

To approve to solicit audit and tax firm to be awarded the financial statement audit/990 services and 401(K) contract for the fiscal year end June 30, 2025 and December 31, 2024, respectively, with the option for 4 additional one-year periods.

Motion moved by Mark Hunt and motion seconded by Esther Matthews. Motion carried.

H. Approval of New Training Programs

Presenters: Anna Munro and Melissa Carroll

An action item recommending the approval of new training programs from Access Computer Training was presented. Additional information regarding the provider's completion and placement rates of their existing programs is to be provided by staff. A motion to table the action item until the performance data is provided was made and carried.

An analysis will be presented at the March board meeting to show measurable skills gains, credential attainment, and employment outcomes for training providers.

Motion:

To table this item.

Motion moved by Esther Matthews and motion seconded by Mark Hunt. Barclay Harless opposed the motion.

I. Approval of New Training Providers & Programs

Presenters: Anna Munro and Melissa Carroll

The board discussed adding two new training providers to the eligible training provider list: 160 Driving Academy for CDL training in Tampa and My IT Future Institute's Orlando campus for IT programs.

Additional information regarding My IT Future Institute's completion and placement rates for their existing programs is to be provided by staff.

Motion:

To table My IT Future Institute's decision pending additional additional information.

Motion moved by Esther Matthews and motion seconded by Mark Hunt. Motion carried.

Motion:

To accept 160 Driving Academy as new training provider.

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

J. Approval of Addition of SOC Code to the Local Targeted Occupations List

Presenter: Michelle Moeller

Motion:

To approve the addition of Emergency Medical Responders (EMR) to the 2024 - 2025 TOL.

Motion moved by Mark Hunt and motion seconded by Don Noble. Motion carried.

K. Approval of Related Party Contract

Presenter: Anna Munro

Related Party Training Provider Agreement:

Abe Brown Ministries amount not to exceed \$100,000.

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

Robert Blount verbally abstained from voting and was placed in a virtual waiting room during the vote and discussion.

Necessary related forms have been completed - Form 8B and Exhibits C & D.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS			
LAST NAME—FIRST NAME—MIDDLE NAME Robert Blount		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board	
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Tampa, Florida 33607		<input type="checkbox"/> CITY	<input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED		NAME OF POLITICAL SUBDIVISION Hillsborough and Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.366 or 163.367, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

- PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and
- WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

CE FORM 8B - EFF. 11/2013 Adopted by reference in Rule 34-7.010(1)(f), F.A.C. PAGE 1

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST


I, Robert Blount, hereby disclose that on January 16, 20 25:

(a) A measure came or will come before my agency which (check one or more):

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Abe Brown Ministries, Inc., by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent, subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:
Related party contract votes for ExOffender activities with Abe Brown Ministries, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed: 1/16/2025 Signature: 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

CE FORM 8B - EFF. 11/2013 Adopted by reference in Rule 34-7.010(1)(f), F.A.C. PAGE 2

**EXHIBIT C
CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Barclay Harless, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.907(11), Florida Statutes.

Identification of all parties to the contract: Abe Brown Ministries, Inc. and CSHP
 Contractor Name & Address: Abe Brown Ministries, Inc., 21 N 29th Street, Tampa, FL 33605
 Contractor Contact Phone Number: 813-416-8202
 Contract Number or Other Identifying Information, if any: 2025-361-001
 Contract Term: 10/01/24-09/30/25
 Value of the Contract with no extensions or renewals exercised: \$100,000
 Value of the Contract with all extensions and renewals exercised: \$100,000
 Description of goods and/or services to be provided under the Contract: Ex-Offender services
 Method of procurement for the contracted goods and/or services, if applicable: Competitive

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Robert Blount

The nature of the conflicting interest in the contract: President and CEO of Abe Brown Ministries

The board member or employee with the conflict of interest did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract. If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:
 a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those with attendance, the affirmative and negative votes and abstentions for each member.
 b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
 c. A draft copy of the related party contract and amendments, as applicable.
 d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
 e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

[Signature] Barclay Harless
 Signature of Board Chairperson / Vice Chairperson* Print Name
 1/16/2025
 Date

* Must be certified and attested to by the board's Chair or Vice Chair.

**EXHIBIT D
DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT**

I, Robert Blount, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe) _____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28
 Contractor Name & Address: 2021 N 29th Street, Tampa, FL 33605
 Contractor Contact Phone Number: 813-416-8202
 Description or Nature of Contract: Ex-Offender
 Description of Financial Benefit*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)
 have no relative who is a member of the board or an employee of the board, OR
 have a relative who is a member of the board or an employee of the board, whose name is _____

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: Robert Blount

[Signature] Robert Blount
 Signature of Board Member/Employee Print Name
 1/16/2025
 Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.
 ** "Principal" means an owner or high-level management employee with decision-making authority.
 *** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

Motion:

To approve the contract with Abe Brown Ministries, Inc. for a total not to exceed \$100,000 for the period 10/1/2024 to 9/30/2025 contingent on approval of FloridaCommerce, if applicable.

Motion moved by Gary Hartfield and motion seconded by Don Noble. Motion carried.

IX. Information Items

The Information Items were reviewed by staff. There was no discussion.

- A. FloridaCommerce Financial Monitoring Q.A. Reports: LWDB 14 & LWDB 15
Presenter: Anna Munro
- B. Expenditure Reports for the Period Ending November 30, 2024
Presenter: Sheila Doyle
- C. PY'24 – 25 Statewide Performance Indicators
Presenter: Chad Kunerth
- D. Pinellas County Use of Unrestricted Funds
Presenter: Stephanie Marchman
- E. Filing Annual Financial Disclosure Form
Presenter: Leah Geis
- F. Legislative Brief

X. Open Discussion

There was none.

XI. Adjournment

The meeting adjourned at 11:34 a.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.