



# **Board of Directors Manual FY 2024 – 2025**

## Table of Contents

1. Introduction .....	2
2. Meet the Consortium & Board (See Attachment 1 & 2, <i>Board Roster &amp; Consortium Contact info</i> )...	3
3. Governance Structure & Responsibilities .....	13
4 Board Priorities & Strategic Goals .....	18
5. Committees & Charters .....	19
6. Board & Committee Meeting Schedule & General Information .....	32
7. Organizational Profile & Functional Org Chart.....	33
8. CSCF Organizational Goals .....	34
9. Funding Sources & Budget .....	38
10. Conclusion .....	40
11. Appendix .....	41
Attachment 1 – CSCF Board Roster.....	41
Attachment 2 – Consortium .....	44
Attachment 3 – Bylaws .....	45
Attachment 4 – Interlocal Agreement.....	57
Attachment 5 - Florida’s Workforce Development Board Regions (Map) .....	67
Attachment 6 - Florida Congressional Map.....	68
Attachment 7 - State Congressional Legislators – Central Florida Region .....	69
Attachment 8 - WIOA Information .....	71
Attachment 9 - Directors and Officers Protection Insurance .....	73
Attachment 10 - Government in the Sunshine – Public Records / Ethics .....	77
Attachment 11 - Conflict of Interest Policy Form .....	111
Attachment 12- Financial Disclosure Filing – Form 1 and Form 1F.....	113
Attachment 13 - CareerSource Central Florida Acronyms/Definitions List .....	126

## 1. Introduction

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Welcome to the CareerSource Central Florida (CSCF) Board of Directors. As a Board Member, you will be leading a team of dedicated, like-minded individuals that are committed to providing the highest level of service and creating opportunities for the business and career-seeking customers of Central Florida. For that, and for your commitment to serve, we thank you, and believe that you will find serving on the Board a fulfilling and rewarding experience.

Now, more than ever, is an exciting time for CSCF, as we are evolving our organization in new and innovative ways. You and your fellow Board Members play a critical role, as you are responsible for overseeing the organization's performance, while maintaining our commitment to the mission and vision. This involves establishing and guiding our strategic direction, ensuring our compliance with all applicable legal requirements, and keeping CSCF financially healthy.

We created this manual to help you understand your role and responsibilities as a Board Member, so that you can effectively carry out these duties. We encourage you to reach out to Pamela J. Nabors, CSCF's President & CEO, if you have any questions or thoughts about your Board service.

As you get to know your fellow Board Members better, you will see that they are a diverse group of professionals representing private businesses, education and training providers, labor unions, community organizations, and local governments. As experts in your respective fields, we are confident that you will make meaningful contributions in guiding CSCF toward BOLD success and achieving its vision and mission.

**Vision: Make Central Florida Talent the Best for Businesses**

~

**Mission: Connect Central Floridians to Careers and Develop Skilled  
Talent for Businesses**

## 2. Meet the Consortium and Board (See Attachment 1 & 2, Board Roster & Consortium Contact info)



**Consortium**  
as of July 1, 2024



**Jerry Demings, Chair**

Orange County Mayor



**Lee Constantine, Vice Chair**

Seminole County Commissioner, District 3



**Peggy Choudhry**

Osceola County Commissioner, District 1



**Douglas Shields**

Lake County Commissioner, District 1



**Roberta Ulrich**

Sumter County Commissioner, District 1



**Consortium of Chief Elected Officials Responsibilities** (See Attachment 4, *Interlocal Agreement*):





- ❖ Elects from among its five members, one member to act as Chair of the Consortium and one member to act as the Vice Chair.
- ❖ Chair of the Consortium shall act as the chief elected official for the local workforce development area. Chair shall review, acknowledge, and execute contracts and other records for the Consortium in accordance with state and federal law and the Florida Department of Economic Opportunity.
- ❖ Designates CareerSource Central Florida (CSCF) as the local workforce development board.
- ❖ Appoints the membership of CareerSource Central Florida Board of Directors. Unless otherwise precluded by law, the Consortium may remove any member from the CareerSource Central Florida Board of Directors at any time by majority vote of the Consortium with or without cause.
- ❖ Designates CareerSource Central Florida Board of Directors as the administrative entity and fiscal agent for all programs promulgated under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and Florida's Workforce Innovation Act of 2000.
- ❖ Meets during each fiscal year, no less than semi-annually, to conduct such business as necessary. At least one of the two meetings shall be a joint meeting between the Consortium and the CareerSource Central Florida Board of Directors. The Consortium shall comply with the Florida Sunshine Law requirements.
- ❖ Approves the CareerSource Central Florida annual fiscal year budget.
- ❖ Promotes CareerSource Central Florida services and assists the organization in conducting its business.

**CareerSource Central Florida Staff-Consortium Support:**

- ❖ Provides staff and support to the Consortium, as Consortium deems necessary.
- ❖ Submits to the Consortium for review and approval: the local plan, the one-stop operator designation, and an annual draft budget two weeks prior to the June Consortium Meeting.
- ❖ Provides an annual report to the Consortium.
- ❖ Coordinates the activities of the workforce development system with economic development strategies and other business and employer activities.

**CareerSource Central Florida Operations:**

- ❖ Develops and submits the local plan to the Governor.
- ❖ Defines one-stop operator functions and performance measures; competitively procures third-party assessments of one-stop model to make objective recommendations for service delivery providers and/or framework.
- ❖ Ensures appropriate use, management and investment of associated funds received to maximize performance outcomes.
- ❖ Defines eligibility and performance outcome measures for providers of training and program services; makes recommendations to the Board.
- ❖ Establishes framework for WIOA Youth Services and makes recommendations to the Board.
- ❖ Develops an annual budget for the purpose of carrying out the duties of CSCF including but not limited to all programs promulgated under the ACT for the region.
- ❖ Ensures an audit of all funds managed by CareerSource Central Florida is conducted annually (each fiscal year) and presents a draft copy of annual audit to the Consortium's Audit Committee for final review and/or approval. Provides copies of single audit financial statements.
- ❖ Provides oversight for the one-stop delivery system, local employment and training activities, and youth activities.

	<p><b>Richard Sweat, Chair</b></p>
	<p>President/CEO <a href="#"><u>decimal</u></a></p>
	<p>Committees: Executive (Chair)</p>
	<p><b>Sheri Olson, Vice Chair</b></p>
	<p>Director, South Lake Hospital Foundation, Guest &amp; Government Relations Orlando Health South Lake Hospital</p>
	<p>Committees: Governance (Chair) and Executive</p>
	<p><b>Eric Ushkowitz, Treasurer</b></p>
	<p>Business Development Division Manager City of Orlando</p>
	<p>Committees: Finance (Chair), Community Engagement and Executive</p>
	<p><b>Jeff Hayward, Secretary</b></p>
	<p>President/CEO Heart of Florida United Way</p>
	<p>Committees: Governance (Vice Chair) and Executive</p>



### **Andrew Albu**

Co-Chairman  
Albu & Associates, Inc.

Committee: Career Services (Chair), Executive and Facilities Ad Hoc



### **Sharon Arroyo**

Vice President Government & Community Relations  
Duke Energy

Committee: Revenue Diversity & New Markets



### **Joseph Battista**

Vice President for Global, Professional, and Continuing Education  
Valencia College

Committee: Revenue Diversity & New Markets



### **Wendy H. Brandon, Past Chair**

Chief Executive Officer  
UCF Lake Nona Hospital






Committee: Finance



### **Guilherme “Gui” Cunha**

Administrator, Office of Economic Development and Tourism  
Seminole County

Committees: Community Engagement

	<p><b>Sean Donnelly</b></p> <p>Director Electrical Training Alliance of Central Florida</p> <p>Committee: Career Services</p>
	<p><b>Casey Ferguson</b></p> <p>Owner Casey Ferguson Cattle, LLC</p> <p>Committees: Career Services</p>
	<p><b>Wendy Ford</b></p> <p>CEO Osceola Council on Aging</p> <p>Committees: Audit and Revenue Diversity &amp; New Markets</p>
	<p><b>Tanisha Nunn Gary, Esq.</b></p> <p>President/CEO African American Chamber of Commerce of Central Florida</p> <p>Committees: Revenue Diversity &amp; New Markets</p>
	<p><b>John Gill</b></p> <p>President/CEO Quest, Inc.</p> <p>Committee: Revenue Diversity &amp; New Markets (Chair) and Executive</p>



### **Kristin Gray**

Community Director  
Office of Child & Family Well-Being, Florida Department  
of Children & Families

Committees: Career Services



### **Mark Havard**

Director of Human Resources  
Hyatt Regency Orlando

Committees: Career Services



### **Shawn Hindle**

President/CEO  
Hanson, Walter & Associates, Inc.

Committee: Audit (Vice Chair) and Finance



### **Dr. Molly Kostenbauder**

Associate Vice President for the School of Business,  
Health, and Public Safety  
Seminole State College

Committees: Career Services (Vice Chair) and Facilities Ad Hoc



### **Ben Larry**

Director, Human Resources  
SkyWater Technology Florida

Committee: Career Services



### **Lindsey LeWinter**

Executive Vice President, Human Resources  
Fairwinds Credit Union

Committee: Community Engagement (Vice Chair)



### **Nicole Martz**

President & CEO  
Sanford Airport Authority

Committee: Governance



### **Catherin McManus**

President & CEO  
Habitat for Humanity Greater Orlando & Osceola County

Committee: Governance



### **Steven "Snak" Nakagawa**

Program Director, Cenflurence  
Florida High Tech Corridor

Committee: Revenue Diversity & New Markets (Vice Chair) and  
Community Engagement



### **Gaby Ortigoni**

President  
Hispanic Economic Advancement Foundation

Committees: Community Engagement





### **Chris Pascal**

Director of Training  
International Union of Painters and Allied Trades D.C./Florida Finishing Trades

Committees: Career Services



### **Brinkley Ruffin**

Vice President of Talent Acquisition  
Universal Orlando Resort

Committees: Career Services



### **Amy Santorelli**

Chief People Officer  
AdventHealth

Committee: Community Engagement



### **Jonathan Schaefer**

Director, Employee Development  
Kalos Services, Inc.

Committee: Career Services



### **Stella Siracuza**

CFO  
Tomato Express, Inc.

Committee: Community Engagement



### **Michelle Sperzel**

CEO  
Harbor House of Central Florida

Committee: Finance



### **David Sprinkle**

Managing Partner  
Veritas Recruiting Group, LLC

Committee: Community Engagement (Chair) and Executive



### **DeAnna Thomas**

Executive Director  
Lake Technical College

Committee: Community Engagement



### **Dr. Maria Vazquez**

Superintendent  
Orange County Public Schools

Committee: Career Services



### **Matt Walton**

Principal, VP & Chief Financial Officer  
MiGre Engineers, LLC

Committee: Audit (Chair), Facilities Ad Hoc (Chair), Finance (Vice Chair)  
and Executive





## **Richard Watford**

Director  
Ironworkers Local 808

Committee: Career Services



## **Kristin Williams**

Director, Student Success  
Crummer Graduate School of Business, Rollins College

Committee: Community Engagement

### 3. Governance Structure & Responsibilities

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#### CareerSource Central Florida Board of Directors Structure

The CareerSource Central Florida (CSCF) governance structure is comprised of Board Officers and the Chairs of each standing committee. For FY 24-25, the officers of the Board of Directors and committee chairs are listed below:

#### **2024 – 2025 Board Officers**

Richard Sweat, Chair  
Sheri Olson, Vice Chair  
Eric Ushkowitz, Treasurer  
Jeff Hayward, Secretary

#### **Standing Committee Leadership**

Executive Committee  
Chair: Richard Sweat  
Vice Chair: Sheri Olson

Governance Committee  
Chair: Sheri Olson  
Vice Chair: Jeff Hayward

Finance Committee  
Chair: Eric Ushkowitz  
Vice Chair: Matt Walton

Career Services Committee  
Chair: Andrew Albu  
Vice Chair: Dr. Molly Kostenbauder

Audit Committee  
Chair: Matt Walton  
Vice Chair: Shawn Hindle

Community Engagement Committee  
Chair: David Sprinkle  
Vice Chair: Lindsey LeWinter

Revenue Diversity & New Markets  
Chair: John Gill  
Vice Chair: Snak Nakagawa

CSCF Board members are appointed by the chief elected official consortium (henceforward referred to as the “Consortium”) in accordance with all applicable laws and agreements (See *Bylaws*, Attachment 3). Currently, Orange County Mayor Jerry Demings serves as the Consortium's chair. The Consortium appoints the local workforce board directors, who are accountable to the elected officials for planning and oversight of the public workforce services in the region. These services are directed by the President & CEO on behalf of the Board and are delivered through One-Stop Career Centers and CSCF partners. The local plan is developed by the regional workforce development board in collaboration with the Consortium, who must

approve the plan. This plan is aligned with local priorities and based on local labor market and workforce needs. The regional workforce development board also develops a strategy, documented in the plan, for connecting businesses with services available through the public workforce system.

The Consortium is authorized to appoint the members of the board based on the following criteria:

1. The chair must represent a local business.
2. Must be individuals with substantial management, optimum policymaking, or hiring authority within the organizations, agencies, or entities they represent.
3. Shall represent diverse geographic areas within the region.

Board Membership Infrastructure:

1. Businesses
    - a. A majority of the local board must represent businesses as owners, chief executives, operating officers, other business executives or employers with optimum policymaking or hiring authority;
    - b. Representatives from large, medium, and small businesses that provide high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
    - c. Individuals nominated by local business organizations and business trade associations.
  2. 20% of Board Members
    - a. Must include one or more representatives of labor organizations;
    - b. Must include one representative from a joint labor-management apprenticeship program, or an apprenticeship program in the area (if it exists);
    - c. May include representatives of community-based organizations with experience in addressing the employment needs of individuals with barriers to employment;
    - d. May include representatives of organizations with demonstrated experience addressing employment, training/education needs of eligible youth.
  3. Education and Training Providers
    - a. Must include one representative administering adult education and literacy activities under Title II;
    - b. Must include one representative of higher education institutions (including community colleges);
    - c. May include representatives of local educational agencies and community-based organizations with experience addressing education or training needs of individuals with barriers to employment.
- NOTE: Representatives for adult education, literacy and higher education must be appointed from among individuals nominated by local education and training providers or institutions, if there are multiple eligible providers in the local area.*
4. Governmental and economic/ community development entities
    - a. Must include one representative of economic and community development entities;
    - b. Must include one representative of Wagner-Peyser programs;
    - c. Must include one representative of Vocational Rehabilitation programs;

- d. May include representatives of agencies or entities administering transportation, housing, and public assistance programs;
  - e. May include representatives of philanthropic organizations.
- 5. Local boards may include other individuals or representatives of entities that the chief elected official in the local area may determine to be appropriate.

### **Board of Directors Roles:**

The Board of Directors of CSCF has a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. Board members are expected to champion the mission, vision, and values of the organization and to act responsibly and prudently as stewards of CSCF.

CSCF Board of Directors oversee the establishment and continued implementation of:

- ❖ A transparent and competitive procurement process to award contracts as prescribed by procurement policy;
- ❖ Fiscal and programmatic excellence that meets and exceeds performance requirements and objectives;
- ❖ Effective One-Stop Career Centers to serve the region's career seekers and businesses.
  - CSCF's strategic plan of building public/private partnerships;
  - Brokering public workforce services to meet employer needs and expectations;
  - Measuring the added value of the public workforce system to the regional economy and community;
  - Aligning the workforce system with other systems such as secondary/post-secondary education and economic development; and
  - Leveraging public/private resources.

### **CSCF Board Responsibilities:**

- ❖ All new Board Members attend an annual mandatory orientation session (within six months of their appointment start date) to become familiar with the CSCF services offered and their responsibilities.
- ❖ Board members will act as CSCF advocates who interpret the organization's work and values to the community.
- ❖ In order to stay up-to-date on relevant decision-making matters and to ensure a quorum, Board members are encouraged to attend at least 70% of the regularly scheduled Board and committee meetings.
- ❖ Board members will act in the best interest of the organization, adhere to the Board Conflict of Interest policy and recuse themselves from discussions and votes where a conflict of interest is present.
- ❖ Individual Board members are encouraged to remain current on organization activities and take the initiative to ask questions and request information in order to make educated contributions to decision-making.

- ❖ Board members will abide by all requirements of Florida's "Government in the Sunshine" Act (FS 119) and only conduct Board business within a publicly-noticed meeting.
- ❖ Each Board member is expected to contribute relevant expertise and experience to develop programs, projects, and activities to achieve CSCF's mission.
- ❖ Board members are encouraged to choose a committee on which to serve.
- ❖ Board members will work in good faith with staff and other Board members as partners toward achievement of CSCF's goals.

**CareerSource Central Florida Staff Support:**

In order to support the governance work of the Board, the leadership team at CSCF has a responsibility to provide the Board with the tools necessary to implement their work. These tools will be provided on a timely basis and in a manner that is conducive to effective decision-making. CSCF staff is responsible to the Board of Directors in the following ways:

- ❖ Provide Board members with the Board Agenda one week prior to the scheduled meeting. Remaining materials will be provided prior to meeting and include (but not be limited to): Board and committee minutes, financial statements, and other relevant materials to assist them in performing their duties.
- ❖ Annually provide Board members with financial statements, a single audit and 990 forms to enable them to carry out their fiduciary responsibilities.
- ❖ Be available to discuss the organization's programs, goals and outcomes.
- ❖ Assist Board members by keeping them informed about the workforce system and by offering opportunities for professional development in support of Board governance function.
- ❖ Respond promptly to inquiries and requests for information.
- ❖ Work together in good faith toward achievement of CSCF goals.

#### 4. FY 24-25 Board Priorities and Strategic Goals

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Diversify revenue streams  
to create resiliency.



Identify and deliver talent  
solutions for businesses  
and address labor market  
demands.



Deliver career solutions to  
central Florida residents to  
ignite their potential.



Optimize workforce  
innovations to maximize  
organizational value.

## 5. Committees & Charters

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<p><b>Executive Committee</b> The Executive Committee will have a minimum of five members, which include the Board officers and the Chairs of standing committees. Membership is expanded to ensure each of the five counties in the Region is represented. The Board of Directors extends full authority to this committee to act on its behalf regarding the organization's business matters in accordance with CareerSource Central Florida's bylaws and policies.</p> <p><b>Finance Committee</b> Chaired by the Treasurer, the Finance Committee reviews periodic reports on the financial activities of the organization; controls and supervises its financial affairs; oversees its retirement plan; and approves budgets and budget amendments.</p> <p><b>Audit Committee</b> Provides oversight through review of monitoring reports and audits of CareerSource Central Florida. Reviews and approves CareerSource Central Florida's responses to any audit findings or observations. Reviews and evaluates the adequacy of internal accounting controls and practices, ethics and conflicts-of-interest policies, and makes recommendations for revisions and additions as necessary and appropriate. Includes accounting professionals representing each of the region's counties.</p> <p><b>Community Engagement Committee</b> Recommends strategies and policies to ensure the organization is, through appropriate outreach, aligned and engaged with other community, civic and economic-development activities.</p>	<p><b>Career Services Committee</b> The purpose of the Career Services Committee is to provide policy guidance and strategic oversight as it relates to the operation of programs and service delivery throughout CareerSource Central Florida's five county area. The committee will also establish budget priorities with the goal of maximizing resources and approving local policy to allow achievement of desired business services, adult and youth performance outcomes.</p> <p><b>Governance Committee</b> Reviews the CSCF Articles of Incorporation and by-laws and recommends changes to the Board of Directors. Identifies a process to recruit Board members and officers and evaluates the Board's effectiveness. Responsible for establishing risk management policies and continuing operation plans.</p> <p><b>Revenue Diversity &amp; New Markets Committee</b> Formed as an ad hoc committee in FY 17-18 to provide guidance and strategies for pursuing alternate funding opportunities that align with the mission, vision, and priorities of CSCF and the region it serves. Currently a standing committee.</p> <p><b>Advisory Committees</b> Advisory Committees will be formed on an as-needed basis.</p> <p><b>Facilities Ad Hoc Committee</b> Ad Hoc committee formed in FY 19-20 to provide guidance and expertise to CSCF admin staff regarding lease negotiations, estimates for buildouts, and other similar situations.</p>
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## **Audit Committee Charter**

### **Purpose:**

The Audit Committee reports to the Board of Directors and, also, provides a level of oversight on behalf of the local chief elected officials on the Central Florida Workforce Investment Consortium. The Committee is charged with the following tasks:

1. Approve the annual audit as presented by the external auditors.
2. Evaluate audit findings, make recommendations, and planned management improvements in light of the risk assessment reported by the external auditors.
3. Review annual fiscal compliance as presented by the FloridaCommerce.

### **Responsibilities:**

- Oversees the annual audit(s) of CSCF as required under applicable laws, regulations or directives (2 CFR 200). This includes approval of the annual audit plans, receiving and reviewing the audit from the independent auditor.
- Makes recommendations to the Board of Directors on the selection of an independent auditor to include the auditor's contract terms of engagement.
  - *Metric: Annual independent audit conducted and received by Audit Committee. Goal is to help management attain an unqualified audit each year.*
- Reviewing CSCF's responses to any adverse findings regarding the financial audit, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's (OIG) investigative reports and final determination letters.
  - *Metric: If applicable, approve any Management responses to independent audit and/or OIG investigative reports and have 100% acceptance of responses.*
- Providing oversight of CSCF through review of monitoring reports and audits of the organization.
- Reviewing and evaluating CSCF's ethics and conflict-of-interest policies and procedures and, whenever the Chair of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.

### **Skills/Expertise/Requirements:**

- The Committee will consist of at least five members.
- Members will serve on the Committee until their resignation or replacement by the local elected official.
- Have unrestricted access to management and employees of the Central Florida Regional Workforce Development Board, Inc. (Corporation), as well as to all financial records.

**Structure:**

- Membership on the Committee consists of Board members appointed by the Chair, and county staff designated by each Chief Elected Official from the Local Elected Consortium.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meeting.
- Meetings shall be held not less than two (2) times per year.
- Agenda and minutes are kept and published on the CSCF website, and supplied to Committee members via email one week prior to the meetings.

## Career Services Committee Charter *(Pending Board Approval on 9/26/24)*

### Purpose:

The Career Services Committee reports to the Board of Directors and is responsible for leveraging their leadership and business expertise to assist CareerSource Central Florida (CSCF) in achieving its strategic objectives and overseeing the organization's operations plan. These objectives include identifying and creating strategies that deliver career solutions for Central Florida residents, igniting their potential, and providing businesses with talent solutions that address labor market demands.

### Responsibilities:

- **Review and discuss progress towards achieving customer service design, delivery, and satisfaction goals.**
  - **Metric:** Conduct review of customer service design, delivery, and satisfaction goals for each meeting. Provide insights and recommendations based on progress towards annual strategic objectives and key results.
- **Review and discuss progress towards young adult program goals.**
  - **Metric:** Conduct review of defined targets for young adult programs for each meeting. Provide insights and recommendations based on progress towards annual strategic objectives, key results, and investment targets.
- **Review and discuss updates from Education and Industry Consortium.**
  - **Metric:** Conduct review and share consortium updates for each meeting. Provide insights and recommendations based on progress towards required objectives.
- **Review and discuss investments of all non-Florida Commerce, state and federal funded grants and program initiatives, to ensure attainment of sponsored objectives and performance expectations.**
  - **Metric:** Conduct a quarterly review of all named initiatives that are outside traditional Florida Commerce-funded program and services. Provide insights and recommendations based on progress towards required objectives, budget and timelines.
- **Evaluate and recommend providers who offer training scholarships aligned with targeted sectors.**
  - **Metric:** Conduct analysis semi-annually to ensure the training matrix reflects programs that are needed and accessible across the region.
- **Review local performance metrics and discuss to ensure attainment of annual investment and training objectives.**
  - **Metric:** Conduct annual review on training performance/investments. Provide insights and recommendations based on progress towards annual strategic objectives, key results and given budget.
- **Review and recommend the operational budget that supports the Board's annual strategic objectives in delivering programs and services.**
  - **Metric:** Measured annually by 75% of committee members attending and approving the budget during the combined CSC and Finance committee workshop held every May.

**Skills/Expertise:**

- Willingness to attend or participate in the majority of Committee meetings.
- Have proven background or working knowledge of targeted high growth industries.
- Prior experience as a board member desired.
- Prior experience in service delivery or oversight of program performance desired.

**Structure:**

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all Committee members.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meeting.
- The Career Services Committee meets 5 times a year (4 meetings alone and 1 combined meeting with the Finance committee for an annual program review and budget workshop that typically occur in September, November, February, April and May but subject to change.)
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee members via email one week prior to meetings.

**Draft Agenda Template:**

- Welcome
- Roll Call / Establishment of Quorum
- Public Comment
- Approval of Minutes
- Information / Discussion / Action Items
  - Workforce Operations Review
    - Career/Business Services
    - Young Adult Services
  - Strategic Initiatives Review
    - Sector Strategies
    - Education & Industry Consortium
- Other Business
- Adjournment

## Community Engagement Committee Charter

### **Purpose:**

The committee is charged with contributing their leadership and business experience to help CareerSource Central Florida (CSCF) achieve its vision of *inspiring people, transforming businesses, and elevating the Central Florida community* across the five-county region.

### **Goals:**

Through strategic advisory meetings 4-6 times a year, committee members will contribute insights and review strategies to support CSCF in achieving the following goals:

1. Inspire residents and business leaders to engage in the many services CSCF offers to help improve their financial success and career growth.  
*Metric: Determine key qualitative and/or quantitative metrics that will assess conveying target messaging to audiences and drive business for the organization.*
2. Create strong awareness and appreciation among critical civic and business stakeholders for the role CSCF serves to elevate the communities and economy of the five-county region.  
*Metric: Assess base level of stakeholder knowledge of the organization's programs and services through an initial community organization survey. Resulting feedback will then inform the development of an updated strategic community plan.*

### **Responsibilities:**

Provide guidance and counsel on community plans and outreach initiatives to ensure alignment with key industry, civic and economic development organizations.

Provide feedback on communications and marketing messaging that tells the CSCF story of services we offer and our role in creating a stronger, more prosperous local community for businesses and residents alike.

Serve as the “eyes and ears” of CSCF in the business community and provide insights that assist CSCF in ensuring that appropriate business needs are being addressed and messaging and programs are resonating with the community.

Review annual budget to ensure CSCF is serving as fiscally responsible stewards in all communications and community and stakeholder engagement programs.

**Structure:**

- The committee reports to the Board of Directors.
- The Board Chair appoints all committee members and designates the Committee Chair.
- The committee is comprised of both board and non-board community leaders and regional experts in marketing, public relations, government relations and/or communications.
- Members must be able to participate in 4-6 committee meetings per year. As feasible, we also request that members serve as CSCF executive ambassadors within their own professional circles to promote the organization's contributions and services in the community.
- The Committee Chair is responsible to report on the Committee activities at the full Board meeting.
- Please note that all committee meetings are open to the public and all minutes and agendas are accessible on the CareerSource Central Florida website.
- Relevant materials for each meeting will be emailed to members one week prior.
- Committee's staff liaison: Vice President of Strategic Communications Emily Kruszewski. Contact information is cell (407) 868-3284; email [EKruszewski@careersourcecf.com](mailto:EKruszewski@careersourcecf.com).

## **Executive Committee Charter**

### **Purpose:**

The Executive Committee reports to the Board of Directors, and is authorized to exercise full authority of the Board of Directors:

1. In the management of the Board's business between meetings of the Board of Directors, except where full board has authority as required by state or federal statute.

### **Responsibilities:**

- Provide support and oversight to the President in overall governance of CareerSource Central Florida.
- Evaluate executive performance and recommend compensation.
- Review and present to the full Board for approval procurements for contracts equal to or in excess of \$150,000.
- Review and approve the full Board meeting agendas.

### **Skills/Expertise:**

- Member of the Board
- Interest in Board leadership
- Previous service leading a CareerSource Central Florida committee desired.
- Willingness to engage monthly with CareerSource Central Florida activities.

### **Structure:**

- The Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, and additional members to ensure that there is representation across the five counties.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.
- The Chair of the Board appoints other members of the Committee who are not committee chairs or officers.
- The Chair of the Board of Directors serves as the Chair of the Executive Committee and may choose to appoint another member of the Executive Committee to serve in such capacity.

## Finance Committee Charter

### Purpose:

The Finance Committee reports to the Board of Directors and is charged with providing review, policy guidance and strategic oversight of the Boards financial matters to include:

- Develop the Board's annual budget and review regularly; approve amendments as necessary.
- Oversee the accounts of the Board and review of the Board's periodic financial statements,
- Financial oversight of the Board's retirement plan and employee benefits plan.
- Oversight of all Board real estate activities.

### Responsibilities:

- Provide ongoing evaluation of the Board's budget and recommend appropriate action to the Board as necessary.
  - *Metric: Evaluate the Boards budget against expenditures to ensure alignment between expenditures and approved budget. Make adjustment recommendations when necessary.*
- Develop a new budget each year for submission to the Board for approval.
  - *Metric: Present a budget that is approved by the Board and Consortium each year in June.*
- Review periodic financial statements of the Board, making recommendations for action to the Board as needed.
  - *Metric: Review periodic financial statements to ensure full compliance. The goal is an unqualified audit opinion each year from an independent auditor.*
- Regularly review the retirement plan and benefits for CareerSource Central Florida employees.
  - *Metric: Review plan assets and make plan adjustments when necessary with the goal of increasing the overall quality of the plan.*
- Recommend appropriate action to the Board regarding the addition, deletion or major structural changes to leased offices.

### Skills/Expertise:

- Willingness to serve through Board participation and engagement with the organization.
- Interest in board leadership.
- Prior experience as a board member desired.
- Prior experience with financial oversight or operations desired.



**Structure:**

- The Board Treasurer is the Chair of the Finance Committee. The Committee Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Chair of the Board will appoint other members of the Committee who are recommended by the Treasurer.
- The Committee will consist of at least three members.
- Meetings shall be held not less than four times per year.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.

## **Governance Committee Charter**

### **Purpose:**

The Governance Committee reports to the Board of Directors and is charged with assessing and evaluating:

1. Board Compliance to the Organization's By-Laws including ensuring Board representation reflects the demographics, business sectors, and expertise of the Central Florida Region.
2. Board Member Recruitment, Participation, Engagement, and Development.
3. Assessment of Organizational/Enterprise "Risks".

### **Responsibilities:**

- Review By-Laws every other year and recommend modifications and/or changes.
  - *Metric – Updated By-Laws that are in compliance with federal/state requirements and support Board's strategic goals*
- Evaluate Board demographics, geographic representation, businesses sectors, and expertise to ensure diversity and balanced representation of the Central Florida Region.
  - *Metric – Evaluate annually to align Board representation to characteristics of region (i.e., demographics, geography, sectors, etc.)*
- Recruit potential Board Members for submission to the Local Elected Consortium.
  - *Metric – Annual Board has all required seats filled in compliance with By-Laws by June of each Program Year.*
- Assess Board Member participation and engagement.
  - *Metric – Goals annually: 70% Board meeting participation rate and 70% overall Board activities.*
- Annually Nominate Board members to be Board Officers.
  - *Metric – present a slate of Officers to the Board in June for election.*
- Assess identified Organizational/Enterprise risks biannually.
  - *Metric – Goal annually: Decreasing the top three risks on Pareto Chart and Risk Priority Numbers year-over-year.*

### **Skills/Expertise:**

- Willingness to participate and engage with the organization.
- Interest in developing board leadership.
- Prior experience as a board member desired.
- Prior experience of Board governance practices desired.

### **Structure:**

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all committee members.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Governance Committee meets, at a minimum, once per quarter or 4 times annually.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.

## **Revenue Diversity and New Markets Committee Charter**

### **Purpose:**

The Revenue Diversity and New Markets Committee reports to the Board of Directors and provides strategic oversight in the development of CareerSource Central Florida's short-term and long-term revenue growth strategies, specifically the development of new, diversified funding streams.

Fostering diversified revenue is one of the top priorities for the Board of Directors, as this funding not only provides organizational stability when federal monies vary year-over-year, but also increases the organization's ability and resources to evolve and create innovative, and future concepts to serve the region's businesses and residents.

### **Goals:**

Through strategic advisory meetings 3-5 times a year, committee members will contribute insights and review strategies to support CSCF in achieving the following goals:

1. Identify and create strategies to increase CareerSource Central Florida's diversified revenue streams (Non-FloridaCommerce Funding), resulting in Organizational growth, stability, sustainability, and greater flexibility in the delivery of services.  
*Metric: Develop a one-, three-, and five-year revenue growth plan. Create a budget to measure progress against goal and make adjustments recommendations when necessary.*
2. Provide strategy and oversight over CareerSource Central Florida's General (Unrestricted) Funds.  
*Metric: Develop a one-, three-, and five-year business plan that includes projected unrestricted revenue growth, reinvestment of funds, and reserve balance. Annual budgets will be measured against actual and adjustment recommendations will be made when necessary.*

### **Responsibilities:**

- Review and provide guidance with respect to CareerSource Central Florida's short and long-term diversified revenue growth initiatives.
- Periodically, review and evaluate CareerSource Central Florida's progress in implementing its short and long-term strategic revenue growth plans, discuss appropriate modifications to such plans to reflect changes in market or business conditions and recommend appropriate action to the Board as necessary.
- Serve as an ambassador to CareerSource Central Florida in the business community and provide insights and opportunities with partner contacts that could lead to new or enhanced funding opportunities.

**Structure:**

- The committee reports to the Board of Directors.
  - The Board Chair appoints all committee members and designates the Committee Chair.
  - Members must be able to participate in 3-5 committee meetings per year. As feasible, members will serve as CSCF executive ambassadors within their own professional circles to promote the organization's contributions and services in the community.
  - The Committee Chair is responsible to report on the Committee activities at the full Board meeting. (NOTE: All committee meetings are open to the public and all minutes and agendas are accessible on the CareerSource Central Florida website.)
  - Relevant materials for each meeting will be emailed to members one week prior to scheduled meeting.
  - The Committee's staff liaison is the Vice President/Chief Financial Officer. Contact information is cell (407) 325-0659; email [\*\*LAlvarez@careersourcecf.com\*\*](mailto:LAlvarez@careersourcecf.com)
-

## 6. Board & Committee Meeting Schedule & General Information

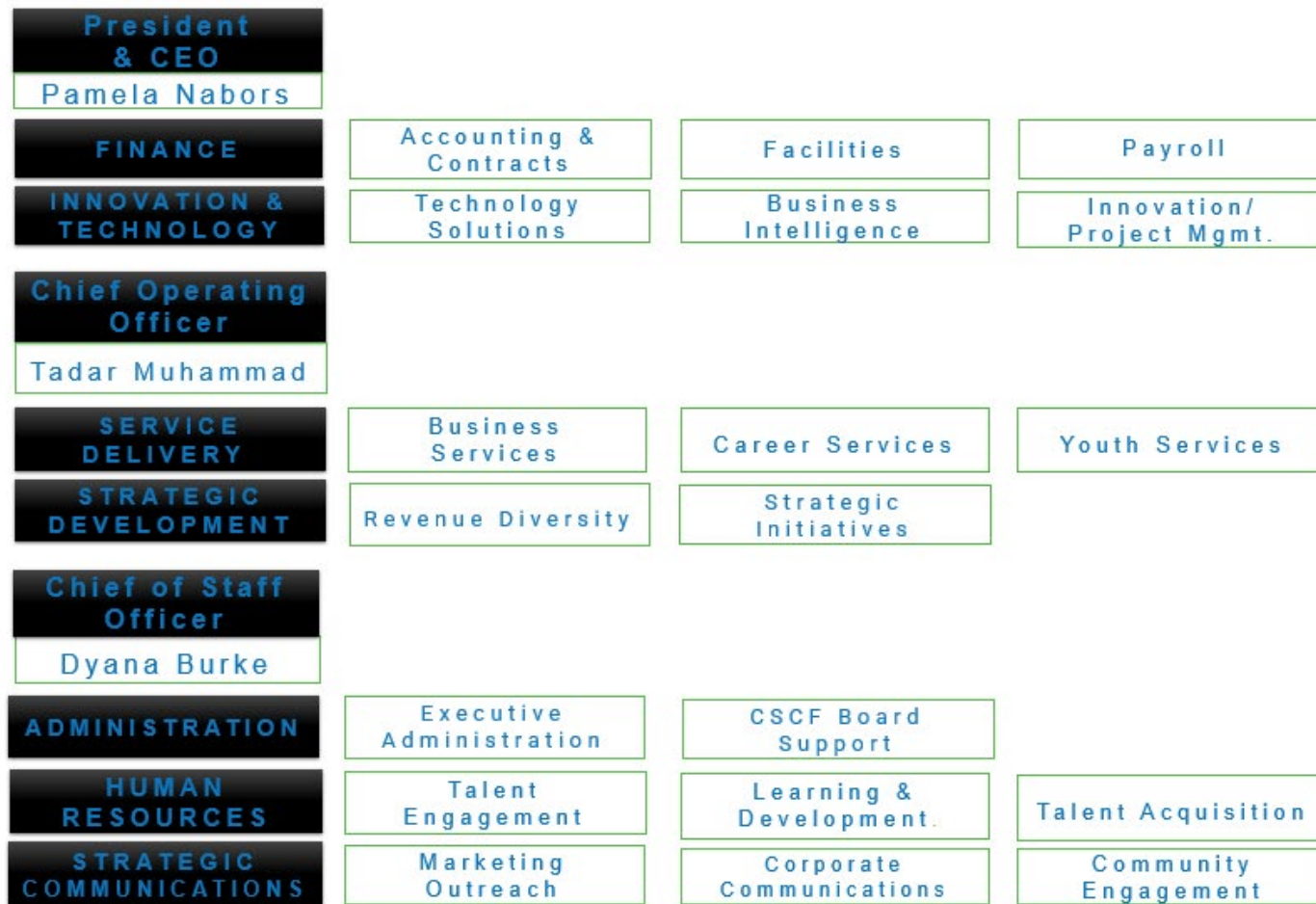
### CareerSource Central Florida Board, Consortium and Committee Meeting - Dates 2024 - 2025

Meeting	July	August	September	October	November	December	January	February	March	April	May	June
Board of Directors			9/26/2024 (Thu) 9:00-10:30am			12/11/2024 (Wed) 9:00-10:30am		2/27/2025 (Thu) 9:00am-10:30am		Board Mtg & Retreat 4/24/25 (Thu) 9:00am-2:00pm	Pending 5/22/2025 (Thu) 10:00am-12:00pm Budget Workshop (Non-Voting Mtg.)	6/19/25 (Thu) 9:00-11:00am
Consortium						12/9/2024 (Mon) 10:00-10:30am						6/19/2025 (Thu) 9:00-11:00am
Audit Committee			9/3/2024 (Wed) 10:00-11:30am				1/15/2025 (Wed) 2:30-4:00pm					
Career Services Committee			9/12/2024 (Thu) 3:00-4:30pm		11/14/2024 (Thu) 3:00-4:30pm			2/13/2025 (Thu) 3:00-4:30pm		4/10/2025 (Thu) 3:00-4:30pm	5/22/25 (Thu) 9:00-10:00am	
Community Engagement Committee		8/29/24 (Thu) 3:00-4:30pm			11/21/2024 (Thu) 3:00-4:30pm				3/13/2025 (Thu) 3:00-4:30pm		5/15/2025 (Thu) 3:00-4:30pm	
Executive Committee			9/18/2024 (Wed) 3:00-4:30pm			12/5/2024 (Thu) 2:00-3:30pm		2/20/2025 (Thu) 2:00-3:30pm		4/17/2025 (Thu) 2:00-3:30pm		6/12/2025 (Thu) 2:00-3:30pm
Facilities Ad Hoc Committee (subcommittee of Finance)		8/28/24 (Wed) 11:00am-12:00pm										
Finance Committee			9/3/2024 (Wed) 10:00-11:30am				1/15/2025 (Wed) 2:30-4:00pm			4/9/2024 (Wed) 2:30-4:00pm		6/4/2025 (Wed) 2:30-4:00pm
Governance Committee		8/21/2024 (Wed) 3:00-4:30pm			11/6/2024 (Wed) 3:00-4:30pm			2/5/2025 (Wed) 3:00-4:30pm			5/7/2025 (Wed) 3:00-4:30pm	
Revenue Diversity & New Markets Committee				10/1/2024 (Tue) 3:00-4:30pm			1/29/2025 (Wed) 3:00-4:30pm				5/28/2025 (Wed) 3:00-4:30pm	
Updated: 9/9/24												
Please Note: Schedule may be subject to change												
Location and times are as specified on public notices which are displayed on CareerSource Central Florida website: <a href="http://www.careersourcecentralflorida.com">www.careersourcecentralflorida.com</a>												

**Please refer to most updated schedule on CSCF website:**

## 7. Functional Org Chart

### FUNCTIONAL ORGANIZATIONAL CHART



## 8. CSCF FY 23-24 Organizational Goals

Deliver career solutions to Central Florida residents to ignite their potential

*Note: Annual Goals and Key Performance Metrics are being reviewed based on feedback from the budget workshop. Proposed adjustments to be made prior to final BOD presentation.*



### GOAL

- Achieve a customer satisfaction rate of 80% or greater of those receiving services
- Increase the number of customers served in training by 10% annually
- Create and deliver career awareness activities for middle and high school students

### KEY PERFORMANCE METRICS

- 3,000 Career Seekers Receiving CSCF Supported Training
  - Receiving Training or Credentials
  - 80% achieve a wage of > \$18 per hour

### OUTCOME

Central Florida is the service of choice for career awareness and employment and/or training services.



**40,000**  
Impacted

**6,000**  
Placed

**20,000**  
Engaged

**3,000**  
Trained



Identify and deliver talent solutions for businesses and individuals leading to success



## GOAL

- Analyze current labor market demands and prioritize key industries
- Create business relationships that support recruitment efforts resulting in a 2:1 hire ratio
- Achieve an 80% customer satisfaction rate among businesses engaged in services

## KEY PERFORMANCE METRICS

- Increase the Number of Businesses engaged by Dedicated Business Consultants by 20%
- Actively recruit and refer twice as many qualified candidates to business
- 4,000 Qualified candidates interviewed or hired by engaged businesses

## OUTCOME

CSCF is recognized as a partner of choice to key businesses.

Note: Annual Goals and Key Performance Metrics are being reviewed based on feedback from the budget workshop. Proposed adjustments to be made prior to final BOD presentation.



**6,000**  
Businesses Impacted

**4,000**  
Businesses Engaged





## Diversify revenue streams to create resiliency



### GOAL

- Generate \$3M of New Diversified Revenue
- Establish Organizational Structure and Strategy to Generate Non-DEO Revenue
- Develop and Activate Plan to Invest General (unrestricted) Revenue

### KEY PERFORMANCE METRICS

- Generate \$3M of New Diversified Revenue
- Activate Organizational Structure and Strategy to Generate Non-DEO Revenue
- Create and Operationalize Business Plans for Each Legal Entity

### OUTCOME

By year three, CSCF has built a budget that is 1/3 comprised of other non-allocated revenue.



## Optimize workforce innovations to maximize organizational value



### GOAL

- Create a virtual service center
- Establish an advanced data maturity model that identifies trends and integrates data sets
- Utilize Project Management Office (PMO) across the organization

### KEY PERFORMANCE METRICS

- Maximize 2 to 3 innovations per year that become part of CSCF operations
- Implement virtual services that address gaps in service and drives sales

### OUTCOME

We have a functioning data analytics approach for internal and external business intelligence.



## 9. Funding Sources & PY 23-24 Budget

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The majority of CareerSource Central Florida's (CSCF) funding comes from federal and state grants allocated to the region for specific program service delivery. The U.S. Department of Labor, Employment and Training Administration provides federal funding to the states for workforce programs (see chart on next page). Federal dollars pass through the Department of Commerce (DOC) to regional boards in Florida to provide innovative workforce solutions under current legislation. CareerSource Florida is a non-profit agency set up at the state level to collaborate with DOC in setting policy and providing oversight of the workforce system.

CareerSource Central Florida endeavors to take advantage of grant opportunities that align with the organization's strategies and objectives, driven by the needs of local businesses and career seekers.

CSCF has successfully partnered with other entities for the following grants:

- American Rescue Plan Act (ARPA) – Partnership with Orange County Government to provide job placement, training, and employment to the residents of Orange County affected by the COVID-19 Pandemic.
- Youthbuild Grant – Partnership with Valencia College for youth construction skills training.
- Partnership with Valencia College for adult skills training in advanced manufacturing.

CSCF leverages a portion of its federal welfare-to-work resources with the following entities who contribute to youth workforce preparation and internship programs:

- Orange County
- Seminole County
- City of Apopka
- City of St. Cloud
- City of Mount Dora
- NeoCity
- Foundations
- Private Business

Under the guidance of CareerSource Central Florida's Board of Directors, The Revenue and New Markets Diversity Committee is continuously exploring funding opportunities and partnerships in order to serve local businesses and career-seekers with workforce opportunities not defined by grant or legislative parameters.

## 2024-2025 Budget Overview

	<u>FY 2024-25</u>	<u>FY 2023-24</u>	<u>\$ Difference</u>	<u>% Difference</u>
Reserves From Prior Year	\$10,694,979	\$16,960,163	(\$6,326,983)	
Current Year Funding Allocation – FLC	\$21,807,042	\$25,852,420	(\$4,045,378)	
Current Year Funding Awards - Non-FLC	\$8,150,000	\$4,187,500	\$3,962,000	
Award Total - Available Funds	\$40,590,222	\$47,000,083	(\$6,409,861)	
LESS planned Carryover For FY 25 - 26	(\$10,090,222)	(\$10,500,083)	\$434,861	
Total Available Funds Budgeted	\$30,500,000	\$36,500,000	(\$6,000,000)	-16.4%

## 10. Conclusion

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Closing Message from Pamela Nabors:

*Thank you. You have chosen to make a difference in Central Florida's business and workforce climate, and in so doing, will make great impacts on the health, vitality, and economic future of our region. I would like to personally thank you again for choosing to serve as a CSCF Board member, and for reviewing this manual to learn more about CSCF.*

*As you have seen in the preceding pages, CSCF has done much great work during the past ten years of my leadership, and we are looking forward to strategically delivering top-quality workforce solutions to the entire Central Florida region. Through your collaboration, innovation, leadership, insights and expertise, CSCF will continue to positively impact lives and develop the best talent for local business.*

*Should you have any questions about this manual or your service as a board member, please do not hesitate to call me. I look forward to working with you in this coming year.*



*Pamela Nabors, President/CEO*

## 11. Appendix

### Attachment 1 – CSCF Board Roster

TOTAL NUMBER OF BOARD MEMBERS: 38

NUMBER OF VACANCIES: 1

EFFECTIVE DATE: 7/1/24

#### REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

BUSINESS SEATS						
NAME OF RWB MEMBER	Organization/Company	AREA(S) OF REPRESENTATION	County	Appointment Date	Years Served Since 7/1/21	Current Term
Albu, Andrew	Albu & Associates, Inc.	BU	Orange	7/1/2018	3	7/1/2024 - 6/30/2027
Arroyo, Sharon	Duke Energy	BU	Orange	7/1/2024		7/1/2024 - 6/30/2027
Brandon, Wendy	UCF Lake Nona Medical Center	BU	Orange	10/5/2011	3	7/1/2022 - 6/30/2025
Gary, Tanisha Nunn	African American Chamber of Commerce of Central Florida	BU	Orange	7/1/2022	2	7/1/2022 - 6/30/2025
Havard, Mark	Hyatt Regency Orlando	BU	Orange	7/1/2016	3	7/1/2022 - 6/30/2025
LeWinter, Lindsey	Fairwinds	BU	Orange	7/1/2023	1	7/1/2023 - 6/30/2026
Nakagawa, Steve	Florida High Tech Corridor	BU	Orange	7/1/2023	1	7/1/2023 - 6/30/2026
Ortigon, Gaby	Hispanic Economic Advancement Foundation	BU	Orange	7/1/2022	2	7/1/2022 - 6/30/2025
Ruffin, Brinkley	Universal Destinations & Experiences (Universal Orlando Resort	BU	Orange	7/1/2024		7/1/2024 - 6/30/2027
Santorelli, Amy	AdventHealth	BU	Orange	12/11/2023	1	12/11/2023 - 6/30/2026
Martz, Nicole	Sanford Airport Authority	BU	Seminole	7/1/2023	1	7/1/2023 - 6/30/2026
Sprinkle, David	Veritas Recruiting Group, LLC	BU	Seminole	2/22/2018	3	7/1/2024 - 6/30/2027
Sweat, Richard	.decimal	BU <i>Small Business</i>	Seminole	10/5/2011	3	7/1/2022 - 6/30/2025
Walton, Matt	MiGre Engineers, LLC	BU	Seminole	7/1/2018	3	7/1/2024 - 6/30/2027
Hindle, Shawn	Hanson, Walter & Associates, Inc.	BU	Osceola	7/1/2021	3	7/1/2024 - 6/30/2027
Larry, Ben	Skywalker Technologies, Inc.	BU	Osceola	7/1/2023	1	7/1/2023 - 6/30/2026
Siracusa, Stella	Tomato Express, Inc.	BU <i>Small Business</i>	Osceola	12/17/2020	3	7/1/2023 - 6/30/2026
Olson, Sheri	South Lake Hospital	BU	Lake	7/1/2013	3	7/1/2024 - 6/30/2027
Schaeffer, Jonathan	Kalos Services, Inc.	BU	Lake	12/11/2023	1	12/11/2023 - 6/30/2025
VACANT		BU	Sumter			
Ferguson, Casey	Casey Ferguson Cattle, LLC	BU	Sumter	12/11/2023	1	12/11/2023 - 6/30/2026

**REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP**  
**Central Florida Workforce Development Board, d/b/a CareerSource CentralFlorida REGION NUMBER 12**

<b>PUBLIC SEATS</b>						
<b>NAME OF RWB MEMBER</b>	<b>Organization/Company</b>	<b>AREA(S) OF REPRESENTATION</b>	<b>County</b>	<b>Appointment Date</b>	<b>Years Served Since 7/1/21</b>	<b>Current Term</b>
Battista, Joseph	Valencia College	ETPC	Region	7/1/2022	2	7/1/2022 - 6/30/2025
Bigard, Heather Dr.	Lake Sumter State College	ETPC	Region	12/11/2023	1	12/11/2023 - 6/30/2026
Cunha, Gui	Seminole County Government, Office of Economic Development & Tourism	GRED	Region	12/16/2021	3	7/1/2023 - 6/30/2026
des Anges, Keira	Division of Vocational Rehabilitation / Florida Department of Education	GRVRD	Region	2/22/2018	3	7/1/2024 - 6/30/2027
Donnelly, Sean	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	WOLOWOJ	Region	12/16/2021	3	7/1/2023 - 6/30/2026
Ford, Wendy	Osceola Council on Aging	CBO	Region	7/1/2019	3	7/1/2022 - 6/30/2025
Gill, John	Quest, Inc.	WOD (CBO representing Individuals & Disabilities)	Region	7/1/2016	3	7/1/2022 - 6/30/2025
Gray, Kristin	State of Florida Department of Children & Families	GRO	Region	7/1/2023	1	7/1/2023 - 6/30/2026
Hayward, Jeff	Heart of Florida United Way	WOD/WOV (CBO representing Disabilities/Veterans)	Region	7/1/2017	3	7/1/2023 - 6/30/2026
Kostenbauder, Molly	Seminole State College	ETPA	Region	7/1/2023	1	7/1/2023 - 6/30/2026
McManus, Catherine Steck	Habitat for Humanity Greater Orlando & Osceola County	CBO	Region	7/1/2024		7/1/2024 - 6/30/2027
Pascal, Chris	IUPAT / Florida Finishing Trades	WOLOWOJ	Region	12/11/2023	1	12/11/2023 - 6/30/2026
Kristin Williams	Crummer Graduate School of Business at Rollins College	ETPC	Region	7/1/2024		7/1/2024 - 6/30/2027
Sperzel, Michelle	Harbor House	CBO	Multi-County	7/1/2022	2	7/1/2022 - 6/30/2025
Thomas, DeAnna	Lake Technical College	ETPA	Multi-County	7/1/2021	3	7/1/2022 - 6/30/2025
Ushkowitz, Eric	City of Orlando <i>(transitioned from Orange County Gov' to City of Orlando)</i>	GRED	Region	10/5/2011	3	7/1/2024 - 6/30/2027
Vazquez, Dr. Maria	Orange County Public Schools	ETPO	Orange	12/16/2021	3	7/1/2024 - 6/30/2027
Watford, Richard	Ironworkers Local Union 808 / Joint Apprentice Training Committee	WOLOWOJ	Multi-County	12/11/2023	1	12/11/2023 - 6/30/2026

## REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

Central Florida Workforce Development Board, d/b/a CareerSource CentralFlorida REGION NUMBER 12

### Key Codes:

Areas of Representation:

BU – Business (20 Seats)

WOLO – Workforce-Labor Organization

WOJ – Workforce-Joint labor-management Apprenticeship Program

WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)

WOV – Workforce-Community-based Organizations representing Veterans (optional)

WOY – Workforce-Community-based Organizations representing Youth (optional)

ETPA – Education and Training Provider-Adult Education and Literacy

ETPC - Education and Training Provider - Institution for Higher Learning

ETPO – Education and Training Provider-Other Providers (optional)

GRED – Government Representative-Economic Development

GRES – Government Representative-Employment Service

GRVRD – Government Representative-Vocational Rehabilitation

GRO – Government Representative-Other (optional) \*\*CareerSource Central Florida operates the Wagner Peyser (GRO) function

OTHER – Other (please specific group/program being represented) (optional)



## Attachment 2 – Consortium

County	Consortium Member
Orange	<b>Mayor Jerry L Demings (Consortium Chair)</b> 201 S. Rosalind Ave. County Administration Building Orlando, FL 32801-3527 (407) 836-7370 <a href="mailto:jdemings@ocfl.net">jdemings@ocfl.net</a>
Seminole	<b>Commissioner Lee Constantine (Consortium Vice Chair)</b> 1101 E. First St. Sanford, FL 32771-1468 (407) 665-7207 <a href="mailto:lconstantine@seminolecountyfl.gov">lconstantine@seminolecountyfl.gov</a>
Osceola	<b>Commissioner Peggy Choudhry</b> 1 Courthouse Square Suite 4700 Kissimmee, FL 34741-5440 (407) 742-2000 <a href="mailto:peggy.choudhry@osceola.org">peggy.choudhry@osceola.org</a>
Lake	<b>Commissioner Douglas Shields</b> P.O. Box 7800 (Mailing Address) 315 W. Main St. Tavares, FL 32778 352-343-9850 <a href="mailto:douglas.shields@lakecountyfl.gov">douglas.shields@lakecountyfl.gov</a>
Sumter	<b>Commissioner Roberta Ulrich</b> 7375 Powell Rd. Wildwood, FL 34785 (352) 689-4400 <a href="mailto:roberta.ulrich@sumtercountyfl.gov">roberta.ulrich@sumtercountyfl.gov</a>

**AMENDED and RESTATED BYLAWS**  
*of*  
**CENTRAL FLORIDA REGIONAL  
WORKFORCE DEVELOPMENT BOARD, INC.  
d/b/a CAREERSOURCE CENTRAL FLORIDA**  
*a not-for-profit Florida Corporation*

ARTICLE I

NAME

The Central Florida Regional Workforce Development Board, Inc. d/b/a CareerSource Central Florida shall be called “CSCF” in these Bylaws.

ARTICLE II

DEFINITIONS

- A. **Articles:** means the Articles of Incorporation of CSCF including any amendments or restatements.
- B. **Board of Directors or Board:** means the Board of Directors of CSCF.
- C. **Chief Elected Official:** means the Chairman of the Consortium.
- D. **Consortium:** means the group of Mayors/Chairmen or designated County Commissioners from the Region.
- E. **Director:** means an individual member of the Board of Directors.
- F. **Region:** means the five Florida counties served by CSCF: Lake, Orange, Osceola, Seminole and Sumter.

ARTICLE III

PURPOSE

CSCF is dedicated to putting Central Florida residents to work, and finding and developing talent to help Central Florida businesses stay competitive.

ARTICLE IV  
POWERS OF CSCF

1. General Powers. Except as limited by the Articles or these Bylaws, CSCF will have and exercise all rights and powers in furtherance of its purpose now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

2. Workforce Powers. CSCF will have and exercise all rights and powers granted to regional workforce boards under the laws of the state of Florida and workforce investment boards under Public Law No. 105-220, Title I, Section 117(b), United States Code, and all other applicable federal and state workforce laws, regulations and directives.

ARTICLE V  
RESPONSIBILITIES AND AUTHORITIES OF THE BOARD OF DIRECTORS

1. General. All corporate powers will be exercised by or under the authority of the Board of Directors, and the business and affairs of CSCF will be managed under the Board's direction.

2. Functions. The Directors' general functions will be to:

- a. establish policies and guidelines for the operation of CSCF;
- b. exercise and fulfill the specific powers and responsibilities of the Board, as specified in the Articles and these Bylaws and as required under applicable law;
- c. discharge their duties in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances, and each Director will act in a manner he or she reasonably believes to be in the best interests of CSCF;
- d. carry out the functions provided in the Workforce Innovation and Opportunity Act ("WIOA") sec. 107(d), and
- e. actively participate in convening the workforce development system's stakeholders, broker relationships with a diverse range of employers, and leverage support for workforce development activities.

3. Powers and Responsibilities of Directors. Without limiting the generality of the functions in section 2 of this Article, the Directors' specific powers and responsibilities will be to:

- a. adopt, amend, repeal or alter the Articles and these Bylaws;
- b. elect and remove officers of CSCF;

- c. ensure accountable management of real and personal property and the general business of CSCF, including authorization and approval of material contracts and agreements on behalf of CSCF, all in accordance with applicable law, the Articles and these Bylaws;
- d. approve general rules and regulations for the administration of CSCF and its personnel, and approve any substantial change in employee benefits of CSCF;
- e. designate the person or persons authorized to make and sign bills, notes, checks, contracts, or other documents that are binding on CSCF;
- f. establish and develop additional committees necessary or appropriate to fulfill the responsibilities of CSCF's mission and purposes;
- g. delegate authority to the President/CEO of CSCF;
- h. approve any affiliation by CSCF with one or more entities in any partnership, joint venture or joint enterprise;
- i. approve any merger or consolidation of CSCF with any other organization or entity; and
- j. comply with Section 445.007 of the Florida Statutes.

## ARTICLE VI

### MEMBERSHIP OF THE BOARD OF DIRECTORS

1. **Appointment.** Members of the Board of Directors will be appointed by the Consortium in accordance with applicable local intergovernmental agreements and in compliance with criteria established by the state of Florida and the federal government, and will be composed of at least the following:

- a. representatives of the private sector, who must constitute a minimum of 51% of the Board, and who will be representatives of private, for-profit businesses and be chief executives, chief operating officers or other executives who have substantial management or policy responsibility; and
- b. such other representatives as may be required or permitted by applicable federal or state law, regulations or directives.

2. **Term.** Each Director shall serve staggered terms and may not serve for more than 8 consecutive years unless the Director is a representative of a governmental entity. Service in a term by a Director which commenced before July 1, 2021 does not count towards the 8-year limitation.



3. Qualifications. Directors must be citizens or permanent residents of the United States of America, duly appointed pursuant to Section 1 of this Article, and will, at all times, comply with the requirements established by the state of Florida, the federal government and any applicable intergovernmental agreement.

4. Vacancies. The President/CEO is notified promptly by staff of a Director vacancy. The President/CEO notifies the Governance Committee of such vacancies, and the Governance Committee identifies potential board members. Nominees for a board member vacancy are received from local organizations and business and economic development agencies. The Consortium is notified of the vacancies and receives nominations from the organizations or agencies, and takes action to fill the vacancies through the same process followed for all appointments. Vacancies during the term of a Director's appointment will be filled in an appropriate timeframe upon receipt of sufficient nominations for the vacancy. The person appointed to fill the vacancy are appointed to the same category of membership as that in which the vacancy occurred and will serve the remaining term of the prior Director and may be re-appointed as provided in Section 2 of this Article.

5. Participation. Newly appointed Directors attend a mandatory orientation and training sessions to become familiar with the CSCF services offered and their responsibilities. Board members are requested to participate in one of the committees based on their interests and skills, and are encouraged and provided opportunities to actively participate in strategic planning for CSCF and are educated on explaining CSCF and its workforce activities to the community.

## ARTICLE VII

### OFFICERS AND THEIR DUTIES

1. Election of Officers. All officers will serve 1 year terms. The Chairperson may serve for 2 consecutive terms. At the conclusion of the Chairperson's term, he or she will serve as immediate Past Chair on the Executive Committee. In addition, the Board of Directors will have the power to:

- a. appoint such other officers it deems necessary or appropriate;
- b. fill any vacancy in any office occurring for any reason whatsoever, by election, by majority vote of a quorum; and
- c. employ a President/CEO who will (i) be responsible and accountable to the Board, (ii) act on the Board's behalf in the conduct of its directives, and (iii) be responsible for employment, oversight and management of all other staff and employees of CSCF.

2. Removal of Directors. Any Director may be removed at any time, with or without cause, by a majority vote of the Consortium. Except however, any Director who is a representative of the private sector may be removed only by the Consortium member of his or her respective county. Additionally, the Governor or the Chief Elected Official may remove a Director for cause. The Board may recommend to the Chief Elected Official, or the Consortium, removal of a Director when, in the judgement of the Board, the best interest of CSCF will be served.

3. Delegation. For any reason it deems appropriate, the Board may delegate any power or duty to any Director or officer, including to the President/CEO or his or her staff designee, but no Director or officer will execute, acknowledge or verify any document or instrument in more than one capacity.

4. Compensation. No compensation will be paid to the Directors for services performed by them for CSCF as Directors. Directors may be reimbursed for expenses incurred when traveling on official business of CSCF if approved in advance by the Chairperson of the Board. Such reimbursement must conform to CSCF's established travel policy.

5. Duties of the Chairperson. The Chairperson must be a business representative and shall:

- a. preside at all meetings of the Board and determine the agenda for all Board meetings in consultation with the President/CEO;
- b. make all committee appointments other than the officers elected under Section 1 of this Article;
- c. be a member ex-officio of all committees with the exception of the Executive Committee, for which the Chairperson may opt to serve either as committee chair or as a regular committee member; and
- d. perform all other duties assigned to the Chairperson under these Bylaws and those usually pertaining to the office of Chairperson.

6. Duties of the Vice Chairperson. The Vice Chairperson must be a business representative and shall:

- a. preside at all meetings of the Board in the absence of the Chairperson;
- b. be a member of the Executive Committee;
- c. assist the Chairperson, when requested, in the performance of the Chairperson's duties; and
- d. perform all such other duties usually pertaining to the office of Vice Chairperson, including acting as the Chairperson during the absence or disability of the Chairperson.

7. Duties of the Treasurer. The Treasurer will:

- a. oversee the custody of all funds and securities of CSCF and the collection of interest thereon;
- b. oversee the accounts of CSCF and report thereon at each regular meeting of the Board of Directors;
- c. make a report at each meeting of the Board of Directors and special reports when requested;
- d. oversee the preparation and filing of reports and returns required by all governmental agencies; and
- e. serve as Chairperson of the Finance Committee.

8. Duties of the Secretary. The Secretary will:

- a. ensure that minutes of each meeting are recorded;
- b. be responsible for advising the Board of Directors of omissions and corrections to the minutes;
- c. ensure that copies of the minutes are timely transmitted to all members of the Board of Directors;
- d. ensure that all meetings are noticed as required by statute, these Bylaws or regulations;
- e. ensure that attendance is recorded at meetings;
- f. ensure that committee reports are maintained;
- g. ensure that the record books of CSCF are properly maintained; and
- h. perform such other duties as may be delegated by the Board of Directors.

9. President and Chief Executive Officer. The President and Chief Executive Officer (“**President**”) will be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of CSCF and not a member of the Board of Directors. The President’s performance will be reviewed annually by the Executive Committee and the President’s salary and incentives will be set by the Executive Committee. The President may only be terminated (i) upon the recommendation of a majority of the members of the Executive Committee and a 2/3 vote of the entire Board of Directors, (ii) by the Governor for cause, or (iii) by the Chief Elected Official for cause. The President will be the chief executive officer of CSCF and will be responsible for the general and active management of the business and affairs of CSCF, subject to the direction of the Executive Committee and the Board of Directors.

10. Chief Operating Officer. The Chief Operating Officer (“**COO**”) may be hired by the President. The COO will not be a member of the Board of Directors, but will be a full-time employee of CSCF. The COO will direct, administer and coordinate the day-to-day activities of CSCF consistent with the directions, policies, goals and objectives



established by the President and the Board of Directors and as set forth in the job description for this position.

11. Chief Financial Officer. The Chief Financial Officer (“CFO”) will be hired by the President. The CFO will not be a member of the Board of Directors, but will be a full-time employee of CSCF. The CFO will direct CSCF’s financial operations and accounting practices consistent with the directions, policies, goals and objectives established by the COO, President, and the Board of Directors and as set forth in the job description for this position.

## ARTICLE VIII

### BOARD COMMITTEES

1. Committees. The Board of Directors will create standing committees as follows: Executive, Finance, Audit, Career Services, Governance, Community Engagement, and Revenue Diversity & New Markets. In addition, the Chairperson of the Board of Directors will have the authority to establish such other standing or ad hoc committees deemed necessary or desirable to the conduct of CSCF’s business. The Chairperson of the Board will make appointments to all committees and will appoint the chairperson of each committee. A committee must be chaired by a Director. Any committee may include members appointed by the Chairperson of the Board who are voting members of the committee but not members of the Board of Directors. Staff and employees of CSCF may not serve as members of a committee. Any item voted on by a committee (other than approval of meeting minutes and meeting adjournments) will be reported to the Executive Committee at its next meeting.

2. Executive Committee. The Executive Committee will have a minimum of 5 members, consisting of the officers elected under Article VII, Section 1, and the chairs of the standing committees. The Chairperson will endeavor to ensure that each of the 5 counties in the Region is represented on the Executive Committee. The Executive Committee will have and exercise the full authority of the Board of Directors in the management of CSCF’s business between meetings of the Board of Directors. The Chairperson of the Board may choose to serve as chairperson of the Executive Committee or may choose to appoint another member which is a business representative of the Executive Committee to serve in such capacity. In the event the Chairperson of the Board chooses not to serve as Chairperson of the Executive Committee, he or she will serve as a voting member of the Executive Committee. After completion of the Chairperson’s term, he or she may serve on Executive Committee as Immediate Past Chair. Except as otherwise set forth in these Bylaws, the Executive



Committee will serve as the human resources committee with the delegated authority to take final action on all appropriate executive personnel matters.

3. Finance Committee. The Finance Committee will be chaired by the Treasurer and will consist of those Directors recommended by the Treasurer and appointed by the Chairperson of the Board of Directors. The Finance Committee will be responsible for assisting the Treasurer in the conduct of his or her responsibilities as set forth in Article VII, Section 7; reviewing periodic reports on the financial activities of CSCF; controlling and supervising the financial affairs of CSCF; overseeing CSCF's retirement plan; and approving budgets and budget amendments.

4. Audit Committee. The Audit Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Audit Committee will be responsible for:

- a. overseeing the annual audit(s) of CSCF's programs required under applicable laws, regulations or directives including selection of the auditor and approval of annual audit plans;
- b. providing oversight of CSCF through review of monitoring reports and audits of CSCF;
- c. making recommendations to the Board of Directors on the selection of an independent auditor and regarding such auditor's compensation and terms of engagement;
- d. receiving and reviewing the annual audit reports from the independent auditor;
- e. reviewing and approving CSCF's responses to any adverse findings regarding the financial affairs of CSCF, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's investigative reports and final determination letters;
- f. reviewing, in consultation with the independent auditor and management, CSCF's financial statements;
- g. reviewing and evaluating the adequacy of internal accounting controls and practices and making recommendations for revisions and additions as necessary or appropriate; and
- h. reviewing and evaluating CSCF's ethics and conflict-of-interest policies and procedures and, whenever the Chairperson of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.

5. Career Services Committee. The Career Services Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Career Services Committee will oversee CSCF's operations plan as part of the WIOA and all other program activities that support job seekers and businesses in the Region.

6. Governance Committee. The Governance Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Governance Committee will be responsible for reviewing CSCF's Articles and Bylaws and recommending changes to the Board of Directors; identifying a process to recruit board members and officers; and evaluating the Board's effectiveness. Additionally, the Governance Committee is responsible for preparing and providing a slate of recommended officers to the Board of Directors to be used by the Board to nominate and elect the officers by a majority vote of the Directors present at the meeting.

7. Community Engagement Committee. The Community Engagement Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board representing expertise in outreach marketing and media relations. The Community Engagement Committee will recommend strategies and policies to ensure CSCF is, through appropriate outreach, aligned and engaged with other community, civic and economic-development activities.

8. Revenue Diversity & New Markets Committee. The Revenue Diversity & New Markets Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Revenue Diversity & New Markets Committee will be responsible for providing strategic oversight in the development of CSCF's short-term and long-term revenue growth strategies, specifically the development of new, diversified funding streams.

## ARTICLE IX

### CONDUCT OF BUSINESS

1. Annual Meeting. The Annual Meeting of the Board of Directors will be held during the month of June.

2. Regular Meetings. At a minimum, regular meetings of the Board of Directors will be held quarterly, in the months of September, December, April and June.

3. Special Meetings. Special meetings of the Board of Directors may be held at the call of the Chairperson or by written request of 10 or more members of the Board of Directors.

4. Notice. Reasonable notice in writing of each meeting, whether annual, regular, special or emergency, will be provided to each member of the Board of Directors at his or her contact place on file with the Secretary. Such notice may be by e-mail or other reliable means of electronic transmission. CSCF's meetings will be held in accordance with Section 286.011, Florida Statutes.

5. Order of Business. Business will be conducted to the extent feasible in accordance with Roberts' Rules of Order, as amended.

6. Quorum. A quorum for all Board meetings will require that at least 50% of the Board members be present. If there is less than a quorum at any meetings, a majority of those present may adjourn the meeting. A quorum for all committee meetings will be the same as the quorum for Board meetings and require that at least 50% of the Board members who are committee members be present.

7. Voting. Directors may not be represented at any meeting by an alternate, nor may proxies be given. Each Director will have 1 vote upon every issue properly submitted for vote at any meeting of the Board of Directors, except that no Director may cast a vote on any matter on which he or she has or appears to have a conflict of interest, as defined by federal or state law or under CSCF's policies then in effect. Any Director who has such a conflict of interest must declare the same and refrain from discussion at the meeting and voting on the issue.

8. Majority Rule. All matters before the Board will be determined by a majority vote of Directors present, a quorum having been established.

9. Supermajority Rule. The following must be approved by a vote of 2/3 of the Board, a quorum having been established:

- a. amendments to these Bylaws (as provided under Article X below); and
- b. any contract or agreement between CSCF and a Director; a relative (as defined in s. 112.3143[1][c], Florida Statutes) of a Director; an organization or individual represented on the Board; or an employee of CSCF as permitted by Sec. 445.007 of the Florida Statutes.

10. Use of Technology for Meetings. Members of the Board of Directors or any committee may use any form of technology to conduct business. If used, the technology must be accessible to the public for attendance. The use of technology must be included on all meeting notices. Any such participation by use of technology will constitute presence in person at the meeting.



11. Business Affairs; External Audit. Subject to applicable law, the Board of Directors may solicit, borrow, accept, receive, invest and expend funds from any public or private source. The award of procurement contracts with vendors and the award of sub-recipient contracts will be in accordance with applicable federal and state law and regulations. CSCF's accounts and records will be audited annually by a firm of certified public accountants at the expense of CSCF; and a copy will be available on request for each Director to review.

12. Investments. Any investments of funds of CSCF must first be approved by the Finance Committee and recommended to the Board of Directors for its approval.

13. Fiscal Year. The fiscal year of CSCF will be July 1 to June 30.

14. Conflicts with Laws. CSCF will abide by all applicable federal and state laws and regulations, which will supersede any provision of these Bylaws in conflict with any such law or regulation.

15. Books and Records. CSCF will keep correct and complete books and records of account and financial statements and will also keep minutes of the proceedings of the Board of Directors and all committees. Such books and records will be available to all Directors on request and to members of the general public in accordance with applicable law.

16. Indemnity. Subject to applicable law, any current or former member of the Board of Directors or officer who is made a party to or called as a witness with respect to any threatened or pending legal proceeding will be indemnified by CSCF against all costs and expenses (including attorneys' fees, judgments, fines and amounts paid in settlement) reasonably incurred by him or her in connection with such proceeding, including any appeal thereof, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of CSCF and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, will not create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of CSCF, and, with respect to any criminal action or proceeding, did not have reasonable cause to believe that his or her conduct was unlawful. The Board of Directors will determine, by a majority vote of a quorum consisting of Directors who are not parties or witnesses to the proceeding, whether indemnification is appropriate as provided in this section. If this section or any portion of it is invalidated on any ground by a court of competent jurisdiction, CSCF will nevertheless indemnify each director and officer of CSCF to the fullest extent permitted by portions of this section not invalidated, and to the fullest extent permitted by law.

17. D&O Insurance. CSCF will purchase and maintain in full force and effect a policy or policies of directors and officers liability insurance covering its Directors and officers with minimum coverage of \$1 million, unless the Executive Committee, in consultation with the Treasurer, finds that such insurance is no longer available on commercially reasonable terms or that the premiums for such will be unreasonably high. In such case, the Directors shall immediately be notified by the Executive Committee that such directors and officers liability insurance no longer exists. In addition, CSCF may purchase and maintain insurance on any person who is or was a Director, officer, employee, or agent of CSCF against any liability asserted against such person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not CSCF would have the power to indemnify the person against such liability under the provisions of Section 16 of this Article IX.

## ARTICLE X

### AMENDMENTS AND EFFECTIVENESS

These Bylaws may be amended, revised, added to, repealed or rescinded by a vote of the Board of Directors, subject to approval by the Consortium.

## Attachment 4 – Interlocal Agreement

*October 6, 2021 Signature Version*

### **REGION 12 CENTRAL FLORIDA AREA WORKFORCE DEVELOPMENT CONSORTIUM INTERLOCAL AGREEMENT**

This Agreement is made and entered into among **Lake County**, a political subdivision of the State of Florida, **Orange County**, a charter county and political subdivision of the State of Florida, **Osceola County**, a political subdivision of the State of Florida, **Seminole County**, a political subdivision of the State of Florida, **Sumter County**, a political subdivision of the State of Florida, and the **Region 12 Central Florida Regional Workforce Development Board, Inc., d/b/a CareerSource Central Florida**, a not-for-profit corporation established in the State of Florida, hereinafter referred to as “CSCF” for the purposes of establishing the **Central Florida Area Workforce Development Consortium**, hereinafter referred to as the “CONSORTIUM”, and establishing the roles and responsibilities of the CONSORTIUM and CSCF.

**WHEREAS**, the Congress of the United States of America has enacted and the President has executed the Workforce Innovation And Opportunity Act (Public Law 113-128) (the “ACT”) which authorizes the establishment of local areas to coordinate and align key employment, education, training, adult literacy, and vocational rehabilitation programs in the United States.

**WHEREAS**, the Act authorizes units of government to enter into agreements for the purpose of receiving funds under this ACT.

**WHEREAS**, the Governor has designated the five-county area described herein to be a local workforce development area under the ACT and the Florida Workforce Innovation Act of 2000.

**WHEREAS**, the ACT specifies that if any local area so designated includes more than one unit of general local government, the chief elected officials of such units may execute an agreement to describe their responsibilities for carrying out the roles and responsibilities under the ACT.

**NOW THEREFORE**, the participating counties do hereby agree to and accept the designation of the area comprised of the five counties as a local workforce development area under the ACT and do hereby establish the CONSORTIUM in accordance with the provisions set forth herein.

#### **I. CONSORTIUM MEMBERS.**

- A. The CONSORTIUM shall be comprised of either the Mayor/Chair or a currently serving County Commissioner designated by the Mayor/Chair from each of the five counties.
- B. The CONSORTIUM shall elect from among its five (5) members, one member to act as Chair of the CONSORTIUM and one member to act as the Vice Chair.
- C. The Chair of the CONSORTIUM shall act as the chief elected official for the local workforce development area.
- D. The Chair of the CONSORTIUM shall review, acknowledge, and execute contracts and other records for the CONSORTIUM in accordance with

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- state and federal law and the Florida Department of Economic Opportunity.
- E. The CONSORTIUM designates the CSCF Board of Directors as the local workforce development board (the "CSCF Board").
  - F. The CONSORTIUM shall appoint the membership of the CSCF Board in accordance with the ACT, Florida's Workforce Innovation Act of 2000, Section 445.007, Florida Statutes, other applicable regulations, and the corporate bylaws of CSCF. Unless otherwise precluded by law, the CONSORTIUM may remove any member of CSCF Board at any time by majority vote of the CONSORTIUM. Such removal by the CONSORTIUM may be with or without cause.
  - G. The CONSORTIUM, having been designated the local grant recipient pursuant to section 106(b)(1) of the ACT, hereby designates CSCF as the administrative entity and fiscal agent for all programs promulgated under the ACT and Florida's Workforce Innovation Act of 2000.
  - H. The CONSORTIUM shall meet from time-to-time as it may deem necessary, but no less than semi-annually, to conduct such business as may be necessary. One of the two (2) required meetings shall include the CSCF Board. All meetings of the Consortium shall be open to the public and notice shall be provided in accordance with the State Sunshine Law requirements, as set forth in Section 286.011, Florida Statutes.
  - I. The CONSORTIUM shall approve the budget of the CSCF Board each year during one of the required meetings and shall approve or make revisions to the bylaws of the CSCF Board from time-to-time when amended.

## **II. LOCAL WORKFORCE DEVELOPMENT BOARD**

- A. CSCF shall ensure that the composition of the local workforce development board shall at all times comply with requirements of the federal ACT (sec. 107(b)(2)(A)), the Florida Workforce Innovation Act of 2000, and Section 445.007, Florida Statutes and shall include:
  - 1. Representatives of the private sector, who shall constitute, at a minimum, a majority of the total active membership and who shall be appointed proportionately to the relative population of the five (5) counties, except that all counties shall have at least two (2) members. Members of the private sector shall be appointed by CONSORTIUM members of their respective Counties. Said appointments shall be announced by the appointing member at a duly called CONSORTIUM meeting. The appointment of private sector members shall not be subject to approval or removal by the remainder of the members of the CONSORTIUM.
  - 2. Representatives of other organizations as required by applicable State and federal law.

- B. All appointments to the CSCF Board shall be for a period of three (3) years with a maximum term of eight (8) years, unless the member is a representative of a government entity. One-third of the appointments are made annually, pursuant to the bylaws of CSCF and state and federal requirements. Re-appointment for one additional three-year term and one two-year term shall be automatic so long as the duly appointed board member is in good standing, the seat on the Board continues to exist, the Board member wishes to serve another term, and the Board member's term is not limited by state or federal law.
- C. All vacancies will be appointed in the same manner as the original appointments.
- D. A member of the CONSORTIUM may be present at each CSCF Board meeting as a liaison but shall have no voting powers and shall not be considered a member of the CSCF Board.

### **III. ADMINISTRATION REQUIREMENTS AND OBLIGATIONS OF CSCF**

- A. Pursuant to the ACT and Section 445.007, Florida Statutes, CSCF shall:
  - 1. Develop and submit the local plan to the Governor of Florida.
  - 2. Designate one-stop operators and providers.
  - 3. Ensure the appropriate use, management, and investment of associated funds received to maximize performance outcomes.
  - 4. Designate eligible providers of youth services.
  - 5. Develop an annual budget for the purpose of carrying out the duties of CSCF including, but not limited to, all programs promulgated under the ACT for the region.
  - 6. Provide for the conduct of an annual audit of all funds managed by CSCF and submit a copy of that audit and copies of financial statements prepared for the conduct of CSCF business to the CONSORTIUM.
  - 7. Provide oversight for the one-stop delivery system, local employment and training activities, and youth activities conducted pursuant to the ACT.
  - 8. Provide such staff and other support to the CONSORTIUM, as deemed necessary by the CONSORTIUM, for the conduct of CONSORTIUM business.
  - 9. Submit to the CONSORTIUM, for review and approval, the local plan, the one-stop operator designation, and the annual budget. If the Budget is not approved by the CONSORTIUM, CSCF shall submit an amended budget until a budget is approved.
  - 10. Provide an annual report to the CONSORTIUM.
  - 11. Coordinate the activities of the workforce development system with economic development strategies and other business and employer activities as may be appropriate and allowable.



12. Promote generally the participation of the private sector in all aspects of the conduct of CSCF business and services provided.
- B. CSCF shall furnish a Commercial Crime Fidelity Bond for Employee Dishonesty on blanket basis with a maximum limit of One Million Dollars (\$1,000,000). The bond shall be endorsed to cover "Third Party" liability including a third-party beneficiary clause in favor of each of the participating counties. The bond shall include a minimum twelve (12) month discovery period when written on a loss sustained basis.
- C. Notwithstanding any provisions of the law to the contrary, none of the parties hereto shall be liable for any claims, damages, injuries, losses, or expenses arising out of or resulting from any act, omission, or negligence of any other party, their officers, employees, or agents. Nothing in this Agreement shall be construed as waiving the sovereign immunity afforded to the participating counties under Section 768.28, Florida Statutes.

#### **IV. GENERAL CONDITIONS**

- A. This Agreement contains all of the terms and conditions agreed upon by the parties hereto, and shall supersede all previous agreements, either oral or written, by or between two or more of the parties hereto with respect to the subject matter hereof. No other agreements, oral or written, regarding the subject matter of this Agreement shall be deemed to exist.
- B. This Agreement may be amended or modified upon the written request of any party hereto. Such written request shall be distributed to all parties at least thirty days prior to requested actions effective date. Any alterations, amendments, modifications or waivers in the terms and conditions of this Agreement shall not be effective unless reduced to writing, approved by all parties, signed by duly authorized representatives and filed with each participating county's Clerk of the Board.
- C. The term of this Agreement shall begin on the last date executed by all parties and shall remain in effect until June 30, 2023, and shall be renewed automatically for a one-year period on July 1 of each year unless terminated by any party hereto or otherwise by state or federal law.
- D. In the event of any changes in state or federal law wherein this Agreement shall no longer be valid, this Agreement shall be automatically deemed void.
- E. Pursuant to Subsection 163.01(11) of the Florida Statutes, this Agreement shall be filed with the respective Clerks of the Court of all participating Counties.

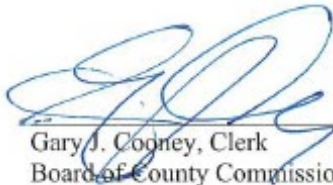
**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, by and through their duly authorized representatives, on the respective dates shown below.

**[Signatures to follow]**

COUNTY

ATTEST:

LAKE COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS



Gary J. Cooney, Clerk  
Board of County Commissioners of Lake  
County, Florida



Sean M. Parks  
Chairman

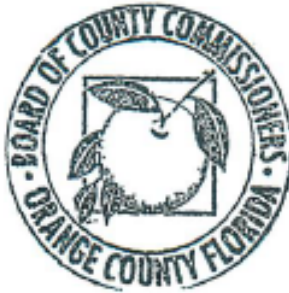
Date: October 26<sup>th</sup>, 2021

Approved as to form and legality:



Melanie Marsh  
County Attorney

COUNTY



ORANGE COUNTY, FLORIDA  
By: Board of County Commissioners

By: *Jerry L. Demings*  
for Jerry L. Demings, Orange County Mayor

Date: November 16, 2021

ATTEST: Phil Diamond, CPA, County  
Comptroller, As Clerk of the Board of  
County Commissioners


By: *Katie Smith*  
Deputy Clerk

COUNTY

ATTEST:

OSCEOLA COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS

  
Kelvin Soto, Clerk of the Court, Osceola  
County, Florida

  
Brandon Arrington, Chairman  
Date: BCC approved 10/18/2021

Approved as to form and legality:

  
Frank Townsend, County Attorney





COUNTY

SEMINOLE COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS

  
Lee Constantine, Chairman

Date: 10/26/21

Approved as to form and legality:

  
A. Bryant Applegate, County Attorney

COUNTY



ATTEST:

Melissa Elliott D.C.  
Gloria Hayward, Clerk of the Court  
Sumter County, Florida

SUMTER COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS

Garry Breeden  
Garry Breeden, Chairman

Date: 10/12/21

Approved as to form and legality:

Jennifer C. Rey  
Jennifer C. Rey, County Attorney

ATTEST:

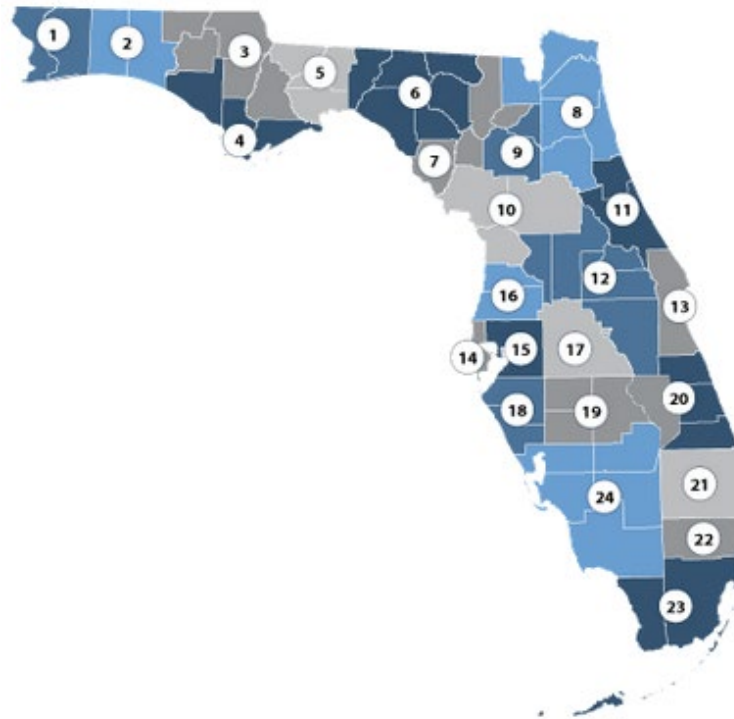
Pamela Nabe

CENTRAL FLORIDA REGIONAL  
WORKFORCE DEVELOPMENT BOARD,  
INC.

Jody Wood  
Jody Wood, Chairman

Date: 12/16/21

## Attachment 5 - Florida's Workforce Development Board Regions (Map)

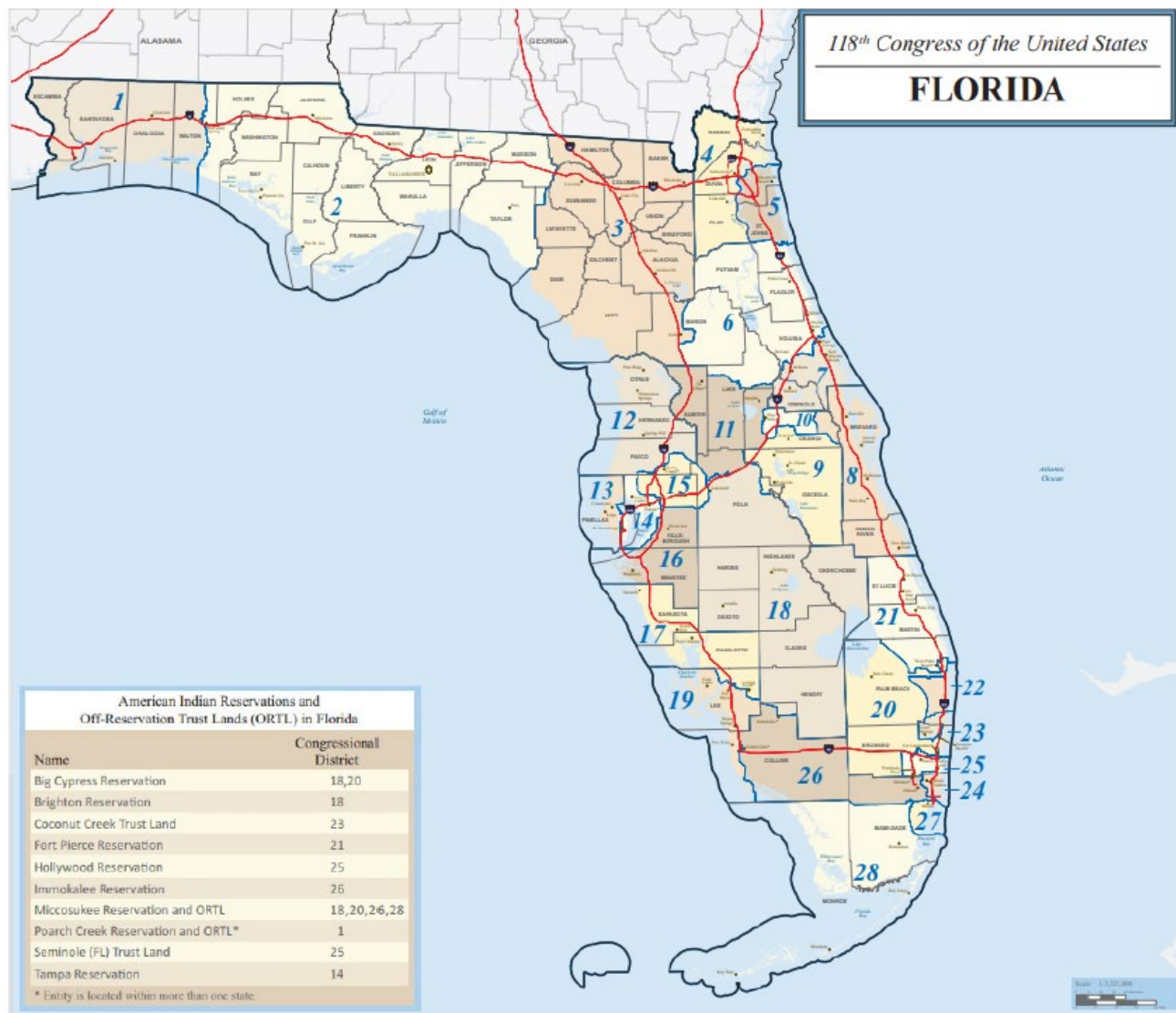


- ▶ **1 - CareerSource Escarosa**  
*Escambia, Santa Rosa*
- ▶ **2 - CareerSource Okaloosa Walton**  
*Okaloosa, Walton*
- ▶ **3 - CareerSource Chipola**  
*Calhoun, Holmes, Jackson, Liberty, Washington*
- ▶ **4 - CareerSource Gulf Coast**  
*Bay, Franklin, Gulf*
- ▶ **5 - CareerSource Capital Region**  
*Gadsden, Leon, Wakulla*
- ▶ **6 - CareerSource North Florida**  
*Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor*
- ▶ **7 - CareerSource Florida Crown**  
*Columbia, Dixie, Gilchrist, Union*
- ▶ **8 - CareerSource Northeast Florida**  
*Baker, Clay, Duval, Nassau, Putnam, St. Johns*
- ▶ **9 - CareerSource North Central Florida**  
*Alachua, Bradford*
- ▶ **10 - CareerSource Citrus Levy Marion**  
*Citrus, Levy, Marion*
- ▶ **11 - CareerSource Flagler Volusia**  
*Flagler, Volusia*
- ▶ **12 - CareerSource Central Florida**  
*Lake, Orange, Osceola, Seminole, Sumter*
- ▶ **13 - CareerSource Brevard**  
*Brevard*
- ▶ **14 - CareerSource Pinellas**  
*Pinellas*
- ▶ **15 - CareerSource Tampa Bay**  
*Hillsborough*
- ▶ **16 - CareerSource Pasco Hernando**  
*Pasco, Hernando*
- ▶ **17 - CareerSource Polk**  
*Polk*
- ▶ **18 - CareerSource Suncoast**  
*Manatee, Sarasota*
- ▶ **19 - CareerSource Heartland**  
*Desoto, Hardee, Highlands, Okeechobee*
- ▶ **20 - CareerSource Research Coast**  
*Indian River, Martin, St. Lucie*
- ▶ **21 - CareerSource Palm Beach County**  
*Palm Beach*
- ▶ **22 - CareerSource Broward**  
*Broward*
- ▶ **23 - CareerSource South Florida**  
*Dade, Monroe*
- ▶ **24 - CareerSource Southwest Florida**  
*Charlotte, Collier, Glades, Hendry, Lee*

Source: [Local Workforce Development Area WIOA Plans - FloridaJobs.org](http://FloridaJobs.org)



## Attachment 6 - Florida Congressional Map



The following congressional districts are located within the CareerSource Central Florida Region: 7, 8, 9, 10, and 11:

Source: US Department of Commerce Economics and Statistics Administration U.S. Census Bureau

[CD118\\_FL \(census.gov\)](https://www.census.gov/redmats/totals/fl/cd118.html)

## Attachment 7 - State Congressional Legislators – Central Florida Region

### Florida House and Senate Members Representing Lake, Sumter, Orange, Osceola Seminole Counties

County	Legislator	Address	Phone	Email
Lake	Representative Stan McClain	315 Southeast 25 <sup>th</sup> Avenue Ocala, FL 34471-2689	352-732-1313	Stan.McClain@myfloridahouse.gov
Lake	Representative Keith L. Truenow	1951 Woodlea Road Tavares, FL 32778-4407	352-742-6275	Keith.Truenow@myfloridahouse.gov
Lake	Representative Taylor Michael Yarkosky	700 Almond St., Suite B Clermont, FL 34711-3124	352-989-9734	Taylor.Yarkosky@myfloridahouse.gov
Lake/Orange	Senator Dennis Baxley	206 South Hwy 27/441 Lady Lake, FL 32159	352-750-3133	baxley.dennis.web@flsenate.gov
Orange	Representative LaVon Bracy Davis	The Peachtree Building 425 West Colonial Drive, Suite 201 Orlando, FL 32804-6863	407-245-1000	LaVon.BracyDavis@myfloridahouse.gov
Orange	Representative Bruce Hadley Antone	1003 South Kirkman Road Orlando, FL 32811-2612	407-297-2001	bruce.antone@myfloridahouse.gov
Orange	Representative Anna Eskamani	1507 East Concord Street Orlando, FL 32803-5411	407-228-1451	anna.eskamani@myfloridahouse.gov
Orange	Representative Jennifer “Rita” Harris	2151 Consulate Drive, Suite 15-3 Orlando, FL 32837-8807	407-237-9820	Rita.Harris@myfloridahouse.gov
Orange	Representative Johanna Lopez	1117 South Semoran Blvd. Orlando, FL 32807	850-717-5043	Johanna.Lopez@myfloridahouse.gov
Orange	Senator Linda Stewart	1726 South Bumby Avenue Orlando, FL 32806	407-893-2422	Stewart.linda@flsenate.gov
Orange	Senator Geraldine “Geri” F. Thompson	511 W. South Street, Suite 205 Orlando, FL 32805	407-245-0194	thompson.geraldine@flsenate.gov

County	Legislator	Address	Phone	Email
Orange/Osceola	Representative Carolina Amesty	6735 Conroy Road, Suite 421 Orlando, FL 32835-3566	407-271-4011	Carolina.Amesty@myfloridahouse.gov
Orange/Osceola	Representative Paula A. Stark	1930 Fortune Road Kissimmee, FL 34744-4460	407-846-5150	Paula.Stark@myfloridahouse.gov
Orange/Osceola	Senator Victor M. Torres, Jr.	101 Church Street, Suite 305, Kissimmee, FL 34741	407-846-5187	torres.victor.web@flsenate.gov
Orange/Seminole	Representative Douglas Michael “Doug” Bankson	10 North Park Avenue Apopka, FL 32703-4273	407-464-3344	Doug.Bankson@myfloridahouse.gov
Orange/Seminole	Senator Jason Brodeur	110 Timberlachen Circle, Suite 1012 Lake Mary, FL 32746	407-333-1802	brodeur.jason.web@flsenate.gov
Orange/Seminole	Representative Susan Plasencia	7457 Aloma Ave., Suite 304 Winter Park, FL 32792-9271	407-623-1305	Susan.Plasencia@myfloridahouse.gov
Osceola	Representative Kristen Arrington	Room 219 3 Courthouse Square Kissimmee, FL 34741-5440	407-846-5016	kristen.arrington@myfloridahouse.gov
Seminole	Representative Rachel Lora Saunders Plakon	1855 West State Road 434, Suite 222 Longwood, FL 32750-5071	407-263-3931	Rachel.Plakon@myfloridahouse.gov
Seminole	Representative David Smith	#266, Suite 2001 1511 East State Road 434 Winter Springs, FL 32708-5646	407-971-3570	david.smith@myfloridahouse.gov
Sumter	Senator Blaise Ingoglia	2943 Landover Blvd. Spring Hill, FL 34608	352-666-5707	Ingoglia.blaise.web@flsenate.gov

Source:

<https://www.myfloridahouse.gov/Representatives/>

<https://www.flsenate.gov/Senators/>

## Attachment 8 - WIOA Information

### The Workforce Innovation and Opportunity Act

#### Fact Sheet: Governance and Leadership

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

#### HIGHLIGHTS OF THE WIOA REFORMS FOR GOVERNANCE

WIOA seeks to improve the effectiveness of and streamline the governing structures of the public workforce investment system, empower elected officials and workforce boards, establish structures for working regionally aligned with regional economies, and engage the key stakeholders needed to lead the system to achieve the goals of WIOA.

WIOA empowers State and Local elected officials and private sector-led workforce boards with the responsibility of developing a strategic, integrated plan that supports economic growth and labor force needs intended to grow the capacity and performance of the workforce system. WIOA authorizes the following changes:

- Streamlines membership requirements for State and Local workforce boards while maintaining a majority of business representation
- Requires certification and continuous improvement of one-stop centers by the Chief Elected Officials and the workforce boards

#### WIOA PROGRAMS

WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL);
- Adult Education and Literacy Act programs administered by the Department of Education (DoED);
- Wagner-Peyser Act employment services administered by DOL; and
- Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the YouthBuild program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.



EMPLOYMENT AND TRAINING ADMINISTRATION  
UNITED STATES DEPARTMENT OF LABOR

## The Workforce Innovation and Opportunity Act

- Adds Vocational Rehabilitation, Adult Education, and Registered Apprenticeship as required board members and increases the voice of labor on the board
- Identifies 13 functions for Local workforce boards. Among them are:
  - Analyses of regional conditions;
  - Leading efforts to engage employers;
  - Leading efforts to develop and implement career pathways;
  - Identifying and promoting proven and promising practices;
  - Establishing standing committees to more effectively accomplish the work of the local boards;
  - Better utilizing technology to facilitate connections among the intake and case management information systems of one-stop partners, to access services provided through the one-stop system (including remote areas), to meet the needs of individuals with barriers to employment, and to leverage resources and capacity;
  - Promoting consumer choice of participants among providers;
  - Enhancing coordination with education providers; and
  - Assessing the physical and programmatic accessibility of one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.
- Identifies 12 functions for State workforce boards. Among them are:
  - Review of statewide policies and programs and development of recommendations on actions state should take to align core and other programs in a manner that supports a comprehensive system, including the review and provision of comments on state plans for activities and non-core programs of one-stop partners.
  - Development of guidance for the implementation and continuous improvement of the workforce development system (addressing alignment, career pathways, sector partnerships, coordination between states and local areas, identification of regions, technical assistance, case management information systems)
  - Identification and dissemination of best practices
  - Development and review of statewide policies affecting the coordinated provision of services through the one-stops
  - Development of strategies for technological improvements
  - Development of statewide workforce and labor market information systems

### EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE

In general, WIOA takes effect on July 1, 2015; however, the planning requirements and common indicators of performance take effect on July 1, 2016 and other exceptions specifically noted in the law.

DOL is working in coordination with the Department of Education and the Department of Health and Human Services to support the public workforce system to implement WIOA. The DOL WIOA Resource Page ([www.doleta.gov/WIOA](http://www.doleta.gov/WIOA)) will include updated guidance and resources, as well as communicate opportunities to provide input. The WIOA Collection Page ([wioa.workforce3one.org](http://wioa.workforce3one.org)) provides links to technical assistance tools and information to support implementation. Questions regarding WIOA can be emailed to [DOL-WIOA@dol.gov](mailto:DOL-WIOA@dol.gov).



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

## Attachment 9 - Directors and Officers Protection Insurance

PREMIUM BILL

Date: May 21, 2024

Insured: CENTRAL FLORIDA REGIONAL WORKFORCE  
DEVELOPMENT BOARD

Producer: ASSUREDPARTNERS OF FL LLC  
300 COLONIAL CENTER PARKWAY  
SUITE 270  
LAKE MARY, FL 32746

Company: Federal Insurance Company

THIS BILLING IS TO BE ATTACHED TO AND FORM A PART OF THE POLICY REFERENCED BELOW.

Policy Number: J06563119

Policy Period: 05-31-2024 to 05-31-2025

NOTE: PLEASE RETURN THIS BILL WITH REMITTANCE AND NOTE HEREON ANY CHANGES. BILL WILL BE RECEIPTED AND RETURNED TO YOU PROMPTLY UPON REQUEST.

PLEASE REMIT TO PRODUCER INDICATED ABOVE. PLEASE REFER TO J06563119

Product	Effective Date	Premium
The ForeFront Portfolio	05-31-2024	\$23,067.00
2023 FIGA Emergency Assessment		\$230.67
<b>TOTAL POLICY PREMIUM</b>		<b>\$23,297.67</b>

WHEN REMITTING PLEASE INDICATE POLICY OR CERTIFICATE NUMBER



**DECLARATIONS**

Policy Number: Jo6563119

**FEDERAL INSURANCE COMPANY**Incorporated under the laws of Indiana, a stock  
insurance company, herein called the CompanyOne American Square 202 N Illinois Street, Suite 2600  
Indianapolis, IN 46282

NOTICE: THE LIABILITY COVERAGE PARTS PROVIDE CLAIMS-MADE COVERAGE, WHICH APPLIES ONLY TO "MATTERS" FIRST MADE DURING THE "POLICY PERIOD", OR ANY APPLICABLE EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY TO PAY "LOSS" WILL BE REDUCED AND MAY BE EXHAUSTED BY "DEFENSE COSTS", AND "DEFENSE COSTS" WILL BE APPLIED AGAINST THE RETENTION. IN NO EVENT WILL THE COMPANY BE LIABLE FOR "DEFENSE COSTS" OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. READ THE ENTIRE POLICY CAREFULLY.

**Item 1. Parent Organization:**CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT  
BOARD390 ORANGE AVE, SUITE 700  
ORLANDO, FL 32801**Item 2. Policy Period:**

From: May 31, 2024 To: May 31, 2025

At 12:01 AM local time at the address shown above.

**Item 3. Extended Reporting Period:**

(A) Additional Period: 1 Year(s)

(B) Additional Premium: 100% of Annualized Premium

**Item 4. Coverage(s) Applicable to this Policy:**

-

☒ Directors & Officers and Entity Liability Coverage Part☒ Employment Practices Liability Coverage Part☒ Fiduciary Liability Coverage Part☐ Crime Coverage Part☐ Kidnap, Ransom & Extortion Coverage Part☐ Employed Lawyers Liability Coverage Part☐ Workplace Violence Expense Coverage Part

**DIRECTORS & OFFICERS AND ENTITY LIABILITY COVERAGE PART**

- (A) Aggregate Limit of Liability: \$2,000,000
- (1) Sublimit for Member Inquiry Coverage: \$500,000
- (2) Sublimit for Tax Matters: \$100,000
- (B) Aggregate Limit of Liability in (A) above shall be shared with:
- ☒ Employment Practices Liability ☒ Fiduciary Liability ☐ Employed Lawyers Liability
- (C) Additional Limit of Liability Dedicated for Executives: \$500,000
- (D) Retentions:
- (1) No Retention is applicable to Insuring Clause (A)
- (2) Insuring Clauses (B) & (C): \$25,000
- (E) Pending or Prior Proceedings Date: May 31, 2015
- (F) Defense: Duty to Defend by Chubb

**EMPLOYMENT PRACTICES LIABILITY COVERAGE PART**

- (A) Aggregate Limit of Liability: \$1,000,000
- (B) Aggregate Limit of Liability in (A) above shall be shared with:
- ☒ Directors & Officers and Entity Liability ☒ Fiduciary Liability ☐ Employed Lawyers Liability
- (C) Retentions:
- (1) Each Employment Claim (other than a Mass or Class Action): \$25,000
- (2) Each Third Party Claim (other than a Mass or Class Action): \$25,000
- (3) Each Mass or Class Action: \$25,000
- (D) Pending or Prior Proceedings Date: May 31, 2015
- (E) Defense: Duty to Defend by Chubb

Chubb's EPL Loss Prevention Program offers our EPL customers access to state-of-the-art policies and practices, training vehicles and loss prevention specialists, including direct contact with the nationally known law firm of Jackson Lewis LLP. The Insured may call (888) 249-8425, 24 hours a day, 7 days a week, without limitation or register at [www.chubbworks.com](http://www.chubbworks.com) for additional resources.



**FIDUCIARY LIABILITY COVERAGE PART**

- (A) Aggregate Limit of Liability: \$1,000,000
- (1) Sublimit for HIPAA/HITECH Penalties: \$1,000,000
  - (2) Sublimit for PPACA Penalties: \$25,000
  - (3) Sublimit for Section 4975 IRC Excise Tax: \$25,000
  - (4) Sublimit for Section 502(c) Penalties: \$25,000
  - (5) Sublimit for Canadian Penalties: \$250,000
  - (6) Sublimit for Voluntary Program Notice Coverage: \$250,000
  - (7) Penalty Suite Additional Sublimit of Liability: \$100,000
  - (8) Sublimit for Failure to Enroll Demand Coverage: \$50,000
- (B) Aggregate Limit of Liability in (A) above shall be shared with:
- ☒ Directors & Officers and Entity Liability ☒ Employment Practices Liability ☐ Employed Lawyers Liability
- (C) Retentions:
- (1) Each Claim (other than a Mass or Class Action): \$0
  - (2) Voluntary Program Notice Coverage: \$0
  - (3) Each Mass or Class Action: \$0
- (D) Pending or Prior Proceedings Date: May 31, 2015

**Item 5. Total Premium: \$23,297.67**

**Item 6. Policy Form and Endorsement Editions Attached at Issuance:**

See attached Schedule of Forms

IN WITNESS WHEREOF, the Company issuing this Policy has caused this Policy to be signed by its authorized officers, but it shall not be valid unless also signed by a duly authorized representative of the Company.

**Federal Insurance Company**



Secretary



President

May 21, 2024

Date



Authorized Representative

**Attachment 10 - Government in the Sunshine – Public Records / Ethics**



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**Government in the Sunshine Public Records Ethics**  
A Briefing for the CareerSource Central Florida Board of Directors

September 12, 2024

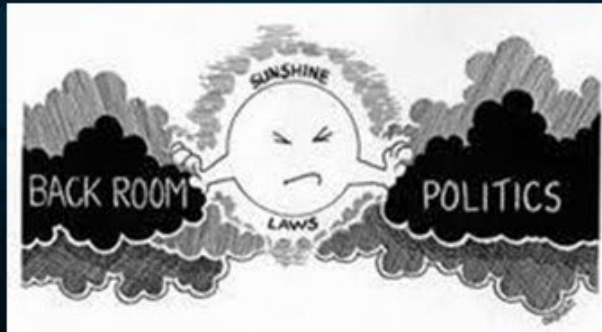
**Presented by**

Heather Ramos  
Orlando Deputy Managing Shareholder  
[heather.ramos@gray-robinson.com](mailto:heather.ramos@gray-robinson.com)  
407.244.5670

**UNABRIDGED VERSION**

## OVERVIEW

1. Government in the Sunshine Law - Chapter 286, Fla. Stat.
2. Public Records Law - Chapter 119, Fla. Stat.
3. Code of Ethics - Part III of Chapter 112, Fla. Stat.



## SUNSHINE LAW

3



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### Basic requirements:

1. Meetings must be open and accessible to the public.
2. Meetings must be noticed.
3. Written minutes must be taken.

*§286.011 Florida Statutes*

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### **Applicable to:**

- CSCF Board
- Committees of the Board

When such committees have been delegated “decision-making authority” as opposed to mere “information gathering or fact-finding authority.”

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### Things to remember:

- If 2 or more board members need to discuss CSCF related business, a meeting must be officially noticed.
- Do not call, text or e-mail each other on CSCF related business -- all discussions must be in an open, noticed meeting.
- You cannot have a person act as a "go-between".
- Whispering and passing notes at a noticed meeting could be considered an unnoticed meeting if discussing CSCF business.
- Once a meeting is adjourned, don't talk about CSCF business on your way out of the room.
- Members of the public must be provided an opportunity to address the board during the decision-making process, and **before** a decision is made.

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### Meetings do *not* include:

- Discussions with Consortium members
- Discussions with state legislators
- Discussions with CareerSource Florida board members
- Discussions with CSCF staff

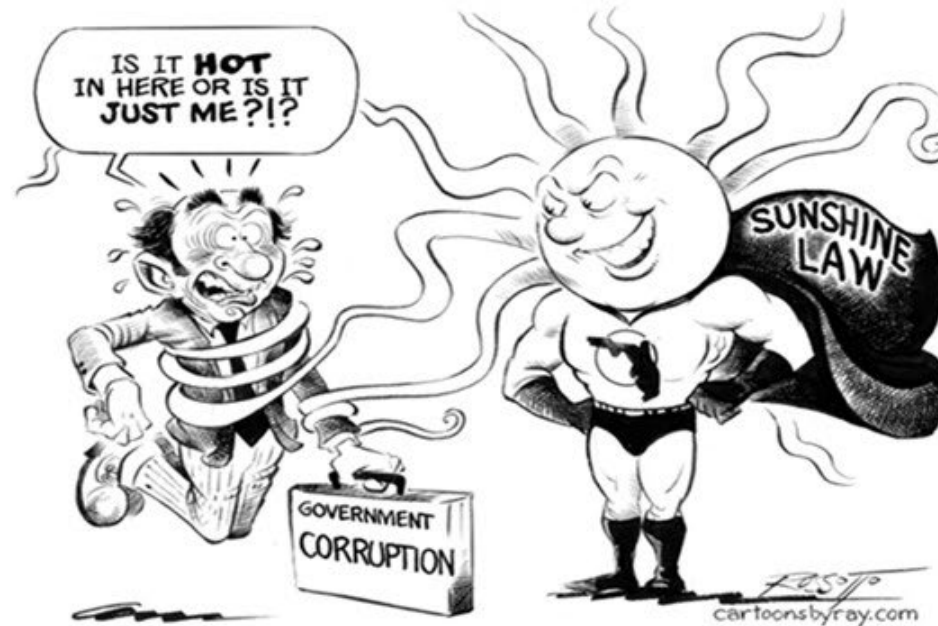
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## SUNSHINE LAW

8

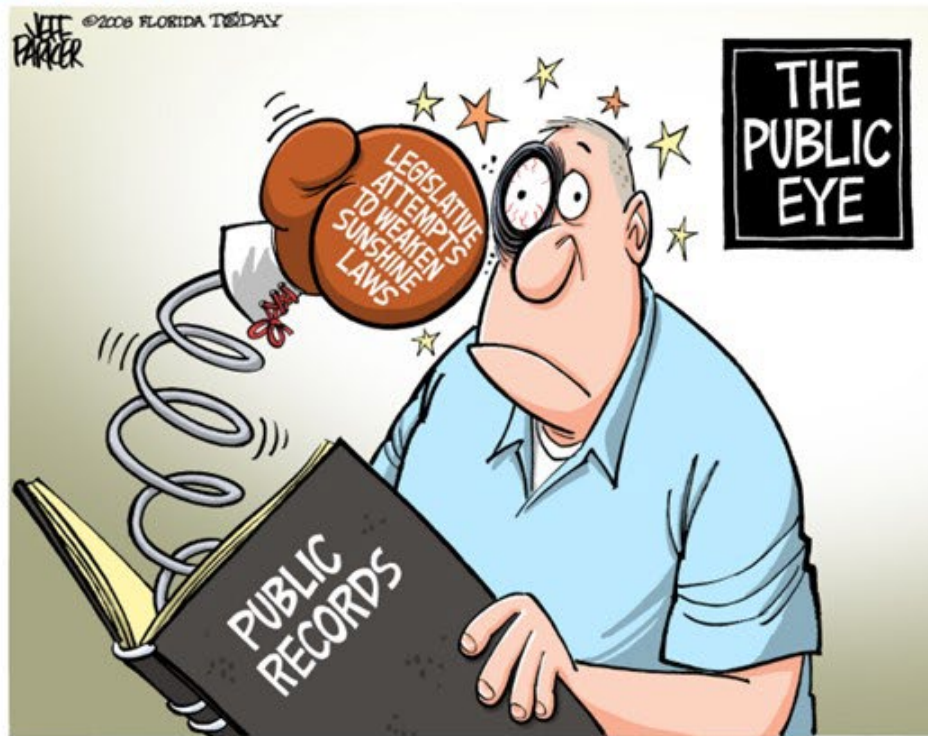
### Questions?



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## PUBLIC RECORDS LAW

9



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## PUBLIC RECORDS LAW

10

### Important things to know:

- Every record made or received in connection with CSCF business.
- All CSCF board members and CSCF employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes texts and emails made or received in connection with official business.
- Includes YouTube videos, Facebook and Instagram posts.



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### **Important things to know:**

- Public records can only be destroyed in accordance with a specific process under state law.
- Public records must be retained for certain periods of time.
- The law applies to communications with residents, members of the public, employees, consultants, contractors and legal counsel and others involving CSCF business, even if it is on your private computer, laptop or phone. It is the nature of the record – not the location.
- Purely personal e-mails are not public records, but there is no “expectation of privacy” for communications on a CSCF owned device.

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### **Important things to know:**

- Public records include metadata.
- There is no “unfinished business” exemption – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person at any time for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- If you receive a public records request, let Pam know immediately.

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### *For violations of the law -*

- **The State Attorney or a Grand Jury can be involved**
- **Private parties can sue**
- **Penalties can include:**
  - Jail time – 1 year in jail for a knowing violation
  - Fines – \$500 for an unintentional violation
  - Attorney's fees
  - Trial
  - Nasty press coverage



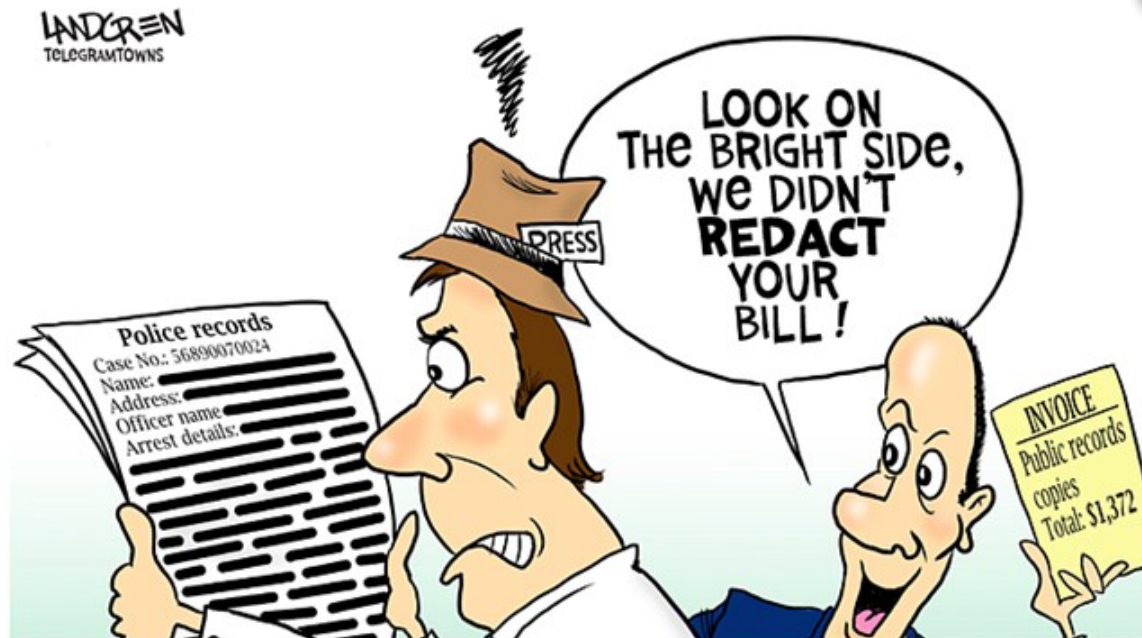
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## PUBLIC RECORDS LAW

14

### Questions?



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## CODE OF ETHICS

### ETHICS/FINANCIAL DISCLOSURE/GIFTS

15



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## 16

**Applies to:**

- CSCF Board Members
- Committee members
- Employees



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## ETHICS

17

\*\*\*The following is a brief summary of the Ethics Code. If you are in a situation where something may apply to you, please ask!\*\*\*



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### What to remember:

Do not use your position with CSCF to secure anything special for yourself, your family, friends, or anyone else.



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### Caution areas:

- Doing business with CSCF:
  - You or your family should not do business with CSCF.
  - You or your family should not do business with a business or agency doing business with CSCF. *[Sec. 112.313(3), Fla. Stat.]*
- Secondary employment – there cannot be any conflict with your CSCF position. You cannot take a job with a company doing business with CSCF. *[Sec. 112.313(7), Fla. Stat.]*
- Using information -- Don't use information (now or in the future) which you learned from your CSCF position to gain a special advantage for you or your family or anyone else. *[Sec. 112.313(8), Fla. Stat.]*

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### Caution areas:

- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. [Sec. 112.3149, Fla. Stat.]
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with CSCF. [Sec. 112.3135, Fla. Stat.]



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### GENERAL RULES ABOUT VOTING:

- You must vote on all CSCF issues.
- Unless you have “conflict of interest” or there appears to be a “possible conflict of interest”. [Sec. 286.012, Fla. Stat.]
- “Abstentions” are not allowed.



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### **VOTING CONFLICTS:**

- Must disclose if, on *any* issue, the Board's vote would benefit ... or hurt ...
  - You
  - Your relative
  - Your business partner
  - Your employer
  - Your client/customer
  - The parent company, subsidiary company, or sister company of ...
    - Your employer
    - Your client

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### **If you have a voting conflict:**

- Do not vote!
- Must file Form 8B (with Kaz) within 15 days after the vote.
- May participate in the discussion if the conflict is first disclosed (but why would you?)



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### **CSCF Board Member-Related Contracts**

**\*\*\*EXCEPTION\*\*\* Sec. 445.007(11), Fla. Stat.**

- CSCF may contract with a Board member or a Board member's relative
- Approval by 2/3 vote of the Board of Directors, a quorum having been established
- Board member must disclose and abstain from voting [do not have to leave the room]
- Disclosed to DEO and DEO approves [over 25k]
- DEO Forms and Form 8B

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**Penalties** (*employees, officers, candidates*):

Impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of one-third salary per month for twelve months, a civil penalty up to \$10,000, restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

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### What is disclosed and where?

- Form 1: certain assets and liabilities, sources of income, and certain other information.
- Form 1F: financial disclosure statement ... from January 1 to your last day in office.
- Both filed with the Supervisor of Elections in the county you reside.



*Sec. 445.007(1), Fla. Stat.*

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### **Penalties:**

- Fail to file by July 1st: delinquency notice.
- Fail to file, then, by September 1st: \$25-per-day fine.
- Max fine: \$1,500.

*Note: The Commission on Ethics must send Form 1 to Board members no later than June 1st of each year. F.S. 112.3145(8)(b)*

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### What is a “gift”?

- money
- real estate
- use of real estate
- tangible personal property
- intangible personal property
- use of personal property
- food or beverages
- membership dues
- transportation
- plants & flowers
- admission tickets (sports, concerts, cruises, theme parks, etc.)
- forgiveness of debt
- a preferential rate or price on a debt, loan, goods or services
- any other thing having value
- any other service having value

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### Caution areas:

- Taking gifts – taking anything of value for you or your family over \$100 can be an ethics violation. *[Sec. 112.3148, Fla. Stat.]*
- Asking for gifts – don't ask people working with or associated with CSCF business for anything – lobbyist, vendor, customer, or anyone doing business with CSCF. *[Sec. 112.313(2), Fla. Stat.]*

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### DISCLOSURE OF GIFTS BY YOU:

- Any gift which is accepted AND worth over \$100
- Exceptions:
  - Gifts from relatives
  - Prohibited gifts (*i.e.*, from lobbyists and vendors)



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### **GIFTS DISCLOSED ... BY LOBBYISTS AND VENDORS:**

- All gifts to you worth over \$25.
- Disclosed quarterly ... by the lobbyist or vendor, not you.



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## Florida Commission on Ethics

32

- **Available for advice:** ethics / gifts / financial disclosure
- **Phone:** 850.488.7864
- **Website:** [www.ethics.state.fl.us](http://www.ethics.state.fl.us)



**Florida Commission on Ethics**

*"A Public Office is a Public Trust"*

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## ETHICS/FINANCIAL DISCLOSURE/GIFTS

33



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# GRAYROBINSON THANK YOU

Heather Ramos  
Orlando Deputy Managing Shareholder  
[heather.amos@gray-robinson.com](mailto:heather.amos@gray-robinson.com)  
407.244.5670



## Attachment 11 - Conflict of Interest Policy Form

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input 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. 163.356 or 163.357, 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)

**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, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

(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 \_\_\_\_\_, 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:

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

\_\_\_\_\_  
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.

## **Attachment 12 - Financial Disclosure Filing – Form 1 and Form 1F**

### Form 1 / Statement of Financial Interests and Form 1F

All Board members are required to complete Form 1 / Statement of Financial Interests on an annual basis by July 1 (for the previous calendar year). New Board members must file within 30 days of appointment. Additionally, when leaving the Board, members are required to file Form 1F no later than 60 days after leaving the Board. For instance, if your final day of Board membership is 6/30/24, then you have to file a disclosure from 1/1/24 through 6/30/24.

Effective in 2024, all Form 1 Filers can only file electronically via the Electronic Financial Disclosure Management System (EFDMS). Florida Commission on Ethics provides instructions to new Board Members on setting up their account in EFDMS, and CSCF's Executive Board Coordinator monitors and provides support to Board Members on filing timely.

To follow are samples of both Form 1 and Form 1F; however, be sure to utilize form provided in Board Member's individual account which contains the most up-to-date form.

<b>FORM 1</b>	<b>STATEMENT OF FINANCIAL INTERESTS</b>	<b>2022</b>	
<small>Please print or type your name, mailing address, agency name, and position below:</small>		<b>FOR OFFICE USE ONLY:</b>	
LAST NAME -- FIRST NAME -- MIDDLE NAME :			
MAILING ADDRESS :			
CITY : ZIP : COUNTY :			
NAME OF AGENCY :			
NAME OF OFFICE OR POSITION HELD OR SOUGHT :			
CHECK ONLY IF <input type="checkbox"/> CANDIDATE OR <input type="checkbox"/> NEW EMPLOYEE OR APPOINTEE			
<b>**** THIS SECTION <u>MUST</u> BE COMPLETED ****</b>			
<b>DISCLOSURE PERIOD:</b> THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2022.			
<b>MANNER OF CALCULATING REPORTABLE INTERESTS:</b> FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):			
<input type="checkbox"/> <b>COMPARATIVE (PERCENTAGE) THRESHOLDS</b> OR <input type="checkbox"/> <b>DOLLAR VALUE THRESHOLDS</b>			
<b>PART A -- PRIMARY SOURCES OF INCOME</b> [Major sources of income to the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")			
NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY	
<b>PART B -- SECONDARY SOURCES OF INCOME</b> [Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")			
NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE
<b>PART C -- REAL PROPERTY</b> [Land, buildings owned by the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")		You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.  <b>FILING INSTRUCTIONS</b> for when and where to file this form are located at the bottom of page 2.  <b>INSTRUCTIONS</b> on who must file this form and how to fill it out begin on page 3.	

<b>PART D — INTANGIBLE PERSONAL PROPERTY</b> [Stocks, bonds, certificates of deposit, etc. - See instructions] (If you have nothing to report, write "none" or "n/a")		
TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES	
<b>PART E — LIABILITIES</b> [Major debts - See instructions] (If you have nothing to report, write "none" or "n/a")		
NAME OF CREDITOR	ADDRESS OF CREDITOR	
<b>PART F — INTERESTS IN SPECIFIED BUSINESSES</b> [Ownership or positions in certain types of businesses - See instructions] (If you have nothing to report, write "none" or "n/a")		
	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		
<b>PART G — TRAINING</b> For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.		
<input type="checkbox"/> <b>I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.</b>		
<b>IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE</b> <input type="checkbox"/>		
<b><u>SIGNATURE OF FILER:</u></b>  Signature: _____  Date Signed: _____		<b><u>CPA or ATTORNEY SIGNATURE ONLY</u></b>  If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:  I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.  CPA/Attorney Signature: _____  Date Signed: _____
<b><u>FILING INSTRUCTIONS:</u></b>  If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.  <b>Local officers/employees</b> file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. <u>Do not email your form to the Commission on Ethics, it will be returned.</u>  <b>State officers or specified state employees</b> who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. <u>Do not file by both mail and email. Choose only one filing method.</u> Form 6s will not be accepted via email.  <b>Candidates</b> file this form together with their filing papers.  <b>MULTIPLE FILING UNNECESSARY:</b> A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.  <b>WHEN TO FILE: Initially,</b> each local officer/employee, state officer, and specified state employee must file <b>within 30 days</b> of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.  <b>Candidates</b> must file at the same time they file their qualifying papers.  <b>Thereafter,</b> file by July 1 following each calendar year in which they hold their positions.  <b>Finally,</b> file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does <u>not</u> relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2022.		



## NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

## WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc.; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county

or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

17) Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

## INSTRUCTIONS FOR COMPLETING FORM 1:

**INTRODUCTORY INFORMATION** (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

**NAME OF AGENCY:** The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

**DISCLOSURE PERIOD:** The "disclosure period" for your report is the calendar year ending December 31, 2022.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. Your social security number, bank account, debit charge, and credit card numbers are not required and you should redact them from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.



## MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

### IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

#### PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable

or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and,

- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

#### PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

#### PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).



## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure

period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

# IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

## PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and

bonds, list each individual company from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**
- (2) You received more than 10% of your gross income from that business entity; **and,**
- (3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.



Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

## PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$80,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies; entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**FORM 1F****FINAL STATEMENT OF  
FINANCIAL INTERESTS****2023****(TO BE FILED WITHIN 60 DAYS OF LEAVING PUBLIC OFFICE OR EMPLOYMENT)**

LAST NAME — FIRST NAME — MIDDLE NAME:			NAME OF REPORTING PERSON'S AGENCY:		
MAILING ADDRESS:			CHECK <u>ONE</u> OF THE FOLLOWING (see "Who Must File" on page 3):		
			<input type="checkbox"/> LOCAL OFFICER <input type="checkbox"/> STATE OFFICER		
			<input type="checkbox"/> SPECIFIED STATE EMPLOYEE		
CITY:                      ZIP:                      COUNTY:			LIST OFFICE OR POSITION HELD:		

**\*\*\*BOTH PARTS OF THIS SECTION MUST BE COMPLETED\*\*\*****DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS MY FINANCIAL INTERESTS FOR THE PERIOD BETWEEN JANUARY 1, 2023 AND THE LAST DATE I HELD THE PUBLIC OFFICE OR EMPLOYMENT DESCRIBED ABOVE, WHICH DATE WAS \_\_\_\_\_, 2023. (Date must be prior to 12/31/23)

**MANNER OF CALCULATING REPORTABLE INTERESTS:**

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER (must check one):

☐ COMPARATIVE (PERCENTAGE) THRESHOLDS    **OR**    ☐ DOLLAR VALUE THRESHOLDS**PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

**PART B -- SECONDARY SOURCES OF INCOME**[Major customers, clients, and other sources of income to businesses owned by reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")


**FILING INSTRUCTIONS** for when  
and where to file this form are  
located at the bottom of page 2.**INSTRUCTIONS** on who must file  
this form and how to fill it out  
begin on page 3 of this packet.



<b>PART D — INTANGIBLE PERSONAL PROPERTY</b> [Stocks, bonds, certificates of deposit, etc. - See instructions] (If you have nothing to report, write "none" or "n/a")		
TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES	

<b>PART E — LIABILITIES</b> [Major debts - See instructions] (If you have nothing to report, write "none" or "n/a")	
NAME OF CREDITOR	ADDRESS OF CREDITOR

<b>PART F — INTERESTS IN SPECIFIED BUSINESSES</b> [Ownership or positions in certain types of businesses - See instructions] (If you have nothing to report, write "none" or "n/a")		
	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

IF ANY OF PARTS A THROUGH F ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☐

<p style="text-align: center;"><b><u>SIGNATURE OF FILER:</u></b></p> <p><b>Signature:</b></p> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Date Signed:</b></p> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<p style="text-align: center;"><b><u>CPA or ATTORNEY SIGNATURE ONLY</u></b></p> <p style="font-size: small;">If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:</p> <p>I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.</p> <p>CPA/Attorney Signature _____</p> <p>Date Signed _____</p>
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<b>FILING INSTRUCTIONS:</b>		
<p><b>WHEN TO FILE:</b></p> <p>At the end of office or employment each local officer, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment, unless he or she takes another position within the 60-day period that requires filing financial disclosure on Form 1 or Form 6.</p> <p><b>WHERE TO FILE:</b></p> <p><b>Local officers</b> file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 files who file with the Supervisor of Elections</p>	<p>may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. <u>Do not email your form to the Commission on Ethics. It will be returned.</u></p> <p><b>State officers or specified state employees</b> who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. <u>Do not file by both mail and email. Choose only one filing method.</u></p>	<p>To determine what category your position falls under, see the "Who Must File" Instructions on page 3.</p> <p><b>NOTE:</b></p> <p>If you are leaving office or employment during the first half of 2023, you may not have filed Form 1 for 2022. In that case, this is not the last form you will file. Form 1F covers January 1, 2023, through your last day of office or employment. You will be required to file Form 1 for 2022 by July 1, 2023, and risk being fined if you do not file Form 1 by the filing deadline, even if you have already filed the CE Form 1F.</p>

## WHO MUST FILE FORM 1F, Final Statement of Financial Interests:

All persons who fall within the categories of "state officers," "local officers," and "specified state employees" are required to file Form 1F within 60 days of leaving that position unless they take another position within the 60-day period that requires filing either Form 1 or Form 6. Positions within these categories are listed below. Persons required to file full financial disclosure (Form 6 – see that form for a list of persons who are required to file it) should file Form 6F rather than Form 1F as their final financial disclosure.

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc.; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
- 4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
- 5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
- 6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.
- 8) Officers and employees of entities serving as chief administrative officer of a political subdivision.
- 9) Members of governing boards of charter schools operated by a city or other public entity.
- 10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
- 12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
- 13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
- 14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
- 17) Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

## INSTRUCTIONS FOR COMPLETING FORM 1F:

### INTRODUCTORY INFORMATION (Top of Form):

**NAME OF AGENCY:** The name of the governmental unit which you served or by which you were employed.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you held during the disclosure period.

**DISCLOSURE PERIOD:** This statement reflects your financial interests for the period between January 1 and the last day of your public office or employment in 2023. Please write the last day of your office or employment in this part of the form. This date should be prior to December 31, 2023. The Form 1F cannot be used to report financial interests for

a period covering the entire 2023 calendar year, nor should this form be used to report your financial interests for a period beyond 2023.

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. Your social security number, bank account, debit, charge, and credit card numbers are not required and you should redact them from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.



## MANNER OF CALCULATING REPORTABLE INTEREST

As noted on the form, filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

### IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

#### PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period more than 5% of the total assets or capital stock of a business entity (a corporation,

partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and,

- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

#### PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

#### PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).



## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies, entities controlled by the Public Service Commission;

and entities granted a franchise to operate by either a city or a county government.

Disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

(End of Dollar Value Thresholds Instructions.)

## IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

### PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, you list each individual company from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

### PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**
- (2) You received more than 10% of your gross income from that business entity; **and,**
- (3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.



Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

### PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

### PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home

and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

### PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$80,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

### PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

(End of Percentage Thresholds Instructions.)

## **Attachment 13 - CareerSource Central Florida Acronyms/Definitions List**

**ACSI** - American Customer Satisfaction Index  
**AD** – Adult  
**ADA** - American with Disabilities Act  
**BSD** – Basic Skills Deficient  
**CBO** - Community-Based organization  
**CEO** - Chief Elected Official  
**CFR** - Code of Federal Regulations  
**CSF** – CareerSource Florida  
**DEO** – Department of Economic Opportunity  
**DHP** – Displaced Homemaker  
**DOL** – Department of Labor  
**DVOP** – Disabled Veterans’ Outreach Program  
**DW** – Dislocated Worker  
**EEO** - Equal Employment Opportunity  
**EEOC** - Equal Employment Opportunity Commission  
**EF** – Employ Florida  
**EO** - Equal Opportunity  
**ETA** - Employment and Training Administration; USDOL  
**ETPL** - Eligible Training Provider List  
**EWT** – Employed Worker Training  
**FR** - Federal Register  
**FS** – Florida Statutes  
**FSR** - Feasibility Study Report  
**FY** - Fiscal Year  
**GED** - General Equivalency Diploma  
**HHS** - U.S. Department of Health and Human Services  
**IEP** – Individual Employment Plan  
**IL** - Independent Living Program  
**ISS** - Individual Service Strategy  
**ISY** – In-School Youth  
**ITA** - Individual Training Account  
**ITN** – Invitation to Negotiate

**LLSIL** - Lower Living Standard Income Level

**LMI** - Labor Market Information

**LVER** – Local Veterans’ Employment Representatives

**LWDA** - Local Workforce Development Area

**LWDB** - Local Workforce Development Board

**MIS** - Management Information System

**MOU** - Memorandum of Understanding

**MSA** - Metropolitan Statistical Area

**OIG** - U.S. Office of Inspector General

**OJT** – On the Job Training

**OMB** - Office of Management and Budget

**O\*NET** - Occupational Information Network

**OSY**- Out of School Youth

**PY** - Program Year

**REA** – Re-Employment Assistance (Unemployment Insurance)

**RFQ** – Request for Quote or Qualifications

**RFP** – Request for Proposal

**SMSA** - Standard Metropolitan Statistical Areas

**SSN** - Social Security Number

**SNAP** – Supplemental Nutrition Assistance Program

**TAA** - Trade Adjustment Assistance

**TAG** - Technical Assistance Guide

**TANF** - Temporary Assistance to Needy Families

**TEGL** - Training and Employment Guidance Letter

**TEIN** - Training and Employment Information Notice

**USDOL** - U.S. Department of Labor

**WARN** - Worker Adjustment and Retraining Notification (WARN) Act

**WDB** – Workforce Development Board

**WIA** - Workforce Investment Act

**WIOA** – Workforce Innovation and Opportunity Act

**WIASRD** - Workforce Investment Act Standardized Record Data

**WP** – Wagner Peyser

**WWOTC** - Work Opportunity Tax Credit

**WT** – Welfare Transition