

DATE: September 26, 2025

TO: Local Workforce Development Board 16: Pasco Hernando

FROM: Karmyn Hill, Chief, Bureau of One-Stop and Program Support 

SUBJECT: Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to FloridaCommerce for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
AmSkills, Inc.	Sponsorships	\$20,000

FloridaCommerce reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between FloridaCommerce and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of FloridaCommerce's review, the contract(s) is determined to be:

- ☐ **Compliant** – The above-referenced contract(s) did not require prior approval by FloridaCommerce but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB's website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- ☒ **Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB's website within 10 days after approval by FloridaCommerce and must remain on the website for at least one year after the contract is terminated.
- ☐ **Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the FloridaCommerce team at worfor@commerce.fl.gov with any questions.

ACTION ITEM 3
Sponsorships - AmSkills, Inc.

All contracts with organizations or individuals currently serving as Directors of PHWB shall require a two-thirds vote of the Board, quorum having been established.

To maintain flexibility in supporting regional workforce, community, and industry-partner events that align with PHWB's mission (e.g., workforce development, employer engagement, outreach, and education partnerships), staff request Board approval to authorize multiple sponsorships and outreach activities for the remainder of Program Year 2025–2026 (through June 30, 2026), not to exceed a cumulative total of \$10,000, contingent upon funding availability.

This authorization will allow timely participation in opportunities that promote community engagement, workforce visibility, and alignment with PHWB's strategic priorities.

FOR CONSIDERATION

Recommend the approval of AmSkills, Inc. sponsorships up to a cumulative cap of \$10,000 for the remainder of PY 2025–2026, contingent upon funding availability.