

# CareerSource Tampa Bay

## Minutes of Ad Hoc Strategic Planning Committee Meeting

**Date:** January 7, 2021  
**Location:** Zoom Meeting

### Call to Order

Chair Ben Hom called the meeting to order at 1:03 p.m. There was a quorum present with the following Ad Hoc Strategic Planning Committee members participating.

### Board Members in attendance

Michael Bach, Dr. Ginger Clark, Benjamin Hom, Steve Morey, and Sophia West.

### Board Members not in attendance

Richard Padilla

### Staff Present

John Flanagan, Michelle Schultz, Michelle Zieziula, and Tammy Stahlgren.

### BOCC Liaison/Representative

None.

### Others Present

Mike Lawrence – CWA  
Sharron Parry – CWA  
Roy Vanderford – CWA

The items are listed in the order of discussion.

- ▶ Indicates Committee Action
- Indicates Action Needed

### Pledge of Allegiance

The Pledge of Allegiance was led by Mike Bach.

### Public Comments

There were none.

### ▶ Action Item 1 - Approval of Minutes:

December 3, 2020 Ad Hoc Strategic Planning Workforce Performance Committee Meeting Minutes

- A motion to approve the minutes of the December 3, 2020 Ad Hoc Strategic Planning Workforce Performance Committee Meeting Minutes.
  - Motioned: Michael Bach
  - Seconded: Steve Morey
- The motioned passed unanimously.

### Discussion Items

1. Review Strategic Plan Priority Survey Results
  - Reviewed range of priority rankings as it relates to trends of responses.
  - System work was viewed as a supporting strategy of the other initiatives.
2. Review of Draft Strategic Framework
  - The suggested priorities and goals will be referred to the respective committees with an implementation plan of July 1, 2021.
  - Committees will review and modify or approve suggested goals as presented and develop SMART goals for each item.
  - Additional resources to implement the strategies will be determined based on the needs of the committees.

- Add in Future Workforce - Mentorship, strategy to advance low-wage workers.
- CareerSource Florida – may be a source for branding knowledge and resources.
- Committee requested staff to visually align the priorities with departments.
- Mike Lawrence of CWA did not feel anything was missing in comparison with other boards nationally at this high-level overview.
- Roy Vanderford of CWA offered that some local boards are branding separately from the state level and specify sector-based planning.
- Sample action plan.
- Outsource services vendors will participate in the strategic plan.
- Many priorities align under just two committees – may need to develop an ad-hoc committee for implementation.

### 3. Review of Vision and Mission

- Committee determined to hold off the review of these items until the strategic plan goals and objectives are developed at the committee level.
- Reconvene this ad-hoc committee to review the mission and vision statements at a later date.

### **Next Steps**

- Provide a chart which visually aligns priorities with departments.
- Present a draft plan to the board for approval, upon approval the plan will be sent to the committees to develop an implementation strategy.

### **Adjournment**

The meeting was adjourned at approximately 2:24 p.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.