

**CareerSource Tampa Bay
Minutes of Human Resource Committee Meeting**

Date: April 7, 2021
Location: Zoom Meeting

Call to Order and Introductions

Chair Michael Bach called the meeting to order at 2:33 p.m. There was a quorum present with the following Human Resource Committee members participating.

Board Members in attendance

Mike Bach, Rick Bennett, and Andrea Cichon.

Board members not in attendance

Sophia West

Staff Present

John Flanagan, Sheila Doyle, Barry Martin, and Tammy Stahlgren.

Others

Roger Machlin – Financial Advisor, Northwestern Mutual.

BOCC Liaison/Representative

Ken Jones

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 Michael Bach.

Public Comments

There were none.

Action/Discussion Items

▶ **Action Item 1** – 401(k) Plan RFQ Results, presented by Barry Martin & Roger Machlin of Northwestern Mutual.

(Refer to Pages 2- 7 of the April 7, 2021 Human Resource Committee Agenda Packet)

- A motion to approve all 3 recommendations:
 - (1) John Hancock as the selected 401(k) recordkeeper utilizing the 3(16)-plan architecture,
 - (2) CSTB will continue with the 5% NEC contribution, and
 - (3) CSTB will add to the 401(k)-Plan design, language stating that CSTB can offer additional discretionary matching contributions which will be reviewed on an annual basis and approved by the Board during the annual budget review and approval process.
- Motioned by: Andrea Chicon
- Seconded by: Rick Bennett
- The motioned passed unanimously.

▶ **Action Item 2** – CSTB Strategic Plan – HR Sub-Committee Elements, presented by Michael Bach, Chair.

(Refer to Pages 8 of the April 7, 2021 Human Resource Committee Agenda Packet)

- A motion to approve
 - Motioned by: Rick Bennett
 - Seconded by: Andrea Cichon

- The motioned passed unanimously.

Discussion/Information Items

Barry Martin reviewed the CSTB 2021 Benefit Open Enrollment Report, the WARN Notice for transitioning employees to EDSI, employee professional development with emphasis on the tuition reimbursement policy, the Telework Pilot Project, and the Employee Handbook – RFQ for legal review.

Michael Bach discussed succession planning for the executive level, front line staff, and Board of Directors.

Other Administrative Matters

None.

Public Comments

None.

Adjournment

The meeting was adjourned at 3:48 pm

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.