

**CareerSource Tampa Bay
Executive Committee Meeting**

Date: March 8, 2018, 11:30 AM

Location: 4902 Eisenhower Blvd.

Call to Order

Chair Dick Peck called the meeting to order at 11:31 AM. There was a quorum present with the following Executive Committee members participating.

Committee Members in attendance

Sean Butler, Shannon Evans, Tim Harding, Betsy Irizarry*, John Kearney, Randall King, Commissioner Sandra Murman*, Dick Peck, Darren Veneri.

Staff Present

Edward Peachey, Juditte Dorcy, Jennifer Brackney, Alice Cobb, Kimberly Williams, Mai Russell, Michael Bundy.

Board Counsel

Charley Harris

Guests

Marion Hale, Lindsey Kimball, Christine Beck, Rudy Haidermota, Mark Puente, Zachary Sampson.

*denotes attended via telephone

Action Item 1: Approval of Minutes

The minutes of February 15, 2018 Executive Committee meeting was presented for approval.

Motion: Shannon Evans

Second: Tim Harding

The minutes were approved as presented.

The motion carried.

Action Item 2: Approval of Minutes

The minutes of February 26, 2018 Executive Committee Emergency meeting was presented for approval.

Motion: Darren Veneri

Second: John Kearney

The minutes were approved as presented.

The motion carried.

Action Item 3: 2018-2020 Local Workforce Services Plan

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan to the State. CareerSource Tampa Bay's

2016 – 2020 Local Workforce Services Plan was approved by this Board and subsequently approved by the Hillsborough Board of County Commissioners at its March 2, 2016 meeting. Regulations require states and LWDBs to regularly revisit and recalibrate the plan strategies in response to changing economic conditions and workforce needs.

The following updates are noted in yellow highlight:

- Current labor force and occupational data produced by FL Dept. of Economic Opportunity, Bureau of Labor Market Statistics, released January 2018.
- Using the aforementioned data, an analysis of need and available resources.
- Identify the education and skill needs of the workforce and the employment needs of Hillsborough County.
- Industry partnerships

The modification to the local plans is due no later than close of business on March 29, 2018. However, CareerSource Tampa Bay requested and was granted an extension until April 13, 2018. The modification must be reviewed, posted for 30-day public comment, and approved by CareerSource Tampa Bay's Board of Directors and the Board of County Commissioners.

The following points of discussion ensued:

- Is the firewall plan new or has it been in effect? Staff responded that the plan hasn't changed since it was last submitted for approval in 2016.
- A clarification on page 46 of the Plan on "Reduction of Welfare Dependency." Staff explained a description on welfare dependency is being added at the request of DEO.
- Will the "Public Comments" section be updated? Staff responded that section will be updated after the public comments period has ended.

Motion: Shannon Evans

Second: John Kearney

The Executive Committee recommended approval of the 2018 – 2020 Local Workforce Services Plan.

The motion carried.

Other Administrative Matters

None was brought forward for action.

Information Items

Update on Edward Peachey's Termination and Legal Limitation on Severance

Board Counsel Charley Harris reported on the following:

- Referring to FL Statute 215, does CareerSource qualifies as a unit of "Government?" The answer is yes based on the receipt of funds and several opinions by the Attorney General for several Boards.
- Can CareerSource pay severance by using non-government funds? It can. But using the term "Settlement of Disputed Claim" in exchange for a release.
 - What is he claiming? Per the letter from his attorney, it raises a series of claims against the CareerSource Board and its individual board members, as well as the County and individual County Commissioners.
 - It is in the opinion of the Board Counsel that this is not a strong claim.

- A successful defense of these claims could result to the legal costs that exceed the cost of Mr. Peachey's five months pay.

Update on Ethics Hotline

- Staff will proceed with a third party company that Sean Butler suggested. The vendor proposal will be forwarded to Charley Harris for review.
- The minimum length of time [for implementation] is six weeks. We will be asking to implement the hotline sooner.
- This line will be opened to all employees, community, vendors, and customers.

Employment of Relatives Disclosure Statement

- HR Director Cobb referred members' attention to the handout. It contains:
 - An excerpt taken from the current policy of May 2014 Board-approved Personnel Handbook that does allow the employment of relatives.
 - Three issues were identified with the current process/policy. The most important one is "Approximately half of the current staff were hired before our application was updated in June 2015 to include a question about relatives working in our organization."
- As a solution and following Hillsborough County best practices, every employee must complete and sign on an annual basis the "Employment of Relatives Disclosure Statement." This statement is then reviewed by management for a determination as to whether or not a conflict exists. Any action taken is recorded on the disclosure statement, then filed in the personnel file.
 - Betsy Irizarry suggested that the form include the title of individuals who review these disclosures and how it will be reviewed, so staff will understand upfront.
 - When will this be completed? By March.

Directive to Business Services Unit

- Interim Director Dorcy reported staff has been directed to follow the job orders verification process and status update.
- Any hire list info received by the Account Executives are used to verify applicants that were referred to a job order.
- We will be conducting training for Business Services team with support and assistance from DEO.

Update on Incentives for Business Services Unit

- Chairman Peck reported his review of the overall incentives program did not show any staff that is making a tremendous amount of money.
- This program needs to be meaningful, makeable, and measurable for that individual.
- We are evaluating this program by researching into what other regions are doing.
- I have asked Darren Veneri to assist with the overall review of this program.

Tech Hire

The Tampa Bay TechHire program is funded with a nearly \$3.8 million grant awarded to CareerSource Tampa Bay by the U.S. Department of Labor. Consistent with the White House TechHire Initiative launched in 2015, this grant is one of 39 programs nationwide that will focus on providing workers the skills for a pathway to the middle class while supplying employers with the skilled technology workers needed to grow and expand. Over 1,000 unemployed and underemployed young adults ages 17-29 with barriers to training and

employment and front-line incumbent workers will receive accelerated skills training, certifications, and work experience to obtain employment or advance along career pathways leading to high-demand, middle to high skill jobs in the IT and healthcare industries.

As of December 31, 2017, total number of participants served is 820, 70% of goal.

Feb 21, 2018 Info on Workshop Meeting Minutes

- The meeting minutes are being provided to keep all members informed.
- The next meeting will be held on March 16th. All Executive Committee members will be invited to attend. No actions will be taken at this meeting. The purpose of this meeting is to have continuous discussions [with CareerSource Pinellas board members] on organizational matters. This meeting is being chaired by CareerSource Pinellas board member, Mr. Bill Price.
- Forming the Executive Search Committee is on hold until the Board decides on how the organization will move forward.

Committee Reports

Finance Committee

- We are on schedule with expenditures. As of January 31st, 45% of the overall budgets has been expended.
- The Finance Committee did not meet since the last Executive Committee meeting was held. Next meeting will be held on April 26th.

One Stop Committee

- For period covering July thru December 2017, the center traffic was at 71,269. About 17% decrease from 85,598 during the same period in the prior year.
- Employability Skills Workshop, 3,407 individuals attended. The top three workshops attended were: Resume Development, Professional Interviewing Skills, and Surviving a Layoff.
- A total of 60,532 job seekers have been served in the Employ Florida of which 11,189 were new registrants.

Workforce Solutions Committee

- No actions to report from the Workforce Solutions Committee.
- The annual Professional Mixer will be held on Wednesday, March 21st at the EpiCenter from 5- 7 pm. There are plenty of table available for employers. So if you know of any employers with job openings, please refer them to Judi

Next One Stop Committee meeting will be held on May 23rd. Next Workforce Solutions Committee meeting will be held on May 16th.

As a reminder, on March 22nd the Board of Directors meeting will be held at 10:30 a.m.

Interim Director's Report

- We are continuing to focus on business as usual as we move towards the end of the fiscal year.
- Career Prep Center continues to offer classes in welding, soldering, robotics, and construction.

- Over 119 individuals have been trained. Of those, 62 individuals were trained in welding, 15 individuals were trained in soldering, 23 individuals were trained in robotics and mechatronics, and 19 individuals were trained in building trades.
- We are working with over 15 manufacturing employers for jobs placements.

Public Comments

There was none.

Adjournment

The meeting was adjourned at approximately 12:20 p.m.