

## **CareerSource Tampa Bay Minutes of August 16, 2018 Executive Committee Meeting**

**Date:** August 16, 2018, 11:00 a.m.  
**Location:** CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL

### **Call to Order**

On behalf of Incoming Chair Sean Butler, Vice Chair Sandra Murman called the meeting to order at 11:04 a.m. There was a quorum present with the following Executive Committee members participating.

### **Board Members in attendance**

Sean Butler, Commissioner Sandra Murman, Mike Smith, Jeffrey Serpico, Roy Sweatman, Sophia West

### **Board Members not in attendance**

Randall King

### **Staff Present**

Juditte Dorcy, Sheila Doyle, Anna Munro, Phuong Nguyen, Michelle Schultz, Jody Toner, Mai Russell, Joe Vitale

### **Board Counsel**

Charley Harris

### **BOCC Liaison/Representatives**

Kenneth Jones, Ron Barton

### **Guest**

Paul Dunn

The items are listed in the order of discussion.

▶ indicates committee action

### **Approval of Minutes: June 7, 2018 Executive Committee Meeting**

A motion to approve the minutes of June 7, 2018 Executive Committee Meeting was made by Mike Smith and seconded by Roy Sweatman. The motion passed unanimously.

### **Chair's Report**

- The employed worker training program is now accepting applications. This program primarily serves to assist local businesses address a variety of issues including workforce retention, skill development, competitiveness, and technological changes giving priority to industry sectors and occupations that are in demand. To learn more about this program, go to [careersourcetampabay.com/pages/rfps](http://careersourcetampabay.com/pages/rfps)
- The unemployment rate in Hillsborough County was at 3.7 percent in June 2018, falling 0.4 percentage point lower than a year ago of 4.1 percent. The labor force was up by 1.9 percentage points at 739,137 individuals, when compared to a year ago. There were 27,257 unemployed residents in the region. The Tampa-St. Petersburg-Clearwater MSA had the highest annual job growth compared to all the metro areas in the state in education and health services (+7,900 jobs) and financial activities (+4,800 jobs). Other industries gaining jobs were leisure and hospitality (+8,300 jobs); construction (+2,800 jobs); manufacturing (+2,700 jobs); trade, transportation, and utilities (+2,600 jobs); professional and business services (+1,200 jobs); and other services (+1,100 jobs). Industries that lost jobs were government (-1,600 jobs) and information (-900 jobs).
- CareerSource Tampa Bay's Career Prep Center has now opened enrollment for Welding & Fabrication class to be held on September 10<sup>th</sup>.

### **Interim Executive Director's Report**

- As an update on transition activities, about 60 job offers have been issued. Our goal is to hire 120 employees with a start date of September 4, 2018. Over 100 interviews have been conducted.

Several 90-minute onboarding orientations will be held. The first onboarding is scheduled for August 17<sup>th</sup>.

- WIOA dollars are now available for adults and youth. The funding was placed on hold during year-end closed out period. Enrollments for various training programs including career ready have been taking place.
- On September 25<sup>th</sup> thru 28<sup>th</sup>, the Workforce Professional Development Summit will be held in Orlando. Attendees will learn best practices, new guidelines, updates on program changes, and network with their peers from other regions.
- Through the transition process, we have been working closely with ADP to assure a smooth transition. It has been brought to our attention that Cigna will not be able to offer WorkNet's benefits plan to our employees. Based on counsel recommendation, we are moving to open a separate benefits plan effective September 1<sup>st</sup>.

### **Board Counsel Report**

► **Approval of Indemnification Agreement between CareerSource Pinellas and CS Tampa Bay.** Board Counsel Charley Harris presented this item. After much discussion, **a motion to defer entering into the indemnification agreement at this time because of two factors: (1) need outside legal opinion and (2) a report on any outstanding litigations and future liabilities** was made by Commissioner Murman and seconded by Jeff Serpico. The motion passed unanimously.

### **Action Items**

#### ► **CEO & COO Search**

Interim Executive Director Dorcy and HR Consultant Morrow addressed this item. A discussion on salary range ensued. A motion to set the CEO pay range at a minimum of \$153,800, adjusted by 4% annually, with a maximum of \$210,700 was made by Jeff Serpico and seconded by Commissioner Sandra Murman. Morrow pointed out, per DEO's guidance, the salary cap for Level II Executive position is \$189,600. **An amended motion to set the CEO pay range at a minimum of \$153,800, adjusted by 8%, with a maximum of \$189,600** was made by Jeff Serpico and seconded by Commissioner Sandra Murman. The motion passed unanimously.

A discussion on defining education level and experience ensued. HR Consultant Morrow addressed this item. The recommended education and experience follows: (1) Bachelor's degree in Business, Human Resources, or related field, required; (2) Master's degree, preferred; (3) CPA or JD, preferred; (4) 7 – 10 years of professional experience in high level leadership, required; and (5) 7 – 10 years in workforce development in either large governmental or private sector organization. **A motion to approve the CEO job description with the recommended education & experience** was made by Commissioner Sandra Murman and seconded by Jeff Serpico. The motion passed unanimously.

A discussion on performance and KPI for the CEO ensued. There was a consensus to develop a strong evaluation tool in the future.

A discussion to include language on adhering to [Code of Ethics] for CareerSource Florida, Hillsborough County and [standards of] professional conduct; Hillsborough County residency requirement; and personality/behavior requirement in the job description ensued. **A motion to add language on ethical standards, Hillsborough County residency requirement within 12 months from the date of employment, and personality/behavior profile** was made by Roy Sweatman and seconded by Commissioner Sandra Murman. The motion passed unanimously.

A discussion on the approval of COO job description ensued. There was a consensus that this item be discussed after the position of CEO has been filled. A discussion on relocation reimbursement ensued. There was a consensus that this matter be discussed in the future should the need arises.

### **Employee Handbook Update**

HR Consultant Morrow presented this item. A discussion on separating into two documents titled: (1) Benefits and (2) Policies & Procedures ensued. Responding to the committee's inquiry, Morrow advised the handbook has been reviewed by a labor attorney. Board Counsel Harris added his firm's employment attorney has some suggestions and comments. **A motion to table the new Employee Handbook until such time [the handbook] has been reviewed by legal, HR Consultant, and staff. The final version is to be approved at the Special Executive Committee meeting [to be held] by August 24th** was made by Commissioner Sandra Murman and seconded by Jeff Serpico. The motion passed unanimously.

### **► Consolidate Audit & Finance Committees**

A motion to consolidate the Audit & Finance Committees was made by Commissioner Sandra Murman and seconded by Mike Smith. Roy Sweatman seeks clarification on the reasoning based on his understanding that each committee has separate function. After much discussion, Commissioner Murman withdrew her motion. **A revised motion to authorize the consolidation of Audit & Finance Committees, and authorize the Chair to create an audit sub-committee** was made by Commissioner Sandra Murman and seconded by Sophia West. The motion passed unanimously.

### **► 2018 – 2019 Budget Modification No. 1**

Board Treasurer West presented the item. **A motion to approve the adjustment to the revenue budget and the resultant modification to the expenditures budget** was made by Commissioner Murman and seconded by Roy Sweatman. The motion passed unanimously.

### **► Paid Time Off Policy**

Interim Executive Director Dorcy requested approval that the following policy be waived for transitioning existing employees: *"Employees are not eligible to use PTO for vacation during the first three (3) months of their employment."* **A motion to waive this policy for transitioning existing employees** was made by Commissioner Murman and seconded by Jeff Serpico. The motion passed unanimously.

HR Consultant Morrow presented the following recommended policy on accrued PTO hours for transitioning existing employees: **"Transition employees would be able to carry forward any earned PTO hours into the new organization on September 1<sup>st</sup>. The number of unused PTO hours can be paid out by the end of the year."** The motion to approve was made by Commissioner Sandra Murman and seconded by Sophia West. The motion passed unanimously.

**A motion to cap the accumulation of PTO hours to 480** was made by Commissioner Murman and seconded by Sophia West. The motion passed unanimously

**A motion to cap the maximum PTO payout at two (2) times the maximum annual accrual hours based on length of service** was made by Commissioner Murman and seconded by Sophia West. The motion passed unanimously.

**A motion to remove: "Employees may request unpaid leave with approval from the President & CEO,"** was made by Commissioner Murman and seconded by Sophia West. The motion passed unanimously.

**A motion to add the following policy: "PTO hours run concurrently with FMLA,"** was made by Roy Sweatman and seconded by Jeff Serpico. The motion passed unanimously.

### **► 401(k) Plan Non-Elective Contribution**

**A motion to approve the NEC rate of 5% of an employee's eligible earnings to be allocated at the end of each payroll period within the Plan** was made by Sophia West and seconded by Commissioner Murman. The motion passed unanimously.

### **► Agreed Upon Audit Procedures Engagement Letter for Supportive Services**

**A motion to approve the engagement letter for Supportive Services audit** was made by Sophia West and seconded by Commissioner Murman. The motion passed unanimously.

► **Audit Engagement Letter for Financial Statements period ended June 30, 2018**

**A motion to approve the engagement letter from Powell & Jones for conducting financial audit and preparing IRS Form 990 for period ended June 30, 2018**, was made by Sophia West and seconded by Roy Sweatman. The motion passed unanimously.

► **Request for Proposals (RFP) Issuance: Legal Services**

**A motion to approve issuing an RFP for Legal Services**, was made by Sophia West and seconded by Commissioner Murman. The motion passed unanimously.

► **Request for Proposals (RFP) Issuance: Audit Services**

**A motion to approve issuing an RFP for Audit Services**, was made by Sophia West and seconded by Roy Sweatman. The motion passed unanimously.

► **Approval of Training Vendors: American Manufacturing (AM) Skill, Southern Technical College, and Learning Alliance.**

Special Projects Director Toner presented this item for consideration. A discussion on the current local policy and CareerSource Florida Administrative Policy No. 90 for approving training providers ensued. Following is the excerpt taken from CareerSource Florida Policy:

*“Per WIOA Section 122(b)(3), a Local Board, through local policy, may establish additional criteria and required information for program eligibility within its Local Area. This may include setting required levels of performance as criteria for training providers (and their programs) to become or remain eligible to provide training services programs in that Local Board’s particular Local Area.”*

After much discussion, staff was directed to bring back a recommendation on updating the local policy with additional criteria and other required information to the Workforce Solutions Committee. **A motion to table the approval of AM Skills, Southern Technical College – Tampa Campus, and Learning Alliance until the local policy has been updated and approved by the Board** was made by Jeff Serpico and seconded by Commissioner Murman. The motion passed unanimously.

**Adjournment**

The meeting was adjourned at approximately 1:35 p.m.