

## **CareerSource Tampa Bay Annual Meeting of the Board of Directors**

**Date:** September 20, 2018, 11:00 a.m.  
**Location:** 9215 N. Florida Ave., Ste. 101, Tampa, FL

### **Call to Order**

Chair Sean Butler called the meeting to order at 11:00 a.m. There was a quorum present with the following Board Members participating.

### **Board Members in attendance**

Tom Aderhold, Michael Bach, Leerone Benjamin, Sean Butler, Ginger Clark, Judson Cook, Robert Coppersmith, Gail Fitzsimmons, Elizabeth Gutierrez, Randall Hassen, Mireya Hernandez, Lindsey Kimball, Randall King, Cally Kushmer, Jasiel Legon, Paul Orvosh, Earl Rahn, Michael Ramsey, Yanina Rosario, Jeffrey Serpico, Suzanne Skiratko, Michael Smith, Roy Sweatman, Michelle Calhoun

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

Stephanie Brown-Gilmore, Richard Cranker, Benjamin Hom, John Howell, April May, Sandra Murman, Craig Richard, Sophia West

### **Staff Present**

Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Michelle Schultz, Mai Russell, Joe Vitale

### **Board Counsel**

Charley Harris

### **BOCC Liaison/Representatives**

Kenneth Jones, Ron Barton

The items are listed in the order of discussion.

▶ Indicates Board Action

### **Public Comment**

There was none.

### **▶ Approval of Minutes**

A motion **to approve the minutes of July 19, 2018 Annual Meeting of the Board of Directors** was made by Tom Aderhold and seconded by Liz Gutierrez. There was no further discussion. The motion passed unanimously.

### **▶ Consent Items**

A motion **to approve the consent agenda of August 16, 2018 Executive Committee meeting minutes** was made by Roy Sweatman and Lindsey Kimball. There was no further discussion. The motion passed unanimously.

A motion **to approve the consent agenda of August 27, 2018 Special Executive Committee meeting minutes** was made by Lindsey Kimball and Roy Sweatman. There was no further discussion. The motion passed unanimously.

### **Old Business**

#### **Approval of Training Vendors: American Manufacturing Skill, Southern Technical College, and Learning Alliance**

Director Toner spoke on this item. She reported per the request of the Executive Committee, staff will present suggested criteria based on their research on best practices of other local workforce regions on approving training vendors to the Workforce Solutions Committee.

## Chair's Report

- In July, the unemployment rate for Hillsborough County was at 3.8%. The labor force was at 740K, up by 1.8% compared to a year ago. There were close to 28K unemployed residents in the region.
- When compared to other metropolitan areas in the state, the Tampa-St. Petersburg-Clearwater area had the highest annual job growth in:
  - Leisure & hospitality
  - Education & Health services
  - Financial activities
- To address the high demand for Java Developer, CareerSource Tampa Bay and in partnership with USF are offering accelerated training in Java programming basics and Web development. Those who qualify will receive free tuition for these classes. Classes begin Oct 1st at USF.

## Bylaws Revision

Chairman Butler reported the bylaws will be updated. Specific items for update include: Consolidating Audit & Finance Committee and Consent Agenda.

## Board Counsel Report

### Update on existing and potential litigation matters

Board Counsel Charley Harris reported one claim related to injury while working has been settled, and there are three open cases, two of which are related to discrimination. A discussion on updating the employee handbook, having adequate insurance coverage in place, and EPLI coverage ensued. HR Director Tran reported of an open door policy and that all issues are being addressed.

## Interim Executive Director's Report

- As an update on transition, 104 employees have been employed. On September 4<sup>th</sup>, Board Director Tom Aderhold joined to welcome all employees on behalf of the Board of Directors.
- For those who were not able to attend the October 28<sup>th</sup> orientation, another session will be scheduled in the future.
- Staff members will be attending the annual Workforce Professional Development Summit to be held on September 24 – 26 in Orlando.

## ► EMSI

Interim Executive Director Dorcy spoke on this item. EMSI is a labor market data software. She reported staff uses the data for regional planning, defining targeted industry sectors & occupations in-demand, and to align the programs and services with regional needs. **A motion to approve the purchasing EMSI annual subscription in the amount of \$12,500** was made by Randall King and seconded by Paul Orvosh. The motion passed unanimously.

## Off Agenda Item/New Business

BOCC Ron Barton referred to a letter from Commissioner Murman dated September 20, 2018, requesting staff to bring a recommendation to the Executive Committee at its October meeting, a listing of nationally recognized workforce consultants and strategists. The purpose of which is to review CareerSource Tampa Bay's programs and services, including policies & procedures for appropriate changes in an effort to enhance its programs and services and to better serve the residents.

**► A motion to approach NAWB for a short list of known consultants, then vet them, and bring recommendation to the Board** was made by Tom Aderhold and seconded by Elizabeth Gutierrez. The motion passed unanimously.

## Committee Reports

### Executive Committee

#### CEO Search

Chairman Butler reported the CEO search has been in progress. The timeline of the recruitment process was provided in the agenda packet.

## ► Ad Hoc Legal Services RFQ Review Committee

**A motion to appoint a three-person committee to the Ad Hoc Legal Services RFQ review** was made by Tom Aderhold and seconded by Paul Orvosh. Chairman Butler opened the floor for volunteers. Benjamin Hom, Craig Richard, and Mike Smith were recommended to serve.

**Audit Committee**

- The committee approved the audit engagement letter for Supportive Services Card for program year ended June 30, 2018. The field work will begin later this month.

**Finance Committee**

A discussion on June 20, 2018 memorandum M-18-18 entitled "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds" ensued. This memorandum raises the threshold for micro-purchases to \$10K and the simplified acquisitions to \$250K.

**One Stop Committee**

The committee approved the leasing agreement for Plant City center.

**Workforce Solutions Committee**

The committee will be reviewing the criteria on approving training vendor policy at its upcoming meeting.

**Adjournment**

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