



Thursday, October 18, 2018, 11:00 AM  
9215 N. Florida Ave., Ste. 101, Tampa, FL

## Executive Committee Agenda

- I. **Welcome and Introductions** ..... Sean Butler, Chair
- II. **Public Comments**
- III. **Approval of Minutes**
  - 1. Approval of Minutes: August 16, 2018 Executive Committee Meeting..... Page 2
  - 2. Approval of Minutes: August 27, 2018 Special Executive Committee Meeting ..... Page 6
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- IV. **Chair’s Report**..... Sean Butler
- V. **Board Counsel Report** ..... Charley Harris
- VI. **Interim Director’s Report**..... Juditte Dorcy
- VII. **Action/Discussion Items**
  - 1. CEO Search.....T. Morrow, S. Butler, Page 10
  - 2. Lease Agreement: Plant City .....A. Munro, Page 12
  - 3. Eligible Training Provider Policy..... J. Serpico, J. Toner, A. Munro, Page 13
  - 4. Workforce Development Consultants/Strategies ..... J. Dorcy, Page 15
  - 5. Medical, Dental, & Vision Renewals effective Jan 1, 2019 ..... T. Morrow, Page 16
  - 6. Legal Services ..... S. Butler
- VIII. **Future Business**
- IX. **Adjournment**

Next Executive Committee Meeting December 20, 2018

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## **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.

## CareerSource Tampa Bay Minutes of Special Executive Committee Meeting

**Date:** August 27, 2018, 3:00 p.m.  
**Location:** Tele-Conference

### **Call to Order**

Vice Chair Sandra Murman called the meeting to order at 3:05 p.m. There was a quorum present with the following members participating.

### **Members in attendance**

Dr. Ginger Clark, Commissioner Sandra Murman, Jeffrey Serpico, Roy Sweatman

### **Members not in attendance**

Sean Butler, Randall King, Mike Smith, Sophia West

### **Staff Present**

Juditte Dorcy, Mai Russell

### **Board Counsel**

Charley Harris

### **BOCC Liaison**

Kenneth Jones

### **Guests**

Richard Hanchett, Teri Morrow, Carl Berry, Dave Sobush

### **Public Comments**

There was none.

### **Action Items**

#### **► Employee Handbook**

HR Consultant Teri Morrow presented this item. An overview of changes was discussed. Employment Law Counsel Richard Hanchett discussed the Whistleblower policy. **A motion to approve the Employee Handbook** was made by Jeff Serpico and seconded by Roy Sweatman. The motion passed unanimously.

#### **► Cigna Group Insurance Benefits Plan**

HR Consultant Morrow addressed this item. **A motion to approve the rate adjustment in the amount of \$950 for Cigna Group Insurance Benefits Plan** was made by Dr. Ginger Clark and seconded by Jeff Serpico. The motion passed unanimously.

#### **► Section 125 Cafeteria Plan and Form 550 Wrap Documents**

HR Consultant Morrow and Attorney Carl Berry presented this item. **A motion to approve Section 125 Cafeteria Plan** was made by Roy Sweatman and seconded by Jeff Serpico. **A motion to approve Form 550 Wrap documents with the understanding the final document will be presented at the next board meeting** was made by Jeff Serpico and seconded by Dr. Ginger Clark. The motion passed unanimously.

### **Adjournment**

The meeting was adjourned at approximately 3:35 p.m.

**CareerSource Tampa Bay  
Minutes of CEO Search Committee**

**Date:** October 1, 2018, 1:00 p.m.

**Location:** Tele-conference

**Call to Order**

CEO Search Committee Chair Sean Butler called the meeting to order at 1:00 p.m. There was a quorum present with the following members participating.

**Board Members in attendance**

Sean Butler, Randall King, Commissioner Sandra Murman, Mike Smith, Jeffrey Serpico, Roy Sweatman

**Board Members not in attendance**

Sophia West

**Staff Present**

Mai Russell

**BOCC Liaison/Representatives**

Kenneth Jones, Ron Barton

**Guest**

Teri Morrow

▶ indicates committee action

**Public Comment**

There was none.

**Action Item**

▶ **CEO Search**

Chairman Butler spoke on the status of the recruitment process. Commissioner Murman recommended all committee members review and evaluate the 15 applications/résumés. **A motion for the CEO Search Committee to review the 15 applications/résumés and narrow the list to an agreed-upon top four finalists** was made by Commissioner Murman and seconded by Mike Smith. The motion passed unanimously.

**Adjournment**

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

## **CareerSource Tampa Bay Minutes of Special Executive Committee Meeting**

**Date:** October 3, 2018, 4:00 p.m.

**Location:** Tele-Conference

### **Call to Order**

Chairman Sean Butler called the meeting to order at 4:00 p.m. There was a quorum present with the following members participating.

### **Members in attendance**

Sean Butler, Randall King, Mike Smith, Dr. Ginger Clark, Commissioner Sandra Murman, Jeffrey Serpico, Roy Sweatman, Sophia West

### **Staff Present**

Juditte Dorcy, Mai Russell

### **Board Counsel**

Charley Harris

### **BOCC Liaison**

Kenneth Jones, Ron Barton

### **Public Comments**

There was none.

Board Counsel Charley Harris reported on his telephone conversation with an FBI agent earlier that afternoon. He was advised that the FBI is now taking the lead on the investigation, and is requesting to hear the presentation from the February 9, 2018 Joint Ad Hoc Meeting of CareerSource Pinellas and CareerSource Tampa Bay. A discussion on FBI's intention to serve a subpoena and litigation hold letter ensued. **A motion authorizing Board Counsel Charley Harris to make the presentation to FBI and to accept the subpoenas on behalf of CareerSource Tampa Bay** was made by Commissioner Sandra Murman and seconded by Randall King. The motion passed unanimously.

### **Adjournment**

The meeting was adjourned at approximately 4:30 p.m.

## **Email sent to CSTB on October 5, 2018**

The Department of Economic Opportunity received notification that the U.S. DOL Regional Employment and Training Administration (ETA) office will continue the review of CareerSource Pinellas and CareerSource Tampa Bay local operations. As you remember, this review started in April of 2018. During the upcoming visit, the ETA team will focus on determining the issues related to participant placements.

The review will be conducted during the weeks of October 9 - 12, 2018 and October 15 - 18, 2018 in both local areas. The ETA office has requested ample workspace for five staff to review files electronically and/or manually.

The general scope of the review consists of the following:

- Review of CareerSource Pinellas and CareerSource Tampa Bay operations
- Review of job placement of participants, to include:
  - Participant file reviews for PY 2014-2017; and
  - Interviews with employers, staff, and participants as needed
- Review of Financial records
- Review of state and or local level analysis of participant records and data

Please contact me if you have any questions.

Shila Salem, Chief  
Bureau of One-Stop and Program Support



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Florida Department of Economic Opportunity  
Bureau of One-Stop and Program Support



## CEO Search

Excerpt taken from the minutes of October 1, 2018 CEO Search Committee Meeting.

### **CEO Search**

*Chairman Butler spoke on the status of the recruitment process. Commissioner Murman recommended all committee members review and evaluate the 15 applications/résumés. **A motion for the CEO Search Committee to review the 15 applications/résumés and narrow the list to an agreed-upon top four finalists** was made by Commissioner Murman and seconded by Mike Smith. The motion passed unanimously.*

**CareerSource Tampa Bay  
Recruitment Process – CEO/President  
Timeline**

<b>Action</b>	<b>Date</b>	<b>Status</b>
Develop Job Description	07/23/2018	Completed
Approval of Job Description and Salary Range by Executive Committee	08/16/2018	Completed
Post position and application	08/17/2018	Completed
Applications and Resumes	08/20/2018 – 09/14/2018	Completed
Screen applicants for minimum qualifications	08/20/2018 – 09/14/2018	Completed
Develop behavioral telephone interview questions/scoring matrix	08/30/2018	Completed
Approval of behavioral telephone interview questions/scoring matrix by Executive Committee	09/06/2018	Completed
Schedule telephone interviews	09/07/2018	Completed
Conduct 20-minute telephone interviews and score candidates	09/18/2018 -09/21/2018	Completed
Email applications, resumes, telephone interview notes, and scoring matrix to Executive Committee for selection of candidates for 40-minute face-to-face interviews	09/24/2018	Completed
Develop behavioral face-to-face interview questions/scoring matrix	09/24/2018	Completed
Approval of behavioral face-to-face interview questions/scoring matrix by Executive Committee	09/27/2018	Completed
Schedule 40-minute face-to-face behavioral interviews	09/28/2018	Completed
Conduct 40-minute face-to-face behavioral interviews with 1 member of Executive Committee and score candidates	10/01/2018 -10/5/2018	Completed
Send applicants' face-to-face interview notes/scoring matrix to Executive Committee for selection of candidates for 30-minute Board presentation/interviews	10/8/2018	Completed
Approval of finalist by Executive Committee	10/10/2018	
Finalists complete Provelt Assessment and Omnia Profile	10/15/2018 – 10/17/2018	
Executive Committee	10/18/2018	
Conduct Board presentation/interviews	10/25/2018	
Board votes on candidate	10/25/2018	
Conditional Job Offer created and sent to candidate	10/26/2018	
Rejection letters sent to unsuccessful candidates	10/29/2018	
Conduct on-boarding meeting	10/30/2018	
Schedule background screen and drug screen	10/30/2018	
First Day of work	11/01/2018	



## **Action Item**

### **Lease Agreement: Plant City Career Center**

#### **BACKGROUND**

CSTB Board of Directors approved the closure of the prior Plant City One-Stop Center facility on June 30, 2017. Previously, we were located at Hillsborough Community College (HCC) Plant City campus and leased 8,134 square feet of space for a One-Stop Center on the eastern edge of Hillsborough County. The annual cost of this lease was \$108,019. Since this period in time, job seekers were diverted to the Brandon and/or Career Prep Center offices for services. This has caused a hardship for many of our customers as transportation continues to be one of the prominent employment barriers.

Staff have been working with Hillsborough County Social Services & Real Estate departments for over a year to acquire space to open a satellite One Stop Center to deliver career and employment-related services. A business plan was submitted in December of 2017 to acquire 294 square foot of space at the Hillsborough County Plant City Community Resource Center. The Resource Center is located at 307 North Michigan Avenue, Plant City.

The occupancy fee charged by the County to offset a portion of the operating, administrative and capital improvement costs for us of the premises is \$6.00 per sq. ft. per year and paid at a rate of \$147.00 per month. The annual cost of this space would be \$1,764.00.

This space will allow for three staff to be located onsite to include WP, WIOA, Welfare Transition, SNAP and Veterans services. We will also have a small Resource Room footprint with three computers, kiosk system and multifunctional printer/copier/scanner onsite for job seeker usage.

In August Hillsborough County Social Services granted CSTB access through a flexible meeting space agreement to start delivering onsite Employability Skills Workshops. So far we have conducted two workshops on 8.7.18 and 8.14.18.

#### **RECOMMENDATION:**

The One Stop Committee is recommending entering into the license agreement with Hillsborough County for space at the Plant City Community Resource Center.



## Eligible Training Provider Policy

Background: At the August 8, 2018 Workforce Solutions Committee meeting, staff was charged to conduct research and bring back a report of other workforce boards best practices on policy and criteria use to approve training providers. Subsequent to this meeting, on August 16<sup>th</sup>, the Executive Committee unanimously voted to table the approval of the three training vendors: (1) American Manufacturing Skills, (2) Southern Technical College, and (3) Learning Alliance Corporation until the local policy has been updated with the new criteria and approved by the Board.

*CareerSource Florida Administrative Policy No. 90: WIOA Eligible Training Providers List* allows for additional criteria to be established by local workforce development board. Following is the excerpt taken from this 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.”*

Following are the results of the findings on eligible training provider policies and best practices:

Local Workforce Development Board	Criteria	Training Duration	Individual Training Account Cap	Performance Measures LWDB Participants
CareerSource Tampa Bay	<ul style="list-style-type: none"> <li>• CSF Minimum criteria</li> <li>• In business in FL for minimum of 2 years</li> </ul>	Up to 2 years	\$5,000 per PY Max \$10,000	Maintain 80% Entered Employment Rate
CareerSource Broward	<ul style="list-style-type: none"> <li>• CSF criteria</li> <li>• Limit new training providers/ programs to maximum of 10 customers until performance is established</li> </ul>	Pending Board verification	Pending Board verification	70% Training Related Placement Rate
CareerSource Flagler Volusia	<ul style="list-style-type: none"> <li>• CSF Minimum criteria</li> <li>• Maximum duration training programs limited to 12 weeks</li> </ul>	Maximum 12 weeks of training; Can consider last 12 weeks of training	Varies by program	Pending Board verification

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CareerSource Central Florida	<ul style="list-style-type: none"> <li>CSF criteria</li> <li>Programs must be short term (completed in one year or less).</li> <li>New providers will be limited to 10 enrollments until performance levels can be determined</li> </ul>	Pending Board verification	\$8,000 Total program costs must be less than ITA Cap.	75% completion rate  75% Placement Rate of those completing a measurable portion of training
CareerSource Heartland	<ul style="list-style-type: none"> <li>CSF Minimum criteria</li> <li>Priority of ITA given to Vocational and Technical programs – not more than 12 consecutive months.</li> <li>Minimum entry level wage rate of \$14/hr</li> <li></li> </ul>	Maximum 12 months	Lifetime threshold \$5,000 in targeted occupations; \$4,000 in non-targeted occupations.	85% completion rate  Minimum 85% EER
Other States	<ul style="list-style-type: none"> <li>Statewide Criteria</li> <li>ITAs for training not lasting more than 12 consecutive calendar months</li> </ul>	Maximum 12 months <hr/> 2 years	\$5,000 <hr/> \$7,500	60% Credential Attainment Rate  60% Entered Employment Rate

The Workforce Solutions Committee met on October 10th for review and discussion of all criteria and best practices by other workforce boards.

**Recommendation:**

The Workforce Solutions Committee is recommending the following criteria be added to the local Eligible Training Providers Policy effective immediately. All pending and subsequent applications received will be required to meet the new criteria.

All current training providers will be required to meet the new policy effective July 1, 2019.

We are recommending that staff notify training providers of this new policy and begin tracking performance to establish benchmarking effective immediately.

Region	Criteria <small>Yellow highlight denotes new criteria</small>	Training Duration	Individual Training Account Cap	Performance Measures LWDB Participants
CareerSource Tampa Bay	<ul style="list-style-type: none"> <li>CSF Minimum criteria</li> <li>In business in FL for minimum of 2 years</li> <li>Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established*</li> <li>Limit training programs to those with a minimum entry level wage rate of \$14.63 per hour hour* (based on annual regionally adjusted wage rate)</li> </ul>	Up to 2 years	\$5,000 per Program Year <hr/> Max \$10,000 up to 2 Program Years	Maintain 80% Entered Employment Rate  70% Completion Rate per Training Program*  70% Job Placement Rate*

Sandra L. Murman, District 1  
Chairman

Victor D. Crist, District 2  
Vice Chair

Stacy R. White, District 4  
Chaplain

Lesley "Les" Miller, Jr., District 3

Ken Hagan, District 5

Pat Kemp, District 6

Al Higginbotham, District 7



Michael S. Merrill  
County Administrator

Christine M. Beck  
County Attorney

Peggy Caskey  
County Internal Auditor

September 20, 2018

Board of Directors  
CareerSource Tampa Bay  
4902 Eisenhower Blvd., Suite 250  
Tampa FL 33634

RE: CareerSource Tampa Bay (CSTB) Board of Directors Meeting, September 20, 2018

Dear Fellow Board Members:

Consistent with my comments made during the Board Orientation session, I would like to ask the staff to bring a recommendation to the Executive Committee in its October meeting to retain a nationally recognized workforce consultant and strategist to work alongside of our CareerSource and County staff, the committees and the full Board in critiquing our programs and outcomes. This work would also assist us in making appropriate changes and refinement in our policies, procedures, and programs to better serve our businesses, our workers, and our community. This is a pivotal time for the Board to act as a change agent ensuring that our agency is leading the country in innovative and impactful programs and customer service, all with an outcome to enhance our workforce capabilities and to fuel continued growth in our local economy.

Our process should be open and inclusive and we should be prepared to work and collaborate with our neighboring workforce boards as well as area businesses and to share our work and to allow it to strengthen the delivery system for all of us. We are all here on this Board to own this transformation and to serve as change agents for CareerSource Tampa Bay. Our responsibilities are first to the taxpayers of Hillsborough County and our predominate funding partners with the State of Florida and our United States Department of Labor. I am certain the work we are doing and the advice we will receive from this consultant will allow us to continue to grow Hillsborough County talent, Hillsborough County jobs, and Hillsborough County businesses, all of which will result in bettering our Tampa Bay Region.

Sincerely,



Commissioner Sandra L. Murman  
Chairman, Hillsborough County Commission

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## **Medical, Dental, & Vision Benefits Renewal**

Cigna's renewal offer for calendar year 2019 on the employee medical, dental, and vision plans is at 0% premium rate increase and no plan design changes. We are recommending the Board accept the renewal offer. This will provide stability for the employees and ease of administration for staff. The current rates will be guaranteed until 12/31/19.

### **Recommendation**

Approval of renewing Cigna's Medical, Dental, & Vision benefits plan for calendar year 2019.