

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

**Date:** November 15, 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 11:05 a.m. There was a quorum present with the following Board Members participating.

### **Board Members in attendance**

Tom Aderhold, Michael Bach, Leerone Benjamin, Stephanie Brown-Gilmore, Sean Butler, Ginger Clark, Richard Cranker, Elizabeth Gutierrez, Randall Hassen, Benjamin Hom, John Howell, Lindsey Kimball, Cally Kushmer, Jasiel Legon, April May, Commissioner Sandra Murman, Don Noble, Michael Ramsey, Yanina Rosario, Jeffrey Serpico, Michael Smith, Roy Sweatman, Sophia West

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

Michelle Calhoun, Judson Cook, Robert Coppersmith, Gail Fitzsimmons, Mireya Hernandez, Randall King, Paul Orvosh, Earl Rahn, Suzanne Skiratko

### **Staff Present**

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

### **Board Counsel**

Kelly Ruoff

### **BOCC Liaison**

Kenneth Jones

### **Others**

Steve Morey

The items are listed in the order of discussion.

▶ Indicates Board Action

### **Public Comment**

There was none.

### **Presentation: Connecting Economic Development with Workforce Services**

Steve Morey, Tampa Hillsborough Economic Development Corporation's SVP of Business Development spoke on the ongoing partnership with CareerSource Tampa Bay. Responding to the Board's inquiry on how to better improve the partnership, Mr. Morey responded having a representative from CareerSource Tampa Bay at the meetings with prospective businesses considering to relocate to the Tampa Bay region. He added the following factors are critical in attracting new businesses to the area: Quality of life, transportation, workforce availability, cost of living, pipeline of talents, and land resources.

### **▶ Approval of Minutes**

A motion to approve the minutes of September 20, 2018 Board of Directors meeting was made by Richard Cranker and seconded by John Howell. There was no further discussion. The motion passed unanimously.

### **▶ Consent Agenda**

A motion to approve the consent agenda of October 18, 2018 Executive Committee meeting was made by Benjamin Hom and Jeff Serpico. There was no further discussion. The motion passed unanimously.

A motion to approve the 2018 – 19 Budget Modification No. 2 made by Sophia West and Roy Sweatman. The motion passed unanimously.

## **Chair's Report**

### Workforce Focus

Chairman Butler reported a job fair dedicated for veterans entitled *Paychecks for Patriots* was held on Nov 7<sup>th</sup>. Over 150 veterans attended to connect with 33 employers.

### Internal Control Questionnaire

Chairman Butler stated the Internal Control Questionnaire is to be signed by the Board Chair.

### Bylaws Revision

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

## **Committee Reports**

### **Executive Committee**

As an update on the CEO Search, a face-to-face interview will be held on Nov 29<sup>th</sup> & Nov 30<sup>th</sup>. Chairman Butler thanked BOCC Liaison Kenneth Jones for his assistance.

### **Finance Committee**

#### Supportive Services Update

Staff researched into alternatives for providing supportive services. For gas cards, only Speedway-issued gas cards are limited towards fuel only. For bus passes, HART offers various passes.

#### Third Party Contracts

A listing of third party contracts was provided in the meeting packet.

#### Internal & External Financial Audits

A schedule of financial audits conducted by DEO & external auditors was provided in the meeting packet.

#### Expenditures Report

CFO Doyle referred members' attention to the expenditures report. As of September 30<sup>th</sup>, CareerSource Tampa Bay has expended 15% of its budgets.

### **One Stop Committee**

#### Performance Dashboard

Director Toner referred members' attention to the one-page performance dashboard. She added the data provided is a real-time data. Additional data will be added in the future.

#### WIOA Primary Indicators of Performance

Director Toner reported CareerSource Tampa Bay has exceeded all 8 performance measures for WIOA Adult, Dislocated Workers, and Youth; and all three measures for Wagner Peyser. She added quarter one performance for program year 2018 – 19 will be released in December.

### **Workforce Solutions Committee**

Workforce Committee Chair Serpico reported the committee discussed modifying the policy for approving training vendors. The new policy shall be in effect beginning July 1, 2019.

### **Adjournment**

The meeting was adjourned at approximately 12:45 p.m.