

CareerSource Tampa Bay Executive Committee Meeting

Date: August 3, 2017, 11:30 a.m.
Location: 4902 Eisenhower Blvd.

Call to Order

Chair Dick Peck called the meeting to order at 11:30 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

Committee Members not in attendance

Darren Veneri

Staff Present

Edward Peachey, Alice Cobb, Haley Loeun, Mai Russell, Michelle Schultz, Jody Toner, Michael Bundy

Guests

Charles Harris, Kenneth Jones*

*denotes attended via telephone

Chair's Report

- In May, the unemployment rate was at 3.7 percent. Out of a labor force of 728K, there were 27K unemployed residents. Tampa MSA region had the highest annual job growth in business services, construction, and information.
- To meet the demand for skilled workers in construction, Career Prep Center is offering training in Building Trades. The next class will begin on August 28th.

Action Items

Action Item 1: Approval of Minutes

The minutes of June 8, 2017, Executive Committee meeting was presented for approval.

Motion: Shannon Evans
Second: Randall King

*The minutes approved as presented.
The motion carried.*

Action Item 2: 2017 – 2018 Related Party Contracts: OJT, EWT, Workforce Services

A list of related party contracts was presented to the Executive Committee and then full Board of Directors at their meetings in June 2017 in accordance with the Conflict of Interest policy that had been issued by CareerSource Florida several years ago. CareerSource Florida amended their policy in May, 2017. Below is a summary of the changes in the policy:

- The revision changes the required documentation specified in Section V, Required Documentation, subsections a)-j).
- Language was also added to Section V to provide clarity on requirements and the intent of the policy. Request for approval of contracts should only be submitted when the contracts will be executed and services specified in the contracts will begin within a reasonable time following approval of the contracts. Seeking “blanket” approval of future potential contracts is not within the spirit of the policy.
- The authorized signature for the Contract Information Form was changed to require the signature of the board chair or vice chair. In addition to this change, modifications were made to the form to gather additional information.

As a result of this policy change by CareerSource Florida, staff have already reached out to many of the Board members who had declared a conflict during the voting at the June Board meeting to obtain the required updated conflict forms. In addition, staff has provided the new policy to counsel for his review and consideration of the definition of a conflict as it appears we may have been overly conservative in the past in asking Board members to declare a conflict when there may not have been a “personal financial gain” as is required for a conflict. Finally, staff have created new standard operating procedures for our OJT process and our EWT process as well as a new contract document that combines all workforce services (OJT/PWE, EWT) into one agreement for use.

*Motion: John Kearney
Second: Randall King*

*The Executive Committee recommended approval of the OJT Standard Operating Procedure, the EWT Standard Operating Procedure, and the Workforce Services contract agreement form.
The motion carried.*

Action Item 3: 2016 - 2017 Budget Modification No. 8

Total budgeted revenue has increased to \$25,117,053. This is due to the following:

Workforce Innovation & Opportunity Act:

Increase in WIOA Adult of \$4,347

Increase in WIOA DW of \$4,319

Employment Services:

Increase in Wagner Peyser of \$7,420

Increase in Veterans Programs of \$18,516

Welfare Transition Programs:

Increase in Welfare Transition of \$42,278

Additionally, there was an increase in expenditures of \$173,687.

*Motion: Randall King
Second: John Kearney*

*The Executive Committee recommended approval of the adjustments to the revenue budgets and resultant modifications to the expenditure budgets.
The motion carried.*

Action Item 4: 2017 – 2018 Budget Modification No. 1

Total budgeted revenue has increased from \$20,350,000 to \$21,575,912 for an overall increase of \$1,225,912. This is due to the following:

Workforce Innovation & Opportunity Act

Increase in WIOA Adult of \$765,638

Decrease in WIOA Youth of \$92,471

Decrease in WIOA DW of \$155,930

New Award for WIOA Community Based Sector Strategies of \$199,375

Increase in WIOA Performance Incentives of \$134,584

New Award for WIOA Supplemental of \$329,315

Employment Services:

Increase in Wagner Peyser of \$165,639

Increase in SNAP ERS of \$20,000

Decrease in TAA of \$95,661

Welfare Transition Program:

Increase in Welfare Transition of \$130,731

Direct Grants and Special Projects:

Decrease in RESEA of \$280,484

New Award for Tampa Housing of \$98,450

Increase in Tech Hire of \$6,726

Additionally, there was an increase in expenditures of \$899,703.

Motion: Shannon Evans
Second: Commissioner Murman

*The Executive Committee recommended approval of the adjustments to the revenue budgets and resultant modifications to the expenditure budgets.
The motion carried.*

Other Administrative Matters

None was brought forward for action.

Information Item

The Grant Award to Actual Expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 78% of its 2016 – 2017 budgets.

Committee Reports

Audit Committee

- The Audit committee met on July 26th to approve the engagement letter with Powell & Jones, for an audit review of all financials for the fiscal year ended June 30, 2017. The auditors have begun their field work this week.

Finance Committee

- The Finance Committee recently met on July 27th, and took action on approving budget mod no. 8 which increased total budget revenues to \$25.1M for FY 2016-2017. In addition, Finance Committee took action on approving budget mod no. 1 which increased total budget revenues to \$21.5M for FY 2017-2018.
- Next Finance Committee meeting will be held on August 31st.

One Stop Committee

- The program year ended on June 30th. Some highlights of the one-stop activities are:
 - Centers Traffic ended the year with 159,702 visits for services. A 2% increase when compared to last year's traffic at 156,657 visits.
 - For WIOA program, 3,423 individuals were enrolled. Of those, 2,929 individuals have exited the program.
 - For Welfare Transition, 5,127 individuals were served, while 10,152 individuals were served to receive Supplemental Nutritional Assistance or SNAP.
 - For Employ Florida, 91,810 distinct individuals logged into the web portal for services. Totaling to over 653,000 number of unique services provided to these individuals.
 - Next One Stop Committee meeting will be held on August 23rd.

Workforce Solutions Committee

- The Workforce Solutions Committee met on May 16th.
- The Daily Governors Job report ranks each of the 24 local workforce boards based on job placement every month. For the 2016-2017 Program Year, CareerSource Tampa Bay successfully ranked placed 1st, 9 out of 12 months and maintained within the top 3 ranking for the remaining 3 months, making us the most successful region within the State for holding the #1 spot.
- We ended another great program year with our On the Job Training and Paid Work Experience Programs. The OJT program funded 87 different companies to hire 482 new workers and the Paid Work Experience program funded 48 companies which have led to the successful training and placement of 356 young adults.
- CSTB partnered with State Representative Janet Cruz with her annual Job Fair held on July 26th. The event took place at Higgins Hall in Tampa. Over 600 job seekers participated and a total of 100 employers were in attendance.
- Commissioner Murman will be partnering with CSTB to host 2 job fairs this year; one on August 11th at the HCC SouthShore Campus and another on October 13th at the HC Dale Mabry Campus. Some 30 employers and vendors are expected to participate at each event. If you are interested in participating, please contact Haley to register.
- Our next workforce solution committee meeting will be held August 16.

Commissioner Murman advised the County Commissioners are requesting an attendance report for all board members seeking reappointment. The attendance report will be required when submitting applications for reappointment.

Public Comments

There was none.

Adjournment

The meeting was adjourned at 12:10 p.m.