

CareerSource Tampa Bay Executive Committee Meeting

Date: September 7, 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 July, the unemployment rate was at 4.1%. The highest annual job growth was in business services and information. Construction had the 2nd highest annual job growth.
- We will be hosting a 3-day National Conference on Industry Sector Growth Strategies on December 7 – 9th at the Marriott St. Pete. We are partnering with the National Association of Workforce Boards. This will be a good opportunity for us to network with local employers and learn about what's important to them as a business.
- LaunchCode is a programming class provided at no cost. An information session covering application process will be held on September 12th & 14th. The class begins October 17th. All of these will be held at the CareerSource center on N. Florida Ave.

Action Items

Action Item 1: Approval of Minutes

The minutes of August 3, 2017 Executive Committee meeting was presented for approval.

Motion: Shannon Evans

Second: John Kearney

The minutes approved as presented.

The motion carried.

Action Item 2: 2017 – 2018 One Stop Strategic Plan

Goal 1: Provide Job Seekers with Expanded Access to Employment and Training Services.

Objective 1: Provide a wide range of workforce resources to job seekers.

Strategy

- Support open access to the Resource Room, materials, and maintain qualified staff to meet the needs of local job seekers.
- Promote CareerSource Specialized Programs and Services to all job seekers.

Objective 2: Maximize the use of technology and online services to meet job seeker needs.

Strategy

- Support Employability Skills Workshops for local job seekers in multiple media such as center workshops, ATLAS eCourses and other applications available.
- Improve the effectiveness of partnerships through technology such as electronic referrals, automation of job seeker registration in Employ Florida (EF) and data sharing.
- Research and identify additional resources and services available with the community or other government agencies to adopt within our centers.

Goal 2: Provide Effective Workforce Programs Aligned with Demand Industry Sectors.

Objective 1: Increase participation in Occupational Skills Training (OST).

Strategy

- Enroll job seekers into training programs that lead to careers in targeted occupations with an emphasis on career pathway opportunities in the following industries:
 - Healthcare
 - Manufacturing
 - Information Technology
 - Financial & Professional Services
- Educate staff and community on the use of Eligibility Training Provider List (ETPL) approved training providers and targeted occupations or training programs under WIOA.

Objective 2: Increase enrollments in Apprenticeship and Pre-Apprenticeship Programs.

Strategy

- Establish an Apprenticeship team to identify additional partnership opportunities and build referrals.
- Promote apprenticeship training and pre-apprenticeship programs to prepare job seekers for career opportunities.

Objective 3: Increase enrollments in short-term Career-Ready programs.

Strategy

- Sustain and expand career-ready programs in targeted occupations.
- Conduct effective outreach strategies through a variety of media to support pre-vocational training.

Goal 3: Effectively Manage Key Workforce Development Performance.

Objective 1: Manage workforce development performance through monitoring and analysis of performance reports.

Strategy

- Monitor performance measures under local reporting, Monthly Management Report (MMR), Common Measures and Performance Modeling.
- Analyze all programmatic monitoring to include internal, contracted board, DEO or external monitoring such as USDOL.

Objective 2: Evaluate the effectiveness of programs/services.

Strategy

- Complete a demographics and caseload review by program and center location to include asset mapping.
- Utilize a variety of methods to evaluate customer satisfaction and gather feedback for evaluation and continuous process improvement.

Motion: John Kearney
Second: Shannon Evans

The Executive Committee recommended approval of the 2017 – 2018 One Stop Strategic Plan.

The motion carried.

Action Item 3: 2017 – 2018 Workforce Solutions Strategic Plan

Goal 1: Provide Employers with a Skilled Workforce

Objective 1: Provide workforce resources to employers.

Objective 2: Identify training opportunities for targeted occupations.

Objective 3: Develop Labor Market Information.

Objective 4: Develop a Regional Targeted Occupations List.

Goal 2: Develop Effective Employer Based Workforce Programs

Objective 1: Increase participation in the On the Job Training (OJT) and Paid Work Experience (PWE) programs.

Objective 2: Encourage employer involvement in the Local Employed (EWT) and Incumbent Worker Training (IWT) programs.

Objective 3: Employers with the Florida Flex Program administered by CareerSource Florida.

Objective 4: Encourage employer participation in the internship and apprenticeship programs.

Goal 3: Effectively Market and Brand Services and Programs

Objective 1: Develop innovative strategies and outreach materials to market various programs.

Objective 2: Host employer focused and sponsored events based on trends and interest.

Objective 3: Encourage participation with partners within the community.

Motion: Betsy Irizarry
Second: Shannon Evans

The Executive Committee recommended approval of the 2017 – 2018 Workforce Solutions Strategic Plan.

The motion carried.

Other Administrative Matters

None was brought forward for action.

Information Item 1: Financial update for period ended July 31, 2017

The Grant Award to actual expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 7.75% of its 2017 - 2018 budgets.

Committee Reports

Finance Committee

- August 31st Finance Committee meeting was cancelled.
- Next Finance Committee meeting will be held on October 26th.

One Stop Committee

- The committee met on August 23rd.
- We have been awarded additional funding to serve more at-risk youth and young adults thru AmeriCorps funding. We are actively recruiting for seven AmeriCorps members.
- For youth program, 1,348 young adults have been served, 486 of those have earned a credential and 433 were employed.
- We have increased the number partners to further expand apprenticeship program. Partners include Ironworkers, Tampa Area Joint Apprenticeship and Training Committee, and Florida Refrigeration & Air Conditioning Contractors. For program year 2016 – 2017, a total of 211 apprentices were served, with 129 enrollments.
- Pre-Vocational Training provided at Career Prep Center will now be known as Career-Ready Training. For program year 2016 – 17, there were 328 combined enrollments for trainings in welding, soldering, construction, 3D printing, and production technician.
- Next One Stop Committee meeting will be held on November 15th.

Workforce Solutions Committee

- The Workforce Solutions Committee meeting was held on August 16th.
- The committee reviewed and approved the strategic goals for the program year 17-18.
- The Daily Governors Job report ranks each of the 24 boards based on job placement and compiles the daily information monthly. CareerSource Tampa Bay has consistently ranked in the top 3 statewide. We are off to a great start this new program year ranking #2 in the state for the month of July.
- Last program year, the Business Services Dept. achieved great results with “In-house Recruitment Events,” assisting 95 employers for over 225 staffing events. These efforts have resulted in over 3,500 hires. We expect doing more recruitment events this year based on the daily requests from our employers.
- Planning has begun for the next Internship Hiring Event. CareerSource Tampa Bay will be partnering with CareerSource Pinellas to host the highly successful event on October 11th at the North Florida Avenue Center. Based on previous events, we anticipate 20-25 employers and over 400 students to attend.
- Commissioner Murman once again will be partnering with CSTB to host her second job fair to be held on October 13th at the HC Dale Mabry Campus. The first event was held on August 11th at the HCC South Shore Campus with 42 employers and over 260 job seekers in attendance. If you are interested in participating in any of these events, please see Haley for more information.
- Next Workforce Solutions meeting will be held on Nov 22nd.

President's Report

- Audit field work is currently underway. A draft report should be completed by November.
- The State has issued a Financial Compliance Monitoring report for 2016 – 17. No finding was reported.
- On October 4 – 6th, I will be joining NAWB to attend legislative meetings at the Capitol Hill to promote workforce programs.
- Met with Senator Brandes recently. He requested that workforce programs be provided to prison inmates and ex-offenders. Follow up efforts on this request have been conducted.
- To raise more funding, staff has been writing and submitting proposals to various entities.

Public Comments

There was none.

Adjournment

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