

## **CareerSource Tampa Bay Executive Committee Meeting**

**Date:** December 7, 2017, 11:30 a.m.  
**Location:** 4902 Eisenhower Blvd.

### **Call to Order**

Chair Dick Peck called the meeting to order at 11:31 AM. There was a quorum present with the following Executive Committee members participating.

### **Committee Members in attendance**

Sean Butler, Shannon Evans, Betsy Irizarry\*, John Kearney, Randall King, Dick Peck, Commissioner Sandra Murman, Darren Veneri

### **Members Not in Attendance**

Tim Harding

### **Staff Present**

Edward Peachey, Alice Cobb, Mai Russell, Michelle Schultz, Michael Bundy

### **Guests**

Kelly Rouff, Kenneth Jones, Mark Puente

\*denotes attended via telephone

### **Chair's Report**

- In October, the unemployment rate was at 3.2%. The labor force was up by 1.8 percent at 725k individuals.
- When compared to other metropolitan areas in the state, the Tampa-St. Petersburg-Clearwater area had the highest annual job growth in:
  - construction (+5,400 jobs) and
  - information (+1,300 jobs)
- 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. As board member, this will be a good opportunity for us to network with employers and learn about what's important to them as a business.

### **Action Items**

#### **Action Item 1: Approval of Minutes**

The minutes of November 2, 2017 Executive Committee meeting was presented for approval.

Motion: Darren Veneri  
Second: John Kearney

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

**Action Item 2: Request for Proposal: Insurance**

CareerSource Tampa Bay has used the same insurance broker since 2012. This insurance coverage includes employer’s liability, comprehensive general liability, directors and officer’s liability, and property (computers, furniture, etc.) insurance. Staff will develop Requests for Proposals to solicit bids from interested Organizations. Once proposals are received, a selection committee comprised of staff will meet to review and recommend which proposal to accept.

Motion: John Kearney  
Second: Randall King

*The Executive Committee recommended the approval of the development and issuance of an RFP for insurance*  
The motion carried.

**Action Item 3: 2017 – 2018 Budget Modification No. 3**

Total budgeted revenue has increased from \$21,872,067 to \$22,532,279 for an overall increase of \$660,212. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

New Award for WIOA Community Based Training Construction of \$70,000

New Award for WIOA Sector Strategies IT Training of \$196,495

New Award for WIOA Sector Strategies Career Ready of \$191,545

Employment Services:

Increase in SNAP of \$83,795

Decrease in Unemployment Services of \$6,623

Direct Grants and Special Projects:

New Award from Citi Foundation of \$125,000

Additionally, there was an increase in expenditures of \$672,523.

Motion: Randall King  
Second: Sean Butler

*The Executive Committee recommended approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.*  
The motion carried.

**Action Item 4: Approval of Training Vendor: Tampa Truck Driving School**

Tampa Truck Driving School has a license from the Commission for Independent Education (#5380). Staff conducted a site visit on October 31, 2017. Tampa Truck Driving School, Inc. will start reporting to FETPIP this year. Tampa Truck Driving School, Inc. agrees to report student data to FETPIP in a timely manner.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Class A CDL Training	n/a	\$5,000	\$200	\$5,200	165 clock hours/ 3 weeks	82.35%	\$15.00 per hour

- School Opened: 7/21/2015
- Entered Employment Rate: 86%
- Retention Rate: 86%
- Total enrollments for prior year: 900
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently there are five approved training vendors for LWDB 15 that offer truck driving training.

*NOTE: In accordance with “CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List,” when the training provider has met the established criteria LWDBs are required to approve the training provider.*

Motion: Darren Veneri  
Second: Commissioner Murman

*The Executive Committee recommended approval of Tampa Truck Driving School as an approved training vendor for LWDB 15.  
The motion carried.*

**Action Item 5: RFQ Issuance: 2018 Business Associations**

Each year CareerSource Tampa Bay issues a Business Associations RFQ. This provides a foundation for establishing a working relationship with local Chambers of Commerce and various industry-specific business associations. The RFQ submissions will include a plan that outlines the expectations related to the ongoing promotion of CareerSource Tampa Bay’s programs and services to local employers.

Motion: Shannon Evans  
Second: Sean Butler

*The Executive Committee recommended approval of the 2018 RFQ for Business Associations.*

*The motion carried.*

### **Other Administrative Matters**

None was brought forward for action.

### **Finance Committee**

- The Finance Committee recently met on November 30<sup>th</sup>, and took action on approving budget mod no. 3 which increased total budget revenues to \$22.5M for FY 2017-2018.
- The financial update for period ended October 31<sup>st</sup>, 2017 was discussed.
- Next Finance Committee meeting will be held on February 1<sup>st</sup>, 2018.

### **One Stop Committee**

- For period covering July thru September, Center traffic was at 37,638.
- Employability Skills Workshop, over 1,800 individuals attended.
- No. of Enrollments for Career-Ready programs such as welding, soldering, and construction was at 38.
- 75 young adults were placed into employment at \$11.06 hourly.
- Next one stop committee meeting will be held on February 21<sup>st</sup>.

### **Workforce Solutions Committee**

- The Workforce Solutions Committee meeting was held on November 22<sup>nd</sup>.
- The Daily Governors report ranks each of the 24 boards based on job placement and compiles the daily information monthly. CSTB has consistently ranked in the top 3 each month. Our region ranked #1 in October and # 2 in November.
- Our On the Job Training, Youth Paid Work Experience, and Employed Worker Training programs are off to great start. In our 1<sup>st</sup> quarter:
  - 27 employers have hired 109 individuals through the OJT program
  - 14 employers have hired 89 young adults through our Paid Work Experience Program
  - 21 employers have been allocated funds to assist with the training of 410 incumbent workers
- CareerSource Tampa Bay hosted 2 events in the past few months:
  - We held our semi-annual Internship Hiring Event on October 11<sup>th</sup>. 33 employers were present with 70 internship opportunities and over 220 Internship candidates were in attendance from various colleges and universities. Staff confirmed 40 placements through this event.
- CSTB partnered with CareerSource Pinellas and held a general / veteran's job fair on November 8<sup>th</sup> at the EpiCenter. The event focused on the Paychecks for Patriots

initiative that took place during the week of Veteran's Day. Over 430 job seekers were in attendance with 31 employers present.

- Our next Workforce Solutions meeting will be held on February 14<sup>th</sup>.

### **Public Comments**

There was none.

### **Adjournment**

The meeting was adjourned at 11:55 p.m.