

**CareerSource Tampa Bay
Executive Committee Meeting**

Date: February 15, 2018, 11:30 AM

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, Darren Veneri.

Staff Present

Edward Peachey, Jason Druding, Jennifer Brackney, Alice Cobb, Jody Toner, Kimberly Williams, Mai Russell, Michael Bundy, Steve Ash.

Guests

Charles Harris, Jack Geller, Marion Hale, Kenneth Jones, Mark Puente, Zachary Sampson.

Action Items

Action Item 1: Approval of Minutes

The minutes of December 7, 2017 Executive Committee meeting was presented for approval.

Motion: Commissioner Murman

Second: Shannon Evans

The minutes approved as presented.

The motion carried.

Action Item 2: Approval of Minutes

The minutes of February 2, 2018 Executive Committee Emergency meeting was presented for approval.

Motion: Commissioner Murman

Second: Shannon Evans

The minutes approved as presented.

The motion carried.

Action Item 3: Approval of Minutes

The minutes of February 9, 2018 Ad Hoc Committee meeting was presented for approval.

Motion: Commissioner Murman
Second: Shannon Evans

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

Action Item 5: Request for an Extension: Submittal of Two-Year Modification to 2016 – 2020 Local Workforce Services Plan

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan to the State. CareerSource Tampa Bay's 2016 – 2020 Local Workforce Services Plan was approved by this Board and subsequently approved by the Hillsborough Board of County Commissioners at its March 2, 2016 meeting. Regulations require states and LWDBs to regularly revisit and recalibrate the plan strategies in response to changing economic conditions and workforce needs.

On January 4, 2018, DEO has issued a directive to all Workforce Boards to submit a two-year modification to the 2016 – 2020 Local Workforce Services Plan. The due date has been set for Thursday, March 29, 2018. The Plan must be reviewed, posted for 30-day public comments, and approved by this Board and Hillsborough Board of County Commissioners.

Due to focus on recent events, a month extension is needed to allow for appropriate time for review and input.

The Executive Committee requested a one month extension to submit the Two-Year Modification to 2016 – 2020 Local Workforce Services Plan.

Motion: Commissioner Murman
Second: Shannon Evans

*The Executive Committee recommended approval to request for a one month extension to submit the Two-Year Modification to 2016 – 2020 Local Workforce Services Plan.
The motion passed unanimously.*

Action Item 6: 2017 - 2018 Budget Modification No. 4

Total budgeted revenue has increased from \$22,532,279 to \$23,447,872 for an overall increase of \$915,593. This is due to the following:

Workforce Innovation & Opportunity Programs:
Increase in WIOA Adult of \$250,000
Decrease in WIOA DW of \$100,000

Employment Services:
Increase in Wagner Peyser of \$150,000
Increase in SNAP of \$46,785

Direct Grants and Special Projects:
Increase in Sector Partnership – Nat’l Emergency of \$186,938
Increase in USDOL Tech Hire of \$381,870

Additionally, there was an increase in expenditures of \$981,560.

Motion: Commissioner Murman
Second: Shannon Evans

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

Action Item 7: Training Providers: Agreement Renewal

Each year, CareerSource Tampa Bay enters into individual agreements with each eligible training provider. These agreements have previously been administered annually. This process requires a significant amount of staff time. Training providers are also required to:

- Report to data to Florida Education & Training Placement Information Program (FETPIP)- private institutions
- Provide data reported to FETPIP along with enrollment, completion, retention, employment rates of students assisted by CareerSource Tampa Bay
- Update on costs, tuition and fees
- Provide a copy of a valid license from the Commission for Independent Education- private institutions
- Provide valid Proof of Insurance with CareerSource Tampa Bay listed
- Remain in compliance with performance, financial and other mandated requirements

Staff continually monitors training provider performance and presents this information to the Workforce Solutions Committee at each meeting. Training providers that are determined to have performance or other issues are brought to the committee and board throughout the year for review and potential removal.

Access Computer Training (Hillsborough)
Aparicio Levy Technical Center, SACS & COE*
Armenia Pharmacy Solutions School (Hillsborough)
ATA,Career Institute of Florida, (Hernando)
BizTech Learning Centers, Inc., (Tampa Bay)
Brewster Technical Center, SACS CASI
Career Tech LLC (Hillsborough)*
Center for Technology Training
Central Florida Heat and Frost Insulators J.A.C. (RA)
Concorde Career Institute, (Hillsborough)

DATS of Florida- Temple Terrace, (Hillsborough)
Eckerd College
Erwin Technical Center, COE*
Florida School of Traditional Midwifery, (Alachua)
Galen College of Nursing, (Tampa Bay)
Hillsborough Community College, (Hillsborough), SACS*
International Union of Operating Engineers (RA)
Ironworkers (RA)
Jersey College, (Hillsborough)
LaSalle Computer Learning Center, (Hillsborough)
Leary Technical Center, SACS CASI, COE*
Masonry (RA)
National Aviation Academy, (Tampa Bay)
National Business Institute of Florida, Inc.,(Polk)
New Horizons Computer Learning Center, (Hillsborough)
Pinellas Technical Education Centers - PTEC)
Plumbers and Pipefitters and HVAC, local union 123 (RA)*
Rasmussen College
Refrigeration & Air Conditioning Contractors (RACCA) (RA)
RV Training Center, (Tampa Bay)
Southern Technical College – Brandon campus
Sullivan Cogliano Training Centers,(Miami Dade)
Tampa Bay Technical Evening School*
Tampa Truck Driving School, Inc.
Tampa Vocational Institute
The School BOD of Hillsborough County*
Truck Driver Institute of Florida, (Seminole)
UA Plumbers, Pipefitters and HVAC, local Union 123 (RA)*
UMA (Hillsborough) Online Only
UMA (Tampa Bay)
USF / Innovative Education, (Hillsborough), SACS*
Utica College

*denotes two-third board approval is required.

Motion: Randall King
Second: Sean Butler

*The Executive Committee recommended approval to enter into agreements with the training providers listed above. Agreements will have a one year term with the option to renew for three additional years. Institutions will be required to submit the information listed above annually prior to renewal.
The motion carried.*

JATC - Tampa Area Electrical JATC*

*denotes two-third board approval is required

Motion: Sean Butler
Second: Darren Veneri

Board Director Randall King declared a conflict of interest & abstained from voting.

*The Executive Committee recommended approval to enter into an agreement with JATC – Tampa Area Electrical. The agreement will have a one year term with the option to renew for three additional years. Institutions will be required to submit the information listed above annually prior to renewal.
The motion carried.*

Roadmaster Drivers School, Inc.*

*denotes two-third board approval is required

Motion: Tim Harding
Second: Shannon Evans

Board Director John Kearney declared a conflict of interest & abstained from voting.

*The Executive Committee recommended approval to enter into an agreement with Roadmaster Drivers School, Inc. The agreement will have a one year term with the option to renew for three additional years. Institutions will be required to submit the information listed above annually prior to renewal.
The motion carried.*

Other Administrative Matters

Action Item 8: Ethics Hotline

Motion: Sean Butler
Second: Commissioner Sandra Murman

*The Executive Committee recommended establishing Ethics Hotline for both employees and job candidate & business customers, by using a third party vendor.
The motion passed unanimously.*

Action Item 9: Suspend Reporting Practice related to “Direct Placement”

Motion: Darren Veneri
Second: Commissioner Sandra Murman

*The Executive Committee recommended issuing a letter requesting for an opinion from the Attorney General and CareerSource Florida on the reporting practice related to “Direct Placement,” and suspending said practice with an effective date of between seven to 10 days from the date of the letter issued.
The motion passed unanimously.*

Other Administrative Matters

None was brought forward for action.

Information Item

Financial Update for period ended December 31, 2017

The Grant Award to Actual Expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 38.96% of its 2017 - 2018 budgets.

Annual Independent Financial Audit Report for period ended June 30, 2017

A copy of the audit report was provided in the meeting packet. Audit Committee Chair Veneri reported audit firm Powell & Jones has completed its audit review of CareerSource Tampa Bay’s financials. As a result of the audit, there was no finding to be disclosed.

Committee Reports

Audit Committee

- The committee met on February 5th to hear the results of the audit report and subsequently approve the audit report for period ended June 30, 2017.

Finance Committee

- The Finance Committee met on February 1st, and took action on approving budget mod no. 4 which increased total budget revenues to \$23.4M.
- The financial update for period ended December 31st, 2017 was discussed. Close to 40% of total budgets has been expended.

Workforce Solutions

- The meeting on February 14th was cancelled.
- The annual Internship Hiring event will be held on Feb 22nd from 2 – 4 p.m. It will be held at the Tampa Center located on N. Florida Ave.
- The annual Professional Mixer will be held on Wednesday, March 21st at the EpiCenter from 5- 7 pm.

Public Comments

There was none.

Adjournment

The meeting was adjourned at 12:50 p.m.