

**CareerSource Tampa Bay  
Minutes of May 3, 2018 Executive Committee Meeting**

**Date:** May 3, 2018, 11:30 AM

**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**

Shannon Evans, Tim Harding\*, Betsy Irizarry, Randall King, Commissioner Sandra Murman, Dick Peck, Darren Veneri

**Not in attendance**

Sean Butler, John Kearney

**Staff Present**

Juditte Dorcy, Alice Cobb, Jody Toner, Mai Russell, Joe Vitale

**Board Counsel**

Charley Harris

**Guests**

Kenneth Jones, Christine Beck, Mark Puente, Zachary Sampson.

\*denotes attended via telephone

The agenda items are listed in the order of discussion.

**Chair's Report**

**Update on Board Appointment/Reappointment Process**

- Chairman Peck commented on the Board reappointment process. He said no one is getting fired. He added the BOCC is updating their records and recruiting new board members to fill vacant seats. Only Hillsborough County residents are to apply.
- He said "*the BOCC has not told me or Juditte Dorcy to do anything. They made some suggestions. Some I agree with, some I don't; and I have asked that the recommendations be submitted in writing.*"

**Status Update on Organization Structure**

- We do not have the service agreement. The agreement expired three years ago.
- Peck's opinion: it doesn't make sense to combine with CareerSource Pinellas based on the markets we serve. Let's start with a brand new Board and a brand new Organization. I'm recommending that we split and go on our own based on the markets we serve. Going forward, we have to officially appoint Juditte Dorcy as the

Interim Executive Director. Then, do an executive search, not just locally, but nationwide.

- Board Counsel Harris strongly suggested that some coordination is done with CareerSource Pinellas prior to making any change, particularly for those employees that are being shared by both regions. Without any close coordination and taking into consideration the needs of each region, he cautioned that this might cause some potential chaos. He hopes that this decision is being coordinated with the other side.
- Peck said all employees will be given the opportunity to apply. Dorcy will work on the organization chart of positions. These positions will be posted internally & externally. All employees are to apply and may apply for different positions. Dorcy is charged with finding the best employee for every position.
- Commissioner Murman said: *"This is a new day."* She recommended the first step begin with the transitioning process for CareerSource Tampa Bay to operate as a standalone entity.

## **Other Administrative Matters**

### **Action Item: Transition**

Commissioner Murman suggested Beverly Waldron, HR director for Hillsborough County serve as an HR Consultant to help with the transitioning process. A process plan toward having the right employees and the right staffing model needs to be established first (i.e. staffing plan and process for vetting new & current employees.)

The following discussions ensued:

- Board Director Irizarry said in order to sustain both organizations, it is critical we have a very thoughtful process and communicate to avoid losing long-tenured employees, along with their expertise. She added the way we treat our employees moving forward will set the tone of the organization's culture moving forward. Ethics have to be in the forefront.
- Commissioner Murman added messaging is key. *"We do not want anybody to feel that we want to start this organization without them."*
- Dorcy said that this is going to be a tough process being that this is the end of the fiscal year. Making sure that we meet our performance measurement in addition to that. We did have a similar process back in 2012. So, we have something similar that want to put in place that's strategic and timely. We will definitely work with the County to assist us with the staffing side.

Motion: Commissioner Sandra Murman

Second: Shannon Evans

*The Executive Committee recommended approval to start the transition process for CareerSource Tampa Bay Board to operate as a stand-alone entity, including vetting of current & new employees, establishing a process for staffing, physical location needs, and any other needs [as deemed] by the Interim Executive Director, and to have everything in place by June 30<sup>th</sup>.*

*The motion passed unanimously.*

**Action Item 1: Approval of Minutes**

The minutes of March 8, 2018 Executive Committee Meeting was presented for approval

Motion: Darren Veneri

Second: Betsy Irizarry

*The minutes approved as presented.*

*The motion carried.*

**Action Item 2: 2017-2018 Budget Modification No. 5**

Total budgeted revenue increased from \$23,447,872 to \$23,547,462 for an overall increase of \$99,590. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Hurricane Maria Outreach of \$71,507

Increase in WIOA Community Training Construction of \$28,083

Additionally, there was an increase in expenditures of \$129,959.

Motion: Darren Veneri

Second: Betsy Irizarry

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

*The motion carried.*

**Action Item 3: 2018-2019 Planning Budget**

Total budgeted revenues increased from \$20,390,000 to a projected budget of \$20,749,522 for an overall increase of \$359,522.

Carry-forward amounts are estimates and will be adjusted after the fiscal year end close in July.

Motion: Darren Veneri

Second: Betsy Irizarry

*The Executive Committee recommended approval of the planning budget in order to provide it to the Hillsborough BOCC for their approval and submission to the State Workforce Board for review and to have in place by July 1, 2018.*

*The motion carried.*

**Action Item 4: Approval of Minutes**

The minutes of March 16, 2018 Ad Hoc Committee Meeting was presented for approval.

Motion: Commissioner Sandra Murman

Second: Randall King

*The minutes were approved as presented.*

*The motion carried.*

### **Action Item 5: Approval of Minutes**

The minutes of April 12, 2018 Ad Hoc Committee Meeting was presented for approval

Motion: Commissioner Sandra Murman  
Second: Randall King

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

### **Other Administrative Matters**

#### **Action Item 6: Appoint Interim Executive Director**

On March 15, 2018, the Board of Directors voted to terminate Mr. Peachey without cause. In an effort to continue the day-to-day operations without interruptions, appoint Juditte Dorcy to serve as the Interim Executive Director until the CEO/President is hired.

The following discussion ensued:

- Board Secretary King said the Compensation Committee met [on April 12<sup>th</sup>] to recommend increasing the Interim Directors compensation by \$1,000 a month. King is requesting the motion be amended to include the \$1,000 increase. Chairman Peck requests that a separate motion be made.

Motion: Darren Veneri  
Second: Betsy Irizarry

*The Executive Committee recommended appointing Juditte Dorcy to serve as an Interim Executive Director until the President/CEO is hired.  
The motion passed unanimously.*

#### **Action Item: Compensation for Interim Executive Director**

Original Motion made by Randall King

Increase pay based on additional duties and [position] title by \$1,000 a month.

The following points of discussion ensued:

- Irizarry asked how [the Compensation Committee] came up with the \$1K amount. She said: "I do not think that this is reflective of the amount of responsibility and work that we are asking this individual to make. From an HR standpoint, the following factors should be taken into consideration: market data, qualifications, skills set, history, and experience."
- King reported on the following items were presented at the April 12<sup>th</sup> Joint Compensation Committee: a salary band showing wage ranges for President/CEO, Director of Special Projects, and Director of Youth Program; and position description of said positions.
- HR Director Cobb reported the action taken by CareerSource Pinellas Executive Committee [on May 3<sup>rd</sup>] was in addition to what came from the Compensation Committee. Making the two Directors at the same level of salary did not come from the Compensation Committee. Instead the Compensation Committee increased the salary by \$1K based on the additional duties. Understanding that if the Chair has

asked them to serve, that they have the necessary knowledge, skills, abilities, and background to serve in that role.

- Irizarry expressed her struggle with the amount of \$1K considering we are asking them to serve three levels of responsibilities as President, Executive Director, and Director positions.
- Commissioner Murman echoed Irizarry's point and suggested this matter has to be added for discussion by the Committee.
- King asked what would be the correct amount?
- Veneri requested that the motion be amended. Commissioner Murman advised the person who seconded the motion, cannot amend that motion. It has to be withdrawn. King did not want to withdraw the motion, so Veneri withdrew his second.

Without a second, the motion failed.

#### Amended Motion made by Darren Veneri

Determine a figure based on the recommendation from the Compensation Committee, which was to align compensation based on HR practices and scope of responsibilities, and present it to the Board as a recommendation. That amount will be retroactive to the start date.

The following points of discussion ensued:

- Board Counsel Harris raised a point that CareerSource Pinellas Executive Committee voted to raise both Ms. Dorcy's & Ms. Brackney's compensation. He suggested to ask Pinellas to suspend that decision to the extent that it impacts Ms. Dorcy, and then retroactively it will be fixed in the future.
- Whether CareerSource Pinellas has the authority to approve a raise for CareerSource Tampa Bay employees. WorkNet Pinellas is the employer of record.
- Peck suggested that this matter be discussed by [the newly form ad hoc committee], and a recommendation be brought back to the Board.
- BOCC Liaison Kenneth Jones mentioned that both Interim Directors are shared staff and their salaries are being paid by both regions. A recent unilateral decision made by CareerSource Pinellas Executive Committee may have a financial impact to CareerSource Tampa Bay.
- Commissioner Murman asked Harris what portion of the \$5,000 could we not pay? Harris responded: This is a separation issue. But previously it was one person who serves two Boards and there was a reimbursement component. The sooner the separation can be done, the sooner the entanglement can be resolved. If there needs to be a reconciliation of money, then I'm sure that will be a part of that disentanglement.

Motion: Darren Veneri

Second: Betsy Irizarry

*The Executive Committee recommended for the newly form ad hoc committee to determine a figure based on the recommendation from the Compensation Committee, which was to align compensation based on HR practices and scope of responsibilities, and present it to the Board as a recommendation. That amount will be retroactive to the start date.*

Randall King opposed. With a majority of affirmative votes, the motion passed.

### **Action Item 7: Designate Authorized Signer**

Edward Peachey is currently listed as the authorized signer on Tampa Bay WorkForce Alliance corporate banking accounts with TD Bank. On March 15, 2018, the Board of Directors voted to terminate Mr. Peachey without cause. Staff is requesting designating Juditte Dorcy as an authorized signer on Tampa Bay WorkForce Alliance banking accounts.

Motion: Randall King  
Second: Shannon Evans

*The Executive Committee recommended approval of removing Edward Peachey and adding Juditte Dorcy as an authorized signer. This authorization includes contracts and MOUs.*

*The motion passed unanimously.*

### **Action Item: Removing Edward Peachey's Name**

Commissioner Murman motioned for Mr. Peachey's name to be removed from every single document that exists in this agency, including communications, social media, and website.

Motion: Commissioner Sandra Murman  
Second: Betsy Irizarry

*The Executive Committee recommended approval of removing Edward Peachey's name from every single document that exists, including social media.*

*The motion passed unanimously.*

### **Action Item: CEO Recruitment**

Commissioner Murman suggested that we begin the search process to hire the new President/CEO. This process will take between three to six months. This will require preparing the job description, determining the interview process and putting together a committee consisting of board members and other resources offered by the BOCC.

Motion: Commissioner Sandra Murman  
Second: Betsy Irizarry

*The Executive Committee recommended approval to start the President/CEO search immediately.*

*The motion passed unanimously.*

### **Information Items**

#### **Update on Ethics Hotline**

HR Director Cobb reported a third party service provider has been identified. The website and messaging have been finalized. The hotline will be made available to all staff first. A discussion on the overall process ensued. Commissioner Murman advised that an internal audit personnel be identified so all complaints that she has been receiving can be forwarded to that person.

## **Committee Reports**

### **Finance Committee**

- The Finance Committee recently met on April 26th, and took action on approving budget mod no. 5 which increased total budget revenues to \$23.5M. Next fiscal year planning budget was also approved, the projected budget increased to \$20.7M.
- We are on schedule with expenditures. As of March 31st, 55% of the overall budgets has been expended.
- The 990 tax form has been prepared and shared with all voting board members. The form will be filed on May 15th. If you have any questions, please call Anna Munro.
- Next Finance Committee meeting will be held on May 31st.

### **One Stop Committee**

- For period covering thru March 31st, Center traffic was at 107,112. About 15% decrease from 125,714 during the same period in the prior year.
- Employability Skills Workshop: 4,972 job seekers participated. The top three workshops attended were:
  1. Resume Development (730),
  2. Professional Interviewing Skills (575), and
  3. Surviving a Layoff (448).
- WIOA Training Enrollments: 558 new customers were enrolled for training services.
- Migrant Seasonal Farmworker (MSFW) Program: 2,333 applicants were received. Of those, 1,754 were placed into employment. We are headed into peak season for peaches, tomatoes, peppers, and melons.
- Customer Satisfaction Rating: A total of 2,478 job seekers completed the Resource Room and Employability Skills Workshop customer satisfaction surveys and rated their overall level of satisfaction as 96.6%.

### **Workforce Solutions Committee**

- A Career Fair on April 26, 2018. The first hour was dedicated to veterans only. In total, 357 job seekers were in attendance with 67 employers present.
- Professional Mixer on March 21, 2018. In total, 12 employers were present, and 122 job seekers were in attendance.
- The TampaBayIntern hiring event was held on February 22, 2018. 37 employers participated and 117 job seekers in attended.

### **Interim Executive Director's Report**

- The Young Talent Tampa Bay Career & Resource Fair will be held on May 12<sup>th</sup>. The goal is to connect young adults ages 18 to 24 to various resources that will help to eliminate barriers.
- The veteran services program is currently being monitored by DOL.

### **Executive Committee Meeting to begin at 11AM**

Moving forward, all members agreed that future Executive Committee meetings will be held at 11AM.

## Public Comments

Mark Puente inquired about how all complaints will be addressed appropriately. An overview of the review process was discussed.

## Authority of the Governing Board

Board Counsel Charley Harris provided an overview of the following laws related to this governing board and its authority.

- FS 445.007: Local Workforce Development Boards
  - *“Section 2(b) The Governor may remove a member of the board, the executive director of the board, or the designated person responsible for the operational and administrative functions of the board for cause. As used in the paragraph, the term “cause” includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.”*
- 29 U.S.C.A § 3122: Local Workforce Development Boards
  - *Section 3: Decertification*
    - (A) *Fraud, abuse, failure to carry out functions*  
*Notwithstanding paragraph (2), the Governor shall have the authority to decertify a local board at any time after providing notice and an opportunity for comment, for –*
      - (i) *fraud or abuse; or*
      - (ii) *failure to carry out the functions specified for the local board in subsection (d)*
- Tampa Bay WorkForce Alliance Bylaws
  - *Section 5 – Appointment of Board Members*
    - (c) *Members of the Board shall serve at the pleasure of the Hillsborough County Board of County Commissioner*
  - *Article X – General Provisions*  
*Nothing in these Bylaws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of the local elected officials or governments party to the consortium agreement.*
- West Florida Statutes Annotated § 617.0830
  - *General Standards for Directors*
    - (1) *A director shall discharge his or her duties as a director, including his or her duties as a member of a committee:*
      - (a) *In good faith;*
      - (b) *With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and*
      - (c) *In a manner he or she reasonably believes to be in the best interests of the corporation.*

## Adjournment

The meeting was adjourned at approximately 1:15 p.m.