

**CareerSource Tampa Bay
Minutes of Meeting of the Board of Directors**

Date: July 18, 2019
Location: 9215 N. Florida Ave., Ste. 101, Tampa, FL

Call to Order

Vice Chair Commissioner Sandra Murman called the meeting to order at 11:03 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance

Tom Aderhold, Michael Bach (via phone), Leerone Benjamin, Michelle Calhoun, Ginger Clark, Robert Coppersmith, Richard Cranker, Constance Daniels, Elizabeth Gutierrez, Marcela Blanchett representing Mireya Hernandez, Benjamin Hom, John Howell, Lindsey Kimball, Jasiel Legon (via phone), Steve Morey, Commissioner Sandra Murman, Don Noble, Yanina Rosario (via phone), Roy Sweatman and Sophia West.

Board Members not in attendance

Rick Bennett, Stephanie Brown-Gilmore, Sean Butler, Gail Fitzsimmons, Randall King, Paul Orvosh, Earl Rahn, Michael Ramsey and Susan Skiratko.

Staff Present

John Flanagan, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Christina Witt, Doug Tobin, Dan Schenkenberger, Tammy Stahlgren and Fabian Brathwaite.

Board Counsel

None

BOCC Liaison

Kenneth Jones
Ron Barton

Others

Larry Passetti
Lillie Castillo
Wesley Barr
Maria Wright
Nicole Beverly
Michael Smith
Kayla Sizemore

The items are listed in the order of discussion.

▶ Indicates Board Action

□ Indicates Action Needed

Welcome and Introductions

The following were recognized as new CSTB Board appointees:

Constance Daniels – Law Offices of Constance Daniels
Steve Morey – Tampa Jobs of Hillsborough EDC
Eric Lund – Cognizant
Richard Bennett – Florida Blue

Public Comments

There were none.

Awards and Recognition

The following Board members were recognized for the service and contributions over the past year and were presented with a certificate from Hillsborough County:
Mike Smith was present to accept the award. Randall Hassen, Judson Cook and Cally Kushner were not present but were verbally recognized.

Guest Speakers / Presentation

Larry Passetti - from Minimise USA gave a brief update on his experience with Summer Job Connection. Minimise is a founding partner of the SJC, and hired more than 10 youths, giving them the opportunity to learn about their business and the energy sector.

Lillian Castillo – Summer Job Connection participant, gave a brief update on her prior work experience. She was hired by Minimise USA at the Youth Summit as an administrative assistant. She has demonstrated her drive while participating in the program, and has fully taken advantage of the career exploration and work experience aspects of the program.

► Consent Agenda

Commissioner Sandra Murman asked the Board Members if any item on the consent agenda, as listed below, should be removed for further discussion.

- Draft Minutes of May 16, 2019 - Board of Directors Meeting.
- Policies
 - Ethics and Transparency
 - Incumbent Worker Training (IWT)
 - Employed Worker Training(EWT)
 - Paid Work Experience
 - Jobseeker Registration
 - Job Orders and Placement
 - On The Job Training (OJT) Revision

Approval of all items listed on the Consent Agenda.

- A motion to approve the Consent Agenda as written.
 - Motioned: Lindsey Kimball
 - Seconded: Don Noble
- The motion carried. There was no further discussion

Chair's Report

Chair Report was provided in the packet and there was a brief discussion.

Chair's Report can be found in the July 18, 2019 Board of Directors Meeting Agenda Packet. Refer to Pages 75 – 80 of the agenda packet.

Board Counsel Report

No news on the investigation or interviews since last meeting.

CEO Report

Comments by CEO John Flanagan:

Key HR Updates

Currently in the process of conducting internal interviews for newly created Business Services positions of Sector Strategist and Talent Management Liaison, which are replacing the Coordinator and Account Executive Positions. Process was completed on 7/15/2019.

Business Services Director – Dan Schneckenburger began serving in this role on June 11, 2019. Dan brings unique experience as a former WDB member, and as an elected official. We are looking forward to Dan's progress in creating an effective Business Service Unit with a goal of increasing business saturation by 100% over the next year.

Organizational Chart

The new Organization Chart is completed, and many current employees are in the process of transitioning into new roles. The process will be completed in July to align with the new budget year.

Recognitions

Jody Toner her new role will focus on Policy and Performance as the Chief Policy & Performance Officer. Mimi Tran Director of Human Resource of staff development will focus on her new role on

training and development of staff. Mr. Flanagan recognized both of them for their expanded roles in CSTB.

Chad Kunerth was promoted as Director of MIS & Data Services.

Florida Workforce Professional Development Summit will be held in Orlando 9/11-9/13. The following individuals have been nominated for awards that will be presented at the Summit.

Michael Ramsey	Workforce Partner Award
Maria Wright	Barbara K. Griffin Award
Wesley Barr	Lighthouse Award
Kayla Sizemore	Workforce Champion Award

Nicole Beverly and Wesley were recognized for her outstanding effort in support of the Summer Job Connection Program.

Community Engagement / Interaction

- CSTB accepted an invitation by United Way Suncoast, to contribute to UWSC's Impact Committee. We plan to continue our work with Emery Ivery and UWSC to ensure our vision is aligned with our goal to assist and partner with UWSC and their impact funding model.
- Met with Bob Rhorlack from the Greater Tampa Chamber to discuss how CSTB can be more involved in providing Chamber membership key workforce analytics, and assist in their hiring needs. I plan to make a presentation to the membership sometime in the fall of 2019.
- We're working with Enterprising Latina's to implement a satellite site on premises, to better serve constituents in the community.

Started planning for the 2020 Business and Education Summit. The date is February 28, 2020. More details to come.

Advocacy

- Working with FWDA and FL DEO to address waiver requests for the USDOL to give discretion in two areas of Out-of-School Youth:
 - 1.) Work experience rate: relax the 20% standard. Many local areas are struggling to meet this measure.
 - 2.) 75/25 split. Most (all but 3) local areas did not meet goals this last year, and struggle every year to meet this.

DEO sets allocation of training budget at 50%. For the second consecutive year, DEO and CareerSource Florida have waived the 50% requirement set the minimum threshold at 30%. We plan to remain at 50%.

Action/Discussion Items

▶ Action Item #1: Vendor Recommendations – Workforce Consultant.

Mr. Flanagan reviewed the 3 choices that were presented to the Board. Community Workforce Advancement received the highest score of 88.75.

- **A Motion to approve the Vendor Recommendations – Community Workforce Advancement, LLC for Consultant Services.**
 - Motioned: Tom Aderhold
 - Seconded: Dr. Ginger Clark
- The motion carried. There was no further discussion.

▶ Action Item #2: RFP Issuance – Financial Consultant.

- **A Motion to approve the RFP Issuance for the provision of a consultant to assist CareerSource Tampa Bay with the migration of questioned costs related to the DOL Report,**

- Motioned: Tom Aderhold
 - Seconded: Sophia West
 - The motion carried. There was no further discussion.
- ▶ Action Item #3: PY 19-20 Nominating Committee Board Officers

Discussion occurred and it was suggested to add the Vice Chair (Commissioner Sandra Murman) to the slate of Officers.

On June 13, 2019 the Ad Hoc Nominating Committee met to discuss 2019-2020 Board Officers.

A list of nominees were presented for consideration. After much discussion and taking into consideration their experiences and expertise, the slate of nominees was created as noted below. The Nominating Committee members were assigned designees and alternates to call. Should any of the members have expressed they are not able to serve, the alternate nominee will be contacted.

Chair: Sean Butler, Executive Vice President of People, A-Lign - **Accepted.**

Chair-Elect: Benjamin Hom, Vice President Human Resources, McKibbon Hospitality- **Accepted**

Secretary: Ginger Clark, Campus President, Hillsborough Community College- **Declined**
Ginger has declined to accept the Secretary position because of other obligations.

Alternate Secretary: Michael Ramsey, General Director, Hillsborough County-**Accepted**

Treasurer: Sophia West, Partner, C.S. West & Associates – **Accepted**

Alternate Treasurer: Don Noble, Chief Financial Officer, VetCor, LLC

- A Motion to approve the **PY 19-20 Nominating Committee Board Officers**
 - Motioned: Tom Aderhold
 - Seconded: Lindsey Kimball
- The motion carried. There was no further discussion.

Information Items

Information Item #1 Interlocal Agreement Extension / Modification

The Hillsborough County Board of Commissioners approved a 60 day extension of the current Inter-local Agreement, through August 29, 2019. A Special BOD Meeting will be called to accept the new agreement prior to the expiration of the extension date.

Information Item #2 USDOL Compliance Review Update

A summary of the time line was provided in the agenda packet along with the entire report from the USDOL / DEO Compliance Review. The report can be found on pages 86-130, of the July 18, 2019 Board of Directors meeting agenda packet.

Information Item #3 2019-2020 Committee Assignments

CSTB is looking to add members to the One-Stop, Workforce Solutions, and Finance committees. All Board of Director members will be encouraged to serve on at least one committee. There was discussion of adding non-Board members to the committee to increase community engagement. The majority of the committee will need to be made up of Board Members. There was a suggestion to add a county liaison representative to the Finance Committee.

Information Item # 4 Summer Job Connection

Commissioner Sandra Murman suggested increasing the number of youths served next year to 1,500. No further update. Refer to information item in agenda packet for a complete summary.

Information Item # 5 Performance Reports: Dashboard and WIOA Primary Indicators

Performance Dashboard – A new indicator was added to track employers served, new employers and returning employers. We are hoping in the near future to have this dashboard available on the cloud. No further update. Refer to information item in agenda packet for dashboard numbers.

Information Item # 6 JA STEM Tec

No further update. Refer to information item in agenda packet for summary.

Information Item #7 19-20 Workforce Solutions & One Stop Strategic Goals

No further update. Refer to information item in agenda packet for the goals of both committees.

Information Item #8 Ad Hoc By-Laws Update

Michael Bach gave an update on the progress of the Ad Hoc By-Laws committee. Next meeting will be scheduled for the first or second week in August.

Information Item #9 Compensation and Benefits Study

No further update. Refer to information item in agenda packet for the update and timeline.

Information Item # 10 Public Relations/Marketing Update

Director Doug Tobin gave a brief overview of marketing campaigns. A draft marketing plan has been submitted for the fiscal year 2019-20. He reported that they are working on getting the new website up and running soon.

Committee Reports

One –Stop Committee

The Committee met on May 22, 2019

Career Center Traffic Flow

- Total no. of customers **1st Quarter: 34,238**
- Total no. of customers **2nd Quarter: 29,063**
- Total no. of customers **3rd Quarter: 29,807**
- **YTD total: 93,108**

The total number of **job seekers receiving services: 45,312**

The total number of **job seeker services: 186,751**

The total number of **staff assisted job seeker services: 83,184 (44.5 % of all services)**

Youth Median Wage at Placement: \$11.00

Adult Median Wage at Placement: \$16.19

Dislocated Worker Median Wage at Placement: \$17.00

WP Median Wage at Placement: \$8.50

The total number of job seekers participating **in employability skills training: 5,083.**

Top 3 Workshops

- Resume Development
- Modern Day Job Search for Mature Workers
- Career Mapping

The number of Hillsborough County residents **obtaining employment** during the first 3 quarters of PY1819 (July 2018-March 2019) was **9,914.**

Next One-Stop Committee meeting will be held on August 21, 2019

Adjournment

The meeting was adjourned at approximately 12:38 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.