

CareerSource Tampa Bay (CSTB) Minutes of Executive Committee Meeting

Date: August 15, 2019

Location: Career Source Tampa Bay, 9215 N. Florida Ave., Ste. 101, Tampa, FL 33612

Call to Order

Chair Sean Butler called the meeting to order at 11:02 a.m. There was a quorum present with the following Executive Committee members participating:

Members in attendance

Sean Butler, Commissioner Sandra Murman Michael Ramsey, Roy Sweatman and Sophia West.

Not in attendance

Benjamin Hom and Randall King.

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Chad Kunerth (Via Phone), Anna Munro, Jody Toner, Doug Tobin, Christina Witt, Dan Schneckenburger, Tammy Stahlgren and Fabian Brathwaite.

Board Counsel

Charlie Harris

BOCC Liaison/Representative

Kenneth Jones

Guest

None

The items are listed in the order of discussion.

▶ **Indicates Committee Action**

□ **Indicates Action Needed**

Public Comments

There were none.

▶ Approval of Minutes

▶ June 27, 2019 Executive Committee Meeting Minutes

- A motion to approve the minutes of June 27, 2019 Executive Committee Meeting.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Roy Sweatman
- There was no further discussion. The motion passed unanimously.

Chairman's Report

(Refer to Page 7 of the August 15, 2019 Executive Committee Agenda Packet for the entire Chair Report)

Mid-Year Review in July – John Flanagan and Sean Butler will review at next BOD meeting. Any members of the Executive Committee who would like to give input please share your input with John directly.

Board Counsel Report

Mr. Charlie Harris reported there has been no new contact with the FBI or US Attorney's Office, or any new developments regarding the investigation.

The Interlocal Agreement is pending.

Charlie Harris confirmed that he still works for Career Source Pinellas. Commissioner Murman expressed concerns about current Career Source Pinellas CEO Jennifer Brackney participating in the Audit due to her close relationship with the former administration. There have been ongoing discussions about the expenditures and potential repayments that will depend on the results of the investigation and audit Career Source Tampa Bay needs to go into this audit completely independent. Charlie Harris suggested Commissioner Murman and CSTB BOD Chair Sean Butler call their counterparts at Career Source Pinellas, Commissioner Gerard and BOD Chair Karla Leavelle to express our concerns.

CEO Report

- 1) Organizational re-alignment
 - a. Community Workforce Advancements consulting to date: Kick off call, creating the document for stakeholder survey. On site August 27th for walk through, policy overview, process flow discussion, review of DOL/DEO report and response, and initial vendor procurement discussions
- 2) Inter-local agreement – currently awaiting county’s document to share / review with the CSTB Board and Trenam Law.
- 3) Met with Ken Lawson and his team, along with Commissioner Murman and Ken Jones on Friday August 2, to discuss DEO/DOL process for cost mitigation.

Upcoming events

- 4) Business Summit, February 28, 2020 –Tampa Marriott Waterside - Industry sector and education focused. Looking for keynote speakers (reaching out to governor DeSantis). Will hold a stakeholder panel of industry sector influencers to discuss workforce in Tampa Bay.
- 5) FWDA Annual Conference in September 11-13th – Jody Toner and I will be presenting on Youth engagement strategies, and will talk about Summer Job Connection, and its approach toward 100% youth engagement.
- 6) Commissioner Murman’s Annual Job Fair took place on August 9th, 2019. It was a very successful event, well attended by job seekers and employers.
- 7) Mayor’s Workforce Development Taskforce – Was asked to be a part, along with Ginger Clark and Mike Ramsey of CSTB Board. Next meeting is scheduled for August 20, 2019. I will present Labor market data on job posting analytics, in demand industries and occupations, and demographic indicators to help the group pinpoint initiatives.
- 8) I was asked to speak at the EMSI national conference to discuss partnerships opportunities with Chamber and EDO’s related to tools like workforce insights, business engagement, and the successes already occurring in Hillsborough County with the partnerships.
- 9) US Conference of Mayors – WDC annual meeting in September. Policy Council will continue its work on WIOA re-authorizations, Perkins, and TANF re-authorizations.

Chair requested a heat map outlining the statistics of job seekers by zip code.

► Action Item #1: Approval of Training Vendor Manatee Technical College

(Refer to Page 9 of the August 15, 2019 Executive Committee Agenda Packet)

- A motion to Defer the Approval of Training Vendor Manatee Technical College and a request to contact the school district, and Hillsborough Community College, to see if these are two viable options to this contract – and call a Workforce Solutions committee meeting for a final recommendation.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Michael Ramsey
- There was no further discussion. The motion carried.

► Action Item #2: Regional Targeted Occupation List PY 19-20.

(Refer to Page 10 of the August 15, 2019 Executive Committee Agenda Packet)

The following were points of discussion:

- Discussion by Mike Ramsey - entry level positions for some individuals provide early learning and an educational pipeline which are building blocks out of poverty.
 - Work based learning requirements.
 - An automatic approval of the RTO doesn't mean we have an approved training vendor, being on the list doesn't equate to being able to enroll into occupational skills training.
- A motion to approve the Regional Targeted Occupation List PY 19-20
 - Motioned: Mike Ramsey
 - Seconded: Sophia West
 - There was no further discussion. The motion carried.

▶ **Action Item #3: Removal of Training Providers.**

(Refer to Page 13 of the August 15, 2019 Executive Committee Agenda Packet)

- A motion to approve the Removal of Training Providers as listed.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Michael Ramsey
- There was no further discussion. The motion carried.

▶ **Action Item #4: PY 2018-2019 Budget Modification No. 4**

(Refer to Page 14 of the August 15, 2019 Executive Committee Agenda Packet)

- A motion to approve the PY 2018-2019 Budget Modification No. 4.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Sophia West
- There was no further discussion. The motion carried.

▶ **Action Item #5: Adjusted Income Level Wage Rates for 2019**

(Refer to Page 17 of the August 15, 2019 Executive Committee Agenda Packet)

- A motion to approve the PY 18-19 established rate of \$14.63 per hour for Eligible Training Providers.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Michael Ramsey
- There was no further discussion. The motion carried.

▶ **New Action Item: CEO for more work-based Learning Programs so we can increase our average wage**

- A motion to approve the CEO for more work-based Learning Programs.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Michael Ramsey
- There was no further discussion. The motion carried.

- Sean Butler requested a report on the specific firms who are posting job orders for positions below the \$15.00 per hour. John Flanagan said we can have a report available at out the BOD Meeting in September.

Information Items

Information Item #1 Eligible Training Provider.

(Refer to Page 18 of the August 15, 2019 Executive Committee Agenda Packet)

Information Item #2 Expenditure Reports.

(Refer to Page 19 of the August 15, 2019 Executive Committee Agenda Packet)

Information Item #3 Indirect Cost Rate.

(Refer to Page 23 of the August 15, 2019 Executive Committee Agenda Packet)

Information Item #4 Comprehensive Compensation Analysis Training Provider.

(Refer to Page 24 of the August 15, 2019 Executive Committee Agenda Packet)

Information Item #5 Public Relations/Marketing Update.

(Refer to Page 25 of the June 27, 2019 Executive Committee Agenda Packet)

Director Tobin gave an overview of the 2019-2020 Marketing Campaign.

New Website-Marketing is working with Moore communication to fix some issues with the new website.

Hope to have the new website up and going soon.

Committee Reports

Finance Committee

- ☐ Sophia West ask the Chair to appoint additional committee members to the finance Committee.

Workforce Solutions Committee

The Workforce Solutions Committee meeting met on August 22, 2019. At the meeting, John Flanagan

- EMSI reporting analytics –
- Appoint new members
- You can add non-board members to recruit additional members
- Reviewed and discussed the final PY 18-19 Strategic Goals Update for Period of : July 1st, 2018 thru June 30th, 2019
- Business Services team changes were discussed with the shift to business engagement and attraction.
- EMSI, an economic modeling labor market analytics tool, overview was provided along with the various data analytic reports available. If anyone is interested in receiving custom reports they can contact Chad Kunerth, Director of MIS & Data Services or Jody Toner directly.

| |
|---|
| .Data Available from EMSI |
| Population Trends |
| Place of Work vs. Place of Residence |
| Top Companies |
| Educational Pipeline (# of Graduates by School) |
| Regional Comparison |
| Community Indicators (Income, Age, Poverty Commute Time, Remote Workers, Housing Veterans, Family Size, Marriage Count) |
| Company Talent Profile |
| Occupation Snapshots (Supply, Availability, High Ranking, Diversity, Unemployment, Legacy Occupations) |

- Discussed re-engineering of Professional Talent Tampa Bay and if you have any suggested guest speakers or topics please send information to Judy Dorcy.
- Summer Job Connection Update was provided – the CSTB team did an outstanding job with this initiative and they are planning the 2020 program with a goal to serve 1,500 youth.
- Next Workforce Solutions Committee meeting will be held on November 6, 2019 at 9 a.m.

By-Laws Ad Hoc Committee Update

The By-Laws Ad Hoc Committee Met on August 1, 2019. The committee continued to review the currently By-laws.

- Committee structure to condensing finance and Audit into one committee.
- Suggested combining Workforce Solutions and One Stop Committee Meetings.
- Standing Youth Committee.
- Standing Compensation sub-committee.
- The next meeting will be held on August 27, 2019.

Future Business

End of PY Staff Training - August 16, 2019.

Summer Job Connection Program End Celebration – August 30, 2019.

Business and Education Summit – February 28, 2020.

Adjournment

The meeting was adjourned at approximately 12:07 PM.

Minutes prepared by:

Tammy Stahlgren, Administrative Services Coordinator.