

# CareerSource Tampa Bay

## Minutes of Executive Committee Meeting

**Date:** October 17, 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 11:03 a.m. There was a quorum present with the following Executive Committee members participating:

### Members in Attendance

**In person:** Sean Butler, Commissioner Sandra Murman and Michael Ramsey,

**By phone:** Benjamin Hom and Randall King.

**Not in Attendance:** Roy Sweatman and Sophia West.

### Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Jody Toner, Chad Kunerth, Anna Munro, Christina Witt, Dan Schneckenburger, and Fabian Brathwaite.

### Board Counsel

Jennie Tarr and Katherine Bennett

### 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

### ▶ August 15, 2019 Executive Committee Meeting Minutes

- A motion to approve the minutes of August 15, 2019 Executive Committee Meeting.
  - Motioned: Commissioner Sandra Murman
  - Seconded: Michael Ramsey
- There was no 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)*

October is Manufacturing Month, see chairs report for highlights of the Sector in Hillsborough County.

### Board Counsel Report

Jennie Tarr and Katherine Benson were introduced as CSTB's new legal counsel. Jennie Tarr will be the primary counsel and attending the meetings. Katherine Benson will assist in projects as necessary.

### CEO Report

- 1) Mayors Workforce Development Council met on October 16, 2019. John Flanagan, Mike Ramsey, and Dr. Ginger Clark are members of this committee. Mr. Ramsey and Dr. Clark succeeded in making sure the committee doesn't recreate systems that are already in place by utilizing the public Workforce Systems. We believe there are great things to come in engaging new businesses and Job Seekers.
- 2) Summer Job Connection 2020 update- Jennifer Wilson was recently hired as the new Summer Job Connection Coordinator. Jennifer brings a lot of experience from CareerSource Central Florida, where she managed their Summer Youth Employment Program. Our goal for 2020 is to serve 1,500 youth.
- 3) Consultants Mike Lawrence and Roy Vanderford from Community Workforce Advancements will be discussing Strategic planning with CSTB. From an operational standpoint we need to drive the priorities of the Board and make sure those are good deliverables. We need to achieve these strategic priorities, by wisely choosing will who we interface with, and to focus on how we are spending our money.
- 4) Board Orientation for new members is scheduled for October 25, 2019. It is also open to any existing board member who would like to attend.
- 5) CSTB is currently working with Dr. Atwater and Dr. Clark, HCC. HCC is currently having some capacity issues in their welding program, so they will be entering into an agreement with CSTB to use our CPC facility.
- 6) Summer Job Connection End of Program Celebration will be held on Monday October 21, 2019 @ 6pm. The event will be held at the 9215 North Florida Avenue location.
- 7) Dress for Success has entered into a contract with Hillsborough County for \$25,000. To better integrate into the CareerSource systems, they will occupy about 900 square feet of space at the North Florida location. They will open up a career wardrobe boutique onsite and they will offer their Professional Development workshop series onsite.
- 8) Ernest Coney of CDC has confirmed that they will be moving their men's wardrobe to the North Florida location so that they can provide the same service as Dress for Success. CSTB is working with Mr. Coney of CDC, to see if they want to use the CPC facility for some construction training.
- 9) There are no additional updates from the FBI or DOL regarding the criminal investigation.
- 10) Mr. Flanagan had a meeting with Mike Schwartz, President and CEO of Advent Health-West Florida Division. We will be entering into a contract with them. They need help finding staff from the entry level positions up to the RN level.
- 11) Our new business model will allow us to meet with more businesses, and to increase our brand awareness in the community.

► **Action Item #1: Outsource of Services - RFP**

*(Refer to Page 13 of the October 17, 2019 Executive Committee Agenda Packet)*

**Highlights of the plan include the following:**

1. WIOA Adult and Dislocated Worker, Business Services, and Career Services will be competitively procured, with full implementation on July 1, 2020;
2. This will mean that approximately 60 CSTB staff will transition to selected vendor(s), effective July 1, 2020.
3. Within the published RFP's, CSTB will add language related "staff transition" for a period of 90 to 180 days to ensure seamless transition of services without interruption, and will allow for staff to maintain constant employment, without interruption;
4. It will require CSTB to file a WARN notice, given it will affect more than 50 people, will do that in the near future, likely within 60 days of the November 21 Board Meeting;
5. Contract will be awarded through a mix of Cost-reimbursement (80% of funds), and performance (20% of funds). This will allow CSTB to hold contractor's accountable for performance, ensuring that profits are only paid upon successfully meeting contract goals.
6. A competitive procurement will be announced once the full CSTB Board approves the plan.

- [A motion to approve outsourcing and to formally procure \(1\) One Stop Operator and Career Services as a bundled service \(2\) Adult and Dislocated Worker and \(3\) Business Services. Amended the motion to add Ad Hoc Selection committee to the process.](#)

- Motioned: Commissioner Sandra Murman
  - Seconded: Michael Ramsey
- There was no discussion. The motion carried.

► **Action Item #2: Youth STEM – Formal Procurement**

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

- A motion to approve the formal procurement of a Youth STEM program.
  - Motioned: Commissioner Sandra Murman
  - Seconded: Michael Ramsey
- The motion carried.

The following discussion ensued:

Recommend to add into the RFP that: “student will utilize resources from USF, the University of Tampa, or from other student volunteers in the same degree track.

**Information Items**

Information Item #1 Cyber Risk - Update by John Flanagan

*(Refer to Page 16 of the October 17, 2019 Executive Committee Agenda Packet)*

- Chair requested an update on the Board portal selection.

Information Item #2 Heat Map: Job Seekers and Employers – Update by Chad Kunerth

*(Refer to Page 17 of the October 17, 2019 Executive Committee Agenda Packet)*

It is required that we have one centralized location (North Florida), but as a board we need to make sure we are delivering services in the best and most efficient way. This data allows us to see the needs based on location and the ability to move toward providing services through a more mobile system.

- It was recommended to put this data on CSTB's website

Information Item #3 Job Order Analysis – Update by Chad Kunerth

*(Refer to Page 21 of the October 17, 2019 Executive Committee Agenda Packet)*

- It was recommended to break down the report by NAICS Codes (The North American Industry Classification System) or by SOC code (The Standard Occupational Classification)
- It was recommended to show graphs that display only companies that pay more than \$15 dollars an hour.
- Add a “time to fill” column for each industry code, Lead time.
- What is the average wage for each industry code?
- Create a report from Employ Florida that identifies the Job Postings which were assisted by CSTB, and differentiate those that were directly posted by the employer.

Additional information requested will be provided by our Director of MIS & Data Services.

Information Item #4 Eligible Training Provider – Update by Jody Toner

*(Refer to Page 24 of the October 17, 2019 Executive Committee Agenda Packet)*

This summary of eligible training provider WIOA ITA waivers was provided to the board. We will continue to provide this summary to the committee on a quarterly basis. There have been 3 new waivers approved, all three fell under the WIOA “out of school youth” program. This makes seven program waivers, making the YTD total just over \$10,000. No further discussion occurred.

Information Item #5 Strategic Plan –Update by Mike Lawrence and Roy Vanderford of CWA Consultants

*(Refer to Page 25 of the October 17, 2019 Executive Committee Agenda Packet)*

CWA Conducted surveys of staff, board members, and community members. Preliminary results were shared with the committee. I final report will be provided at a later date.

Information Item #6 Compensation and Benefit Study – Update by Mimi Tran  
(Refer to Page 27 of the October 17, 2019 Executive Committee Agenda Packet)

All employee surveys have been completed by Compensation Resources Inc. (CRI). Overall, the compensation study showed that our salaries are in line with comparable organizations and our benefits for employee coverage are competitive in the market. The Finance Committee will review benefit package options at their next meeting.

Information Item #7 Business Consortium and Business & Education Summit 2020 – Update by Juditte Dorcy  
(Refer to Page 28 of the October 17, 2019 Executive Committee Agenda Packet)

CSTB will be conducting four Industry Specific Consortiums over the next year. We just held a Manufacturing Consortium and it was a huge success, with 17 employers in attendance. We will be holding three more, featuring Health Care, IT, and Construction/Trades.

Vision 2020 will take place in February of 2020. We are currently working on sponsorships and guest speakers. There will be: 5 industry breakout sessions, and a CEO panel. Ron Painter will be the facilitator.

**Future Business**

Summer Job Connection Program End Celebration – October 21, 2019.

**Adjournment**

The meeting was adjourned at approximately 12:16 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.