

**CareerSource Tampa Bay  
Minutes of Workforce Solutions Committee Meeting**

**Date:** August 7, 2019.

**Location:** CareerSource Tampa Bay Office, 9215 N. Florida Ave., Ste. 101, Tampa, FL

**Call to Order:**

Michael Ramsey called the meeting to order at 9:02 a.m. There was a quorum present with the following Workforce Solutions Committee members participating.

**Members in attendance**

In person: Michael Ramsey, Robert Coppersmith and Benjamin Hom.

By phone: Michael Bach, Gail Fitzsimmons and Lindsey Kimball.

Michael Bach (via phone), Robert Coppersmith, Gail Fitzsimmons (via phone), Benjamin Hom, Lindsey Kimball (via phone) and Michael Ramsey.

**Members not in attendance**

Earl Rahnand and Yanina Rosario.

**Staff Present**

Jody Toner, Shelia Doyle, Doug Tobin, Anna Munro, Christina Witt, Dan Schneckenburger, Tammy Stahlgren, Melissa Carroll and Joe Vitale.

**County Liaison**

Kenneth Jones

**Others Present**

Brian Mann - HCC

**Public Comments**

There were none.

**The agenda items are listed in the order of discussion.**

- ▶ **Indicates Committee Action**  
□ **Indicated Action needed**

**Action/Discussion Items**

▶ **Action Item #1 - Approval of Minutes - May 10, 2019**

- **A motion to approve the minutes of the May 10, 2019 Workforce Solutions Committee Meeting**
  - **Motioned: Robert Coppersmith**
  - **Seconded: Michael Bach**
  -
- **There was no further discussion. The motion carried.**

▶ **Action Item #2 - Regional Targeted Occupations List PY 19-20 Revision.**

Director Anna Munro reviewed the action item and discussion ensued:

There was a robust conversation at the last Board of Directors meeting around what should be included and what should not be included on the TOL.. As the list was reviewed, Dr. Mann talked about the reasons for each occupation. Some are for pathways out of poverty and others are niche markets. There is reasoning behind all of these, most are typically meeting the needs of a small program.

Ms. Toner brought up that the RTO list for our region not only looks at educational opportunities, but it also drives our work-based learning program through on-the-job training and paid work experience opportunities. If we restrict this, we restrict our abilities to enhance the economic development of businesses in the community through those work-based learning placements. She also added this program year we are focused on work-based learning initiatives.

- **A motion to approve a hybrid 2019-20 Regional Demand Occupations for CSTB, comprised of the DEO 2019-20 Regional Demand Occupational List and the additional demand occupations. Staff recommends adding the HCSB and HCC Occupations to the Regions TOL.**
  - Motioned: Robert Coppersmith
  - Seconded: Benjamin Horn
- There was no further discussion. The motion carried.

► **Action Item #3 - Removal of Training Providers.**

Director Munro presented the action item. These two training providers are not meeting the requirements of CSTB, however Ms. Toner said that we do not have any concerns about the continuation of the occupational skills training of the students. The four active CSTB funded students can either continue or transfer to another CSTB approved training vendor if desired.

- **A motion to approve the removal of the Utica College, ATA Career Education, and Truck Driver Institute from the approved training provider list.**
  - Motioned: Michael Bach
  - Seconded: Robert Coppersmith
- There was no further discussion. The motion carried.

**Information Items**

Workforce Solutions Goals Updates for July 1, 2018 through June 30, 2019 presented by Jody Toner

Goal I: Provide Employers with a Skilled Workforce

- Objective 1: Provide workforce resources to employers.
  - 22 Job Orders
  - 3 EWT and IWT
  - 10 QRT and/or OJT

We are reengineering our design for the Professional Talent of Tampa Bay for PY 19-20. If you are interested in being a guest speaker, or know of anyone, please contact Jody Toner at [tonerj@careersourcetampabay.com](mailto:tonerj@careersourcetampabay.com).

- Objective 2: Identify training opportunities for targeted occupations. (Refer to page 11 of the August 8, 2019 Workforce Solutions Committee Meeting Agenda packet for specific breakdown in numbers.) No discussion occurred.
- Objective 3: Develop Labor Market Information (Refer to page 11 – 13 of the August 8 2019 Workforce Solutions Committee Meeting Agenda packet for specific breakdown in numbers.) No discussion occurred.

The chart below lists the other eight reports that we can generate out of EMSI. These reports are available to any board member or your organization. If you would like to see any of these detailed reports you can contact Chad Kunerth our Director of MIS and Data Services [kunerthc@careersourcetb.com](mailto:kunerthc@careersourcetb.com) or email Jody Toner [tonerj@careersourcetb.com](mailto:tonerj@careersourcetb.com).

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)

Dan Schneckeburger and the Business Services team will be using the Company Talent Profile report as a tool in their community outreach. This will aid the team as they start networking with our employers, which is a key goal of our current program year.

- Objective 4: Develop a Regional Targeted Occupations List:  
*(Refer to page 11 of the August 8 2019 Workforce Solutions Committee Meeting Agenda packet for specific breakdown in numbers)*

Goal II: Develop Effective Employer Based Workforce Programs.

- Objective 1: Increase participation in the On-the-Job Training (OJT) and Paid Work Experience (PWE) Programs.
  - PWE shifted back to a traditional model, where CSTB is the employer of record.
  - Business Services shifted to business engagement and attraction. Our new staffing structure which added Sector Strategists and Business Liaisons has been fully implemented.
  - CSTB's On-the-Job Training Policy, and Paid Work Experience Policy have been approved by the Board, and local procedures for staff were developed. We have created a new Work-Based-Learning Coordinator position to oversee the WIOA program coordination. Dan Schneckeburger's team will develop the contract. The new Work-Based Learning Coordinator and the team will handle any eligibility review, placement, and any finalization of the training plan. They will make sure we are using the skill gap analysis, and ensure we are meeting the DOL and DEO's requirements.
  - Dan Schneckeburger gave an update in the Business Services Department. The staffing structure with the Sector Strategist and Business Liaison has been fully implemented. Dan distributed the new Business Services Brochure that was designed by the marketing department. They are using this new brochure when outreaching to businesses. CSTB joined the two largest Hillsborough area Chambers of Commerce, the South Tampa Chamber and The Greater Tampa Chamber each asked for the new brochure to place in their new member packets. That will allow us to reach 300 businesses in a few months.
- Objective 2: Encourage Employer involvement in the Local Employed Training (EWT) and Incumbent Worker Training (IWT) programs.
  - EWT program has reached its' sunset and ceased. Our focus during PY 19-20 will be on the local Incumbent Worker Training Program which will be administered by the Business Services Department.
  - CSTB BOD policies for EWT and IWT were approved and local procedures for staff are being developed.
- Objective 3: Connect employers with the Florida Flex Program administered by CareerSource Florida.
- Objective 4: Encourage employer participation in the internship and apprenticeship programs.
  - 984 employers, 132 internships, 4133 interns registered, and have placed 0. We need to work on placement.

Goal III: Effectively Market and Brand Services and Programs.

- Develop innovative strategies and outreach materials to market various programs.
  - Website trending down this quarter from 17% to 15%, but we do anticipate that number increasing over the next year.
  - New CSTB website launching soon.
  - Redesigning our marketing materials.
  - Revamping social Media Platforms.
  - The Marketing plan was approved for next year and will be seeing a lot of marketing campaigns throughout the year to get our name out into the community. We are starting with Business Services Sector.

Workforce Development Consultant Update

*(Refer to page 18 of the August 7, 2019 Workforce Solutions Committee Agenda Packet)*

- One Stop tour has been pushed back to August 27, 2019.
- Board of County Commissioners meeting scheduled for August 7, 2019 has been postponed.

Training Program Updates

*(Refer to page 19 of the August 7, 2019 Workforce Solutions Committee Agenda Packet)*

CSTB requires training vendors to submit updated performance data and cost worksheets, to report changes within an approved training program.

Training Vendors Outcome Report

*(Refer to pages 21-23 of the August 7, 2019 Workforce Solutions Committee Agenda Packet)*

No additional discussion occurred.

Adjusted Income Level Wage Rates for 2019

*(Refer to page 19 of the August 7, 2019 Workforce Solutions committee Agenda Packet)*

The DEO MMR PY 19-20 for CSTB wage rate for placements is \$15.00 per hour (based on a family size of three). This represents a significant increase over the prior PY, which was \$14.63 per hour based on a family of three. See comparison chart to other LWDB's and STW DEO Rates

CareerSource Northeast Florida – Region 8	\$15.00
CareerSource Central Florida- Region 12	\$14.91
CareerSource Palm Beach County – Region 21	\$15.65
CareerSource Broward – Region 22	\$15.24
CareerSource South Florida – Region 23	\$15.18
CareerSource Southwest Florida – Region 24	\$15.33
STW DEO	\$14.90

After reviewing other LWDB's rates, CSTB is recommending keeping our rate at \$14.63.

Summer Job Connection

Summer Job connection program has ended. It was a huge success. All BOD members are invited to attend our Program End Celebration scheduled for August 30, 2019.

Performance Dashboard Report

Reviewed by Jody Toner in real time. See pg. 21 of the Workforce Solutions Committee Agenda packet. We are looking at new employee penetration. Our goal for this year is to increase to 752 new businesses, total businesses served will be 2,000. Another new goal that we are adding is Basic Career Services. We can now serve individuals walking into our career services programs that may need a little more individualized job placement assistance. They will be eligible under our WIOA guidelines, and receive individual career counseling. The goal for this initiative is 800.

**Reports – Industry Insights**

Education

Mr. Ramsey reported last week there was a meeting held to discuss the Business and Education Summit that CSTB is hosting in February 2020. Mike Ramsey, John Flanagan, and Dr. Mann met to make sure that HCC and Hillsborough schools are heavily involved in the Summit aligning our business partners that are supporting our programs with CSTB so we can all come together to create a hub where businesses have an opportunity to demonstrate or present what their needs are so we can show them what our programs are, so we can better align them with the needs.

### Economic Development

Lindsey Kimball gave a brief update reporting that they are seeing a lot of activity around logistics and last mile distribution, fueling construction of speculative warehouse operations. Financial services continues to be a very hot prospect area as is working with folks on redevelopment, especially in the North Airport Area.

### Other Industry Sectors

CSTB is adding three in-house recruiters to our groups in the area of Hospitality and Tourism. Aramark is looking to hire 300 workers, with their growth through new contracts with USF. Expecting more jobs as Super Bowl 2021 approaches. Hillsborough Public Schools has the largest collection of culinary training programs in the state of Florida.

### **Future Business**

Staff In-Service Training & Year End Awards Celebration –August 16, 2019. We will be closing our center for the first time, to be able to bring all of our staff together at once. Awards will be presented.

Ken Lawson DEO visit – August 2, 2019.

Business and Education Summit – February 28, 2019-Save the date.

### **Adjournment**

The meeting was adjourned at approximately 9:55 a.m.

Minutes submitted by Tammy Stahlgren – Administrative Services Coordinator.