

CareerSource Tampa Bay

Minutes of Executive Committee Meeting

Date: December 19, 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 11:01 a.m. There was a quorum present with the following Executive Committee members participating:

Members in Attendance

In Person: Sean Butler, Lindsey Kimball, Randall King, and Roy Sweatman.

Not in Attendance: Benjamin Hom, Commissioner Sandra Murman, and Sophia West.

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Jody Toner, Mimi Tran, , Anna Munro, Doug Tobin, Christina Witt, Dan Schneckeburger, Michelle Schultz, Chad Kunerth, Tammy Stahlgren, and Hector Huertas.

Board Counsel

Jennie Tarr

BOCC Liaison/Representative

Kenneth Jones
Danielle Moreda

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

▶ October 17, 2019 Executive Committee Meeting Minutes

- **A motion to approve the minutes of October 17, 2019 Executive Committee Meeting.**
 - **Motioned: Roy Sweatman**
 - **Seconded: Lindsey Kimball**
- **There was no discussion. The motion passed unanimously.**

Chairman's Report

(Refer to Page 6 of the December 19, 2019 Executive Committee Agenda Packet for the entire Chair Report)

Key Initiatives/ Events

- On December 18th, 2019, Requests for Proposals were officially released for the following:
 - Business Services
 - Career Services
 - WIOA Adult/Dislocated Worker Services
- The Full Board review and approval of successful responder or respondents will occur in time for the March Board meeting, leaving a 120+ day transition period.
- The 2020 Business and Education Summit on February 28, 2020/8:00 AM – 2:00 PM at the Tampa Marriott Waterside, has added the following participants:

- CEO panel –
 - Dave Pizzo – West Florida Market President – Florida Blue
 - Marie Chinicci - Everitt – Director – DTCC
 - John Couris – President and CEO – Tampa General Hospital
 - Mercedes Young – President and CEO – Vivid Consulting
 - Craig Richard – President and CEO – Tampa Bay EDC
- Keynote Address – Mayor Jane Castor
- Possible Keynote – Governor DeSantis
- Welcome Address – Commissioner Sandra Murman
- Economic Overview – Dr. Arniban Basu – President and CEO Sage Policy Group

Vision 2020 Business and Education Summit - Mr. Flanagan is pleased on the way this event is progressing, Commissioner Sandra Murman will be giving the opening remarks at the event.

Board Counsel Report

Jennie Tarr conducted training on preventing sexual harassment/discrimination/bullying in the workplace, attendance was mandatory for managers and supervisors.

CEO Report

RFP's were officially released 12-18, 2019. There will be a respondent's conference on January 7, 2020, and there will be a Q&A period.

- We will need to form an Ad Hoc Committee with members from the Executive, One-Stop and Workforce Solutions Committee.

Mr. Butler will have to appoint those committee members as an Ad hoc committee to review and make recommendations to the executive committee at the February Executive Committee meeting, and to bring their recommendation to the full board at the March 21st BOD meeting for approval. Once that's approved, on March 22nd contract negotiations will immediately begin with the successful bidders.

▶ Action Item #1: Public Records Request Policy

(Refer to Page 14 of the December 19, 2019 Executive Committee Agenda Packet)

- **A motion to approve the Public Records Request Policy**
 - **Motioned: Lindsey Kimball**
 - **Seconded: Randall King**
- **There was no discussion. The motion carried.**

▶ Action Item #2: Targeted Occupations List (TOL) and Regional Targeted Occupation List (RTOL) Policy

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

- **A motion to approve the Targeted Occupations List (TOL) and Regional Targeted Occupation List (RTOL) Policy**
 - **Motioned: Randall King**
 - **Seconded: Roy Sweatman**
- **There was no discussion. The motion carried.**

▶ Action Item #3: Apprenticeship Policy

(Refer to Page 23 of the December 19, 2019 Executive Committee Agenda Packet)

- **A motion to approve the Apprenticeship Policy**
 - **Motioned: Roy Sweatman**
 - **Seconded: Randall King**

- There was no discussion. The motion carried.

0▶ Action Item #4: Local Veteran Employment Representative (LVER) and Disabled Veteran Outreach Program (DVOP) Specialist Outreach Policy

(Refer to Page 29 of the December 19, 2019 Executive Committee Agenda Packet)

- **A motion to approve the Local Veteran Employment Representative (LVER) and Disabled Veteran Outreach Program (DVOP) Specialist Outreach Policy**
 - **Motioned: Lindsey Kimball**
 - **Seconded: Randall King**
- There was no discussion. The motion carried.

▶ Action Item #5: Salary Administration Policy

(Refer to Page 34 of the December 19, 2019 Executive Committee Agenda Packet)

A motion to approve the Salary Administration Policy

- **Motioned: Roy Sweatman**
- **Seconded: Lindsey Kimball**
- There was no discussion. The motion carried.

▶ Action Item #6 Virtual One Stop Services – Formal Procurement

(Refer to Page 37 of the December 19, 2019 Executive Committee Agenda Packet)

A motion to approve Virtual One Stop Services – Formal Procurement

- **Motioned: Lindsey Kimball**
- **Seconded: Randall King**
- There was no discussion. The motion carried.

Information Items

Information Item #1 WIOA Primary Indicators of Performance PY 19-20 Q1 July -Sept Update by Chad Kunerth

(Refer to Page 38 of the December 19, 2019 Executive Committee Agenda Packet)

We have met all 14 measures and exceeded in 11 of the measures.

Statewide performance – We have met 14 measures and exceeded in 13 of the measures.

Information Item #2 Eligible Training Provider - Waiver – Update by Jody Toner

(Refer to Page 44 of the December 19, 2019 Executive Committee Agenda Packet)

The board asked for an update on any WIOA ITA waivers made by the CEO or his designee. We have had 5 requests and approvals so far, with waivers totaling \$10,124. A year ago we had a total of 12 waivers totally \$20,000. Staff are watching this very closely and are doing a great job ensuring we are following the policy.

Information Item #3 Performance Dashboard – Update by Chad Kunerth

(Refer to Page 46 of the December 19, 2019 Executive Committee Agenda Packet)

We added a new metric for New Employers Served, the new measure is the “Individualized Career Services” served, abbreviated ICS on the dashboard. This number can be found on the charts below the New Employers Served gauge. This measure was started December 2019. Wages are still holding strong for people exiting our program. The adult average wage \$19.71, DW average wage \$28.72 and the youth wage at \$14.33, are all relatively high wages.

Item #4 Summer Job Connection – Update by Jody Toner

(Refer to Page 47 of the December 19, 2019 Executive Committee Agenda Packet)

Key Program dates can be found in the Agenda packet. We do not anticipate any problems hitting our new goal of serving 1,500 youth. We will have four unique summits by geographic area. We did some targeted goals for recruitment and enrollment by geographical area to make sure we're serving satellite communities and central Tampa. We will serve youth from the ages 16-24. We anticipating shutting down the application process in 30 days. Jennifer Wilson is the new Summer Job Connection Coordinator.

Information Item #5 R15 DEO Quality Assurance Report Program Years 2017-18 & 2018-19 – Update by Jody Toner

(Refer to Page 48 of the December 19, 2019 Executive Committee Agenda Packet)

We submitted our corrective action to DEO on 12-17, 2019. It was an 81 page document that had a large amount of supporting documentation reflective of our diligence.

Information Item #6 Employee Handbook Updates – Update by Mimi Tran

(Refer to Page 54 of the December 19, 2019 Executive Committee Agenda Packet)

A few changes have been made to the CareerSource Tampa Bay handbook. We added Core Values, Dress Code, Violence in the Workplace, and made changes to the Resignation from Employment, and Calendar Year End PTO payouts.

Information Item #7 Job Orders Analysis Follow-up – Update by Chad Kunerth

(Refer to Page 56 of the December 19, 2019 Executive Committee Agenda Packet)

The chart on page 56 provides the data requested by the board.

- The Committee requested pulling “Staff assisted job orders,” in addition to “not assisted job orders.”

Future Business

All Day Staff Training –Centers Close 12-20-19.

The department of economic opportunity and CSF released guidance on our four-year local plans. Over the next a couple of weeks we'll be hearing from our consultant, Community Workforce Advancements. The plan is to have board approval in enough time to get it on the BOCC agenda, for a meeting that takes place before February 16th. That would allow for a 30-day open comment period. DEO and CSF were a little bit late and getting that guidance out this year, so we are going to be working swiftly. This will most likely require a special board meeting for a full board vote, in order to get it to the county in time to turnaround to put on the Board Agenda to make sure that we're in compliance.

Committee Reports

Ad Hoc By-Laws Committee - Update given by Roy Sweatman.

The committee has met 5 times since May 2019, the most recent meeting was December 13, 2019 to review the By-Laws draft, which has gone through county administration and received final feedback. Depending on the timing and feedback the subcommittee receives, we anticipate being in a position to provide final recommendation for a full board approval in January.

- Jennie Tarr will review the By-Laws for CSTB.

Adjournment

The meeting was adjourned at approximately 12:07 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.