

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

**Date:** January 16, 2020  
**Location:** 9215 North Florida, Suite 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 Board Members participating.

**Board Members in attendance**

**In Person**

Tom Aderhold, Leerone Benjamin, Michael Bach, Sean Butler, Dr. Ginger Clark, Robert Coppersmith, Constance Daniels, Elizabeth Gutierrez, John Howell, Steve Morey, Commissioner Sandra Murman, Don Noble, Yanina Rosario, Roy Sweatman, and Sophia West.

**Via Phone**

Rick Bennett, Stephanie Brown-Gilmore, Richard Cranker, Lindsey Kimball, Nancy Brown (representative for Mireya Hernandez), and Jasiel Legon.

**Board Members not in attendance**

Michelle Calhoun, Benjamin Hom, Randall King, Paul Orvosh, Earl Rahn, and Susan Skiratko.

**Staff Present**

John Flanagan, Juditte Dorcy, Jody Toner, Mimi Tran, Anna Munro, Christina Witt, Doug Tobin, Dan Schneckenburger, Chad Kunerth, Michelle Schultz, Jennifer Wilson, Tammy Stahlgren, Sheldyn Joseph, and Hector Huertas.

**Board Counsel**

Jennie Tarr

**BOCC Liaison**

Kenneth Jones

**Other Present**

Dan McGrew  
Danielle Moreda

The items are listed in the order of discussion.

- ▶ Indicates Board Action
- Indicates Action Needed

**Welcome and Roll Call**

Chair Sean Butler welcomed and thanked the board members for participating.

**Public Comments**

There were none.

**Consent Agenda**

▶ Consent Agenda

*(Refer to Page 3-28 of the January 16, 2020 Board of Directors Agenda Packet)*

1. Approval of November 21, 2019 Board of Director Minutes.
2. Virtual One Stop Services-Formal Procurement.
3. Policies:
  - a. Public Records Request Policy.
  - b. Targeted Occupations List (TOL) & Regional Targeted Occupation List (RTOL) Policy.
  - c. Apprenticeship Policy.

- d. Local Veteran Employment Representative (LVER) and Disabled Veteran Outreach Program (DVOP) Specialist Outreach Policy.
- e. Salary Administration Policy.
- **A motion to approve all items under the Consent Agenda**
  - **Motioned: Commissioner Sandra Murman**
  - **Seconded: Yanina Rosario**
- **The motion carried. There was no discussion.**

### **Chair's Report**

*(Refer to Page 30 of the January 16, 2020 Board of Directors Agenda Packet)*

#### Key Regional Workforce / Demographic Indicators

In November 2019 the unemployment rate in Hillsborough County was 2.7 percent. This rate was 0.4 percentage point lower than the region's previous year rate of 3.1 percent.

#### Vision 2020 Business and Education Summit

The Summit will take place on February 28, 2020 at the Tampa Marriott Waterside. Speakers for the event are Sandra Murman, Hillsborough County Commissioner; Jane Castor, Mayor of Tampa; and Ron Painter, CEO of National Association of Workforce Boards. Mr. Painter will moderate a CEO panel. Confirmed panel guests include:

Marie Chinicci-Everitt, Director of DTCC  
 John Coursin, CEO of Tampa General Hospital  
 Dave Pizzo, President of Florida Blue West Marke  
 Craig Richard, CEO Tampa Bay Economic Development Partnership  
 Mercedes Young, CEO of Vivid Consulting  
 Kevin Carr, CEO Florida Makes  
 Mark Sharpe, Executive Director of Tampa Innovation Partnership  
 John Flanagan, CEO CareerSource Tampa Bay.

The panel will discuss the talent needs of our region, both present and future. Attention will be given to the specific needs of designated "high importance" sectors. We are also inviting Anriban Basu, a nationally renowned economist, who will present a regional and national economic forecast. There will be robust discussions and break-out sessions led by subject matter experts, for each of our priority industry sectors. Sponsorship materials and information have been circulated. CSTB Board members are welcome to attend and participate in the event.

#### Sponsors:

Southern Manufacturing Technologies – Bronze Sponsor \$1,000  
 Tampa Bay Economic Development – Silver Sponsor \$2,500  
 Saputo – Silver Sponsor \$2,500  
 HCA West Florida – Silver Sponsor \$2,500  
 Eckert Connects – Silver Sponsor \$2,500  
 Running Total: \$11,000 (as of 1/13/2020)

### **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 Update- RFP's for the: Adult Dislocated Worker Grant; the Business Services Program; and Career Services; are out for bids. We had a very active bidders conference with eleven agencies having submitted official letters of interest. We're expecting robust competition.

- CSTB conducted an all-day staff training and a Town Hall meeting on December 20, 2019. We were able to talk about the RFP process. It was a chance for the CEO to get together with the entire team to answer any questions they had related to current structure and how it is going to change. After the Townhall meeting, we trained everyone on new the new policies and procedures.
- On January 10, 2020 I was featured on the Morning Blend (a.m. ABC tv segment) about the Summer Job Connection program; we received some great press. I certainly did my part to thank Hillsborough County Schools and gave a plug to the County, in particular Commissioner Murman, for her support with this program. We have already received 300-400 applications within a couple weeks of launch, so that's really good news.
- On January 14, 2020 I attended "Breakfast with the Mayor." I was able to hear some of Mayor Castor's comments. The Mayor is a tremendous ally of ours. We are really looking forward to working with the city and adding them as a partner, just as we work with Hillsborough County.

#### Upcoming Conferences

- Mayors Conference January 21, 2020. The exciting thing is that myself and a couple other local Board Directors, along with others from across the country will get to meet with Florida State Rep. Virginia Fox (one of the FL Senate and House authors of the 2014 WIOA overhaul Bill) to talk about the reauthorization of WIOA.
- Economic Mobility & Resilience Roundtable February 11, 2020, at the Federal Reserve of Atlanta. I've been invited to talk about reauthorization, best practices and workforce development for the Southeast Region.
- NAWB Conference March 21-24, 2020. We will have some staff and a couple board members attend, so we can interface and draw on the experiences from some other Workforce folks from across the country.

#### **Action/Discussion Items**

▶ Action Item #1: Public Access Policy  
(Refer to Page 36 of the January 16, 2020 Board of Directors Agenda Packet)

- **A motion to approve the CSTB Public Access Policy**
  - **Motioned: John Howell**
  - **Seconded: Commissioner Sandra Murman**
- **The motion carried.**

The following discussion ensued.

There was a discussion about distinguishing between private space and common areas. This is an important issue, and training our staff is important so that staff are appropriately trained on how to handle many situations which could arise. There is a formal reporting process in place to handle disruptive behaviors. We document all incident reports, and call the local police department as needed. We have full-time security officers here at N. Florida and we have that coverage at the other locations too.

- **Code of Conduct is posted at the facilities and it was recommended to add one or two statements about public access policy.**
- **It was recommended that Jennie Tarr review the Disruptive Behavior policy.**
- **Before our meetings start, we should read a statement about the protocol that is going to be followed at our meetings.**

▶ Action Item #2: SNAP Policy  
(Refer to Page 39 of the January 16, 2020 Board of Directors Agenda Packet)

- **A Motion to approve the SNAP Policy**
  - **Motioned: Commissioner Sandra Murman**
  - **Seconded: Don Noble**
- **The motion carried. There was no discussion.**

▶ Action Item #3: CSTB Revised Eligible Training Provider Policy  
(Refer to Page 45 of the January 16, 2020 Board of Directors Agenda Packet)

- **A Motion to approve the CSTB Revised Eligible Training Provider Policy**
  - **Motioned: Dr. Ginger Clark**
  - **Seconded: Michael Bach**
- **The motion carried. There was no discussion**

▶ Action Item #4: Summer Job Connection (SJC) - Onboarding and Payroll  
(Refer to Page 55 of the January 16, 2020 Board of Directors Agenda Packet)

- **A Motion to approve CSTB to solicit a third party to onboard and perform the payroll functions for the SJC participants.**
  - **Motioned: Don Noble**
  - **Seconded: Sophia West**
- **The motion carried. There was no discussion.**

### **Information Items**

Information Item #1 WIOA Primary Indicators of Performance: PY 19-20 Q1 July-Sept. - update given by Chad Kunerth. (Refer to Page 56 of the January 16, 2020 Board of Directors Agenda Packet)

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

- **It was recommended to pull data from the same quarter from the previous year. This will give us an accurate look at how we did from the previous year.**
- **It was recommended to pull data to compare placement to the state.**

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

Information Item #2 Performance Dashboard Report 1.6.2020 - update given by Chad Kunerth  
(Refer to Page 62 of the January 16, 2020 Board of Directors Agenda Packet)

There is a new measure which is the “Individualized Career Services” served, abbreviated ICS on the dashboard. This number can be found on the charts below the new employers gauge. This measure was started December 2019.

- **It was recommended to pull adjusted average payrate numbers for staff assisted vs. not assisted. Exclude data from the Seasonal Migrant Farmers, as the wage for this occupation is low and would skew the numbers lower.**

Information Item #3 Summer Job Connection (SJC) 2020 update given by Jody Toner  
(Refer to Page 63 of the January 16, 2020 Board of Directors Agenda Packet)

2020 Goal is to serve 1,500 youth & targeting 300 businesses.

As of January 16, 2020, 343 youth applications were received, and 36 employer applications were received. 593 positions are available at these companies. We expect no problem in meeting our goal of serving 1,500 youths.

Information Item #4 Wagner Peyser Demographics - update given by Jody Toner  
(Refer to Pages 64-65 of the January 16, 2020 Board of Directors Agenda Packet)

This report is updated on a biannual basis. The Wagner-Peyser Act provides universal access of employment services to both the job seeker and employers. These metrics will be posted on our website.

Information Item #5 Employee Handbook Changes - update given by Mimi Tran  
(Refer to Pages 66-67 of the January 16, 2020 Board of Directors Agenda Packet)

Core Values, Dress Code Policy, and Violence in the Workplace, have been added to the Employee Handbook.

### **Committee Reports**

Ad Hoc By-Laws Committee Report given by Michael Bach

The committee has met 6 times since May 2019. Our most recent session was this morning and we reviewed the near final draft. We also got input from board council to make sure that the language is consistent, and there are a few amendments remaining. We're nearly finished and we believe we'll have a final draft for board consideration soon.

### **Future Business**

CSTB's 4-year Local Workforce Services Plan expires at the end of June, so we are in process of creating a new one. We have been working with our consultant, Community Workforce Advancements. We are hoping to have the plan done soon. This will require a Special Board Meeting to approve the plan.

*{John Flanagan and CSTB staff were asked to leave the room with the exceptions of Tammy Stahlgren and Hector Huertas, to facilitate recording the Minutes.}*

Information Item #6 CEO Performance Evaluation  
(Refer to Pages 68-74 of the January 16, 2020 Board of Directors Agenda Packet)

Sean Butler completed the CEO Performance Evaluation and met with John Flanagan to review it. The Board members had a chance to review the evaluation in advance, it was also placed in the Board of Directors Agenda Packet for January 16, 2020.

The 360 Evaluation tool for Senior Leadership used in this Performance Evaluation used a 1(lowest) to 5(highest) rating scale. Mr. Flanagan received: 22 – 5's = Outstanding; 14 – 4's = Exceeds Standard; and 2 – 3's = Meets Standard. Mr. Bach recommended a discussion of any items scored below a 4. Chair Sean Butler rated John at a level of 3 in two areas:

- 1) Maintains a balance between "people" issues and "business"
- 2) Recognizes and rewards team-supportive actions and behaviors

The consensus from Board members who spoke up voiced their high praises of Mr. Flanagan and the feeling that he has excelled in his actions since arriving last January. Everyone recognizes John's plate is very full and compliments given included: getting CSTB miles down the road; receptive, responsive, and timely; running at 200 miles per hour.

Mr. Flanagan is a supporter of creating a 5-Year Strategic Plan, the Board wants one created as well, and they discussed options to offer support in John's effort.

The Board members were all very happy with Mr. Flanagan's performance and would like to reward him.

A Motion to:

- Accept the Performance review as is.
- We consider an adjustment for John that is appropriate to the market, and we tell him that.
- Communicate that we'll consider all of the factors over the next 2 months.
- Arrive at a suitable adjustment to be voted upon at the next Board meeting.
  - Motioned: Don Noble
  - Seconded: Leerone Benjamin
- Added to the motion: The Committee is giving Mr. Flanagan a 100% vote of confidence for the job he has done.
- The motion passed unanimously.
- Inform Mr. Flanagan that we are evaluating all the compensation options.
- Deadline to bring recommendation to the Board is the next board meeting, March 19, 2020.
- Employment agreement review.
- Strategic Plan - we have to support him in getting a strategic plan completed.

### **Adjournment**

The meeting was adjourned at approximately 12:37 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.