

CareerSource Tampa Bay

Minutes of Executive Committee Meeting

Date: March 3, 2020
Location: Career Source Tampa Bay, 4902 Eisenhower Blvd., Ste. 250, Tampa, FL 33634

Call to Order

Chair Sean Butler called the meeting to order at 12:40 p.m. There was a quorum present with the following Executive Committee members participating:

- In Mr. Butler's opening remarks, he suggested that we go to the CDC website and create a policy/ procedure following CDC recommended best practices, as a preventative measure to reduce risks of spreading the coronavirus at our centers.

Members in Attendance

In Person: Sean Butler, Benjamin Hom, Lindsey Kimball, Commissioner Sandra Murman and Sophia West.

Via phone: Randall King

Not in Attendance: Roy Sweatman

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Jody Toner (via phone), Anna Munro, Doug Tobin, Christina Witt, Dan Schneckenburger, Chad Kunerth, Jennifer Wilson (via phone), Tammy Stahlgren, and Hector Huertas.

Board Counsel

Jennie Tarr

BOCC Liaison/Representative

Kenneth Jones

Guest

Community Workforce Advancement

- Sharon Perry
- Roy Vanderford

DB Grant Associates

- Doug Cotter, President
- Marlena Sessions, Senior Vice President

Eckerd Youth Alternatives, Inc., d/b/a Eckerd Connects

- Jonathan Zeigler, VP Operations, Workforce Development
- Ellyn Evans, VP Finance
- Ryan Salzer, Senior Director, Program Development & Strategy
- Randall Luecke, CFO

Educational Data Systems, Inc.

- Roe Falcone, Regional Director of Operations
- Andre' Hardy, Program Manager

Kaiser Group, Inc. Dynamic Workforce Solutions

- Paul Dunn, CEO
- Terri Leisten, President
- Dan McGrew, Regional Director

The items are listed in the order of discussion.

▶ Indicates Committee Action

□ Indicates Action Needed

Public Comments

There were none.

▶ Approval of Minutes

▶ December 19, 2019 Executive Committee Meeting Minutes

- A motion to approve the minutes of December 19, 2020 Executive Committee Meeting.
 - Motioned: Sophia West
 - Seconded: Ben Hom
- There was no discussion. The motion carried.

Chairman's Report

(Refer to Page 6 of the March 3, 2020 Executive Committee Agenda Packet for the entire Chair Report)

Key Initiatives/ Events

- CareerSource Tampa Bay is pleased to announce our upcoming 2020 Spring Career Fairs and would like to invite your business to participate as one of our showcase sponsors. The mission of these events is to support and assist employers in our community with their recruitment efforts in the most efficient and cost-effective manner as possible.
 - Professional Mixer Event
Thursday, April 30, 2020 from 5:00 p.m. to 7:00 p.m.
TPepin Hospitality Centre - 4121 N 50th St., Tampa, FL 33610
Professional Mixer contact: Kathy Holmes
P: (813) 397-2069 E: holmesk@careersourcetb.com
 - General Job Fair
Thursday, May 14, 2020 from 10:00 a.m. – 1:00 p.m.
Tampa Center Location: 9215 N. Florida Ave., Suite 101, Tampa, FL 33612
General Job Fair contact: Astrid Mosterd
P: (813) 397-2090 E: mosterda@careersourcetb.com

Board Counsel Report

Jennie Tarr has recently been assisting the Ad Hoc By-Laws committee with Michael Bach and Ken Jones. The committee has done an excellent job in updating your By-Laws from the 2016 current version of what you're operating on, they've been greatly improved.

Upcoming projects that Ms. Tarr will be assisting CSTB with include the amendment to the Director's contract and compensation structure to be consistent with the new provisions that are contained in the By-Laws.

CEO Report

Updates

- Vision 2020 Business and Education Summit. Mr. Flanagan thanked the CSTB planning committee for organizing such a great event.

Attended

- Mayors Conference, January 21, 2020. Mr. Flanagan was appointed to the board of trustees for the Mayor's Workforce Development Council.
- IEDC Leadership Summit, February 9-11, 2020. Mr. Flanagan was able to speak with MSI, Strada Education, and Johnson & Johnson on the changing future of the workforce.
- State Board and Related Meetings, February 18- 20, 2020. –The Tallahassee meetings focused on proposed new legislation that is going through committee now.

Upcoming Conferences

- NAWB Conference, March 21-24, 2020
- WDC Board Meeting, in Spokane, WA
- NAWDP Conference, May 4-6, 2020
- Opportunity (Youth) Summit, for the San Diego Workforce Partnership. Mr. Flanagan was asked to attend and talk about our Summer Job Connection program and particularly our blended funding model. We're getting a lot of interest in our program from around the country. Mr. Flanagan currently has not confirmed his availability to attend this summit.
- We are working with Wheels of Success; they're still talking about renting space in our North Florida location.
- Office Space - Sheila Doyle and Mr. Flanagan met with Michael Griffin, Senior Vice President of Savills. We are looking at options for our administrative offices to downsize because we don't need all of the space we currently have. We are looking at reducing our footprint to about 5000-6000, square feet, that could potentially save us about \$40,000 a year just on our admin office lease expense. This lease expires on June 30, 2021.

We are also looking for a new location for our Brandon office, we are considering possibly downsize that location as well.

Our lease for CPC space expires next year and we're not going to renew it. We are currently working on a sub-lease agreement with Hillsborough Community College for CDC. HCC needs to increase their welding capacity and we have an 18 bay welding training center that they're going to use. HCC and CDC will use our build out space for some of their construction and trades for the apprenticeship program. The goal is to move some of those costs off our books until that lease expires.

We're going to start looking at some other areas in East Tampa where we may want to put a satellite office. Partnering with community agencies may allow us to be a little more flexible in how we deliver services.

► **Action Item #1: Approval of the Draft By-Laws**

(Refer to Page 12 of the March 3, 2020 Executive Committee Agenda Packet)

Mr. Bach chair of the Ad Hoc By-Laws committee gave an overview of the process that the committee used to create the new revised draft By-Laws. **The Committee took into consideration factors affecting Board and committee active participation. This included the number of Board/Committee meetings, the frequency of the meetings, and number of committees served on by members. The combination of these factors might lead to Board/ Committee fatigue, which affects quorum percentages.**

- A motion to approve and recommend the Draft By-Laws to the CSTB Board of Directors for their review and vote.
 - Motioned: Michael Bach
 - Seconded: Lindsey Kimball
- . **The motion carried.**

► **Action Item #2: RFP 20-0225 STEM Services - Provider Selection**

(Refer to Page 32 of the March 3, 2020 Executive Committee Agenda Packet)

- **A motion to approve entering into contract negotiations with Hillsborough County Public Schools.**
 - **Motioned: Commissioner Sandra Murman**
 - **Seconded: Sophia West**
- **There was no discussion. The motion carried.**

► **Action Item #3: RFP 20-0195 Workforce Services - Provider Selection**

(Refer to Page 33 of the March 3, 2020 Executive Committee Agenda Packet)

Sharon Parry and Roy Vanderford of CWA Consultants provided a 10-minute overview of the RFP Provider Selection process. The proposals have already been reviewed and evaluated by an independent consultant. The top four (4) respondents attended today's meeting to provide the Executive Committee a presentation of the service component(s) for which they have submitted a proposal, followed by a question and answer period.

- DB Grant Associates, Inc.
- Eckard Youth Alternatives, Inc., dba-Eckard Connects
- Educational Data Systems, Inc., dba-EDSI
- Kaiser Group, Inc., dba-Dynamic Workforce Solutions

Discussion ensued:

Following the presentations, each committee member was asked for their thoughts about the providers. The consultants had not advised with specificity about the process and procedures for this oral interview portion and the selection process and the committee members were unclear about the processes

After discussion regarding the need for uniformity in the process and procedures for selection, Jennie Tarr, legal counsel, advised that moving forward today could result in a challenge to the award and that a vote should not take place today, pending further review. Additionally, there was discussion that a process for conducting the oral interview portion and the selection process should be established.

The Chair tabled this Action Item.

John Flanagan recommended that this committee reconvene as soon as possible. Mr. Flanagan suggested that we cannot wait to make a decision until the end of May due to the transition timeline to implement services on July 1st.

Information Items- The committee had a chance to review Information Items #1 – #7 prior to the meeting. Due to time constraints the information items were not reviewed individually but the chair asked if there were any questions or concerns. The chair added Information Item #8

Information Item #1 WIOA Primary Indicators of Performance PY 19-20: QTR2

(Refer to Page 34 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item #2 Job Order Analysis

(Refer to Page 36 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item #3 Continuous Improvement Performance Initiative PY 19-20: QTR1

(Refer to Page 37 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item #4 Performance Dashboard

(Refer to Page 39 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item #5 Summer Job Connection

(Refer to Page 40 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item #6 R15 DEO Quality Assurance Report, Program Years 2017-18 & 2018-19

(Refer to Page 41 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item #7 Internal Performance Dashboard

(Refer to Page 47 of the March 3, 2020 Executive Committee Agenda Packet)

Information Item ##8 Ad Hoc Committee

Mr. Butler added this Information Item. He asked volunteers to form an Ad-hoc Committee to review the CEO compensation structure and make a recommendation. The following committee members were assigned: Ben Hom, Sophia West, and Michael Bach.(Chair)Sean Butler will participate but not as a committee member. Ken Jones and Jennie Tarr were also assigned.

- **Schedule a meeting ASAP**

Future Business

Training Vendor Fair

Committee Reports

Audit Committee Meeting update given by Sophia West

Audit Committee met on March 3, 2020. The committee reviewed and approved the annual financial statement for the fiscal year to 2019. The full report coming will be presented the full Board of Directors meeting for final approval.

One Stop Committee Meeting

No update given.

Adjournment

The meeting was adjourned at approximately 3:38 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.