

CareerSource Tampa Bay

Minutes of Executive Committee Meeting

Date: April 16, 2020
Location: ZOOM Meeting

Call to Order

Chair Sean Butler called the meeting to order at 11:06 a.m. There was a quorum present with the following Executive Committee members participating:

Members in Attendance Via Zoom

Sean Butler, Benjamin Hom, Lindsey Kimball, Randall King, Commissioner Sandra Murman and Roy Sweatman.

Not in Attendance

Sophia West.

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Jody Toner, Anna Munro, Doug Tobin, Mimi Tran, Christina Witt, Dan Schneckenburger, Chad Kunerth, Fadhail Ibraheem, and Tammy Stahlgren.

Board Counsel

Jennie Tarr.

BOCC Liaison/Representative

Kenneth Jones.

The items are listed in the order of discussion.

▶ **Indicates Committee Action**

□ **Indicates Action Needed**

Public Comments

- There were none.

▶ Approval of Minutes

▶ March 3, 2020 Executive Committee Meeting Minutes

- **A motion to approve the minutes of March 3, 2020 Executive Committee Meeting.**
 - **Motioned: Ben Hom**
 - **Seconded: Roy Sweatman**
- **There was no discussion. The motion carried.**

Chairman's Report

(Refer to Page 7 of the April 16, 2020 Executive Committee Agenda Packet for the entire Chair Report)

Last week we saw more than 220,000 new claims entered into the Florida CONNECT system (unemployment system). In region 15 (Hillsborough County), that equated to an estimated 10,000 Reemployment Assistance (RA) claims in the Unemployment Compensation (UC) system, with more than 10,083 new registrants in Employ Florida. These are both record numbers for the county and the state, for weekly claims increases. We anticipate that number to increase for the upcoming report, as dislocations and furloughs are becoming more common.

With the passing of the CARES Act, there are relief measures in place to assist in layoff aversion for the business community, especially the small business community. Please see the link below for comprehensive information on the CARES Act:

<https://www.workforce.com/news/cares-act-offers-tax-workforce-relief-for-businesses-and-employees>.

There was a discussion about opening centers to assist with UC Claim Applications. This is currently not possible due to DEO having not opened the building to customers.

- **Recommendation to send a letter to DEO requesting building access for customers.**

Board Counsel Report

Jennie Tarr gave a brief update on projects she has been assisting with.

CEO Report

Updates

- Telework update- CSTB is working remotely 100% and have had very limited issues with equipment. We have expanded call center hours to mirror DEO's. We will evaluate the numbers to determine the need to continue the 2nd shift and weekend hours.
- Virtual Plan update.
- 4/8/2020 Town Hall Meeting with CSTB staff.
- 4/13/2020 Implemented Contact Center extended hours of operation, six days a week and staffing a 2nd shift.
- 4/1/-2020 Released Podcast on "How to File Unemployment or Reemployment Benefits," featuring CEO John Flanagan, COO Juditte Dorcy, and Commissioner Murman.
- BOCC approved Local Plan 4/15/2020.
- 4/1/2020 Hired new Director of Youth - Fadhail Ibraheem.

Upcoming

- DEO Annual Programmatic Monitoring visit has been rescheduled for the week of 5/4-5/8/2020.
- 5/7/2020 Tampa Bay Chamber: Panelist -We are putting together a webinar focused on resources for employees who have been economically impacted by COVID-19.

Upcoming Conference

- United States Conference of Mayors scheduled for June 2020.
- NAWB Conference Rescheduled June 28th- July 1st.

► Action Item #1: WIOA Youth 5% Exception & 5% Limitation Policy (Refer to Page 9 of the April 16, 2020 Executive Committee Agenda Packet)

- **A motion to approve the WIOA 5% Exception and 5% Limitation Policy**
 - **Motioned: Commissioner Sandra Murman**
 - **Seconded: Lindsey Kimball**
- **The motion carried.**

Information Items

Information Item #1 Covid-19 Key Metrics Report – Update given by Chad Kunerth (Refer to Page 13 of the April 16, 2020 Executive Committee Agenda Packet)

Comparing the weeks 3/29-4/4 to 3/22-3/28

- 414% increase in New SNAP Cases
- 72% increase in Calls Received by Staff
- 91% increase in Website Inquiries
- 60% increase in New WT Cases

Information Item #2 Performance Dashboard – Update given by Chad Kunerth (Refer to Page 14 of the April 16, 2020 Executive Committee Agenda Packet)

No discussion

Information Item #3 R15 DEO Quality Assurance Report, Program Years 2017-18 & 2018-19 - Update given by Jody Toner

(Refer to Page 15 of the April 15, 2020 Executive Committee Agenda Packet)

CSTB CAP was submitted on 12/17/19. DEO reviewed the CAP and requested additional information including a review of all open cases for WT, all active WP participants, and all open Job Orders. A call with DEO on 1/27/20, resulted in a revised review of this request to include a substantial review with a documented plan on corrected issues. The additional information requested was provided on 2/4/20.

DEO requested another revised CAP addressing additional information on Finding #15.18 -WP Job Order Placements and Obtained Employments and Finding #15.19 Job Order Requirements. This was submitted to DEO on 4/7/2020 and we are awaiting their response.

Additionally, DEO is scheduled to conduct our PY 19-20 onsite programmatic monitoring review during the week of 5/4/2020. Due to the impacts of COVID-19 in our region, we've requested to reschedule the upcoming DEO Annual Programmatic Monitoring visit

Information Item #4 Summer Job Connections – Update given by Jody Toner

(Refer to Page 21 of the April 16, 2020 Executive Committee Agenda Packet)

3/31/2020 – We hit capacity, so the 2020 SJC Youth Applications have officially closed. We are presently still accepting applications for Hillsborough County businesses. We are surveying SJC Employers that have already applied, to gauge their interest and ability to participate in the program. We have received a 50% response from those companies, with 97% still interested in participating. We are exploring options with the SJC Leadership Team to re-evaluate our model, considering moving from a traditional PWE to a Career Exploration model.

Information Item #5 Public Relations and Marketing – Update given by Doug Tobin

(Refer to Page 22 of the April 16, 2020 Executive Committee Agenda Packet)

The Marketing department has been busy printing unemployment applications, updating Hot Jobs on the CSTB Website, media calls, and updating the CSTB COVID 19 Job Resource Tool Kit.

Future Business

- No update given.

Committee Reports

- No update given.

Adjournment

- The meeting was adjourned at approximately 12:17 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.