

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

Date: July 16, 2020
Location: Zoom Meeting

Call to Order

Chair Ben Hom called the meeting to order at 11:05 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance via zoom conference

Tom Aderhold, Ruthann Atchley, Michael Bach, Leerone Benjamin, Warren “Scott” Brooks, Stephanie Brown-Gilmore, Sean Butler, Conchita Canty-Jones, Andrea Cichon, Dr. Ginger Clark, Constance Daniels, Elizabeth Gutierrez, Nancy Brown representing Mireya Hernandez, Benjamin Hom, John Howell, Lindsey Kimball, Randall King, Karen Koundourakis, Ian Lieberman, Steve Morey, Commissioner Sandra Murman, Don Noble, Richard Padilla, Roy Sweatman, Thayne Swenson, and Sophia West.

Board Members not in attendance

Rick Bennett, Richard Cranker, and Paul Orvosh.

Staff Present

John Flanagan, Juditte Dorcy, Jody Toner, Sheila Doyle, Barry Martin, Anna Munro, Christina Witt, Dan Schneckenburger, Chad Kunerth, Michelle Schultz, Fadhail Ibrahim, Jennifer Wilson, and Tammy Stahlgren.

Board Counsel

Jennie Tarr

BOCC Liaison

None

Others

Dan McGrew – Dynamic Workforce Solutions
Yanina Rosario

The items are listed in the order of discussion.

▶ **Indicates Board Action**

□ **Indicates Action Needed**

Welcome

Chair Ben Hom welcomed the new members to the Board: Ruthann Atchley, Conchita Canty-Jones, Karen Koundourakis, Ian Liberman, Richard Padilla, and Thayne Swenson.

Pledge of Allegiance

Don Noble led the Pledge of Allegiance.

Public Comments

There were none.

Awards and Presentation:

The following Board members were recognized for their service and contributions over the past year: Michelle Calhoun, Robert Coopersmith, Jasiel Legon, Earl Rahn, Yanina Rosario, and Suzanne Skiratko.

In addition, Sean Butler, former Board Chair was recognized for his outstanding professionalism and contributions as Board chair.

▶ **Consent Agenda**

1. Approval of May 21, 2020 Board of Director Minutes
2. Approval of May 28, 2020 Special Board of Director Minutes
3. National Dislocated Worker Grant (NDWG) Policy
4. Negotiated Local Levels Policy

- A motion to approve all items listed on the Consent Agenda as presented.
- Motioned: Commissioner Sandra Murman.
- Seconded: Don Noble.

- The motion carried. There was no further discussion.

Chairs Report

Key Regional Indicators

- In May 2020, the unemployment rate in Hillsborough County had climbed to 12.6%.
- The region's May 2020 unemployment rate was 1.7 percentage point lower than the state rate of 14.3 percent. There were 89,635 unemployed residents in the region.

Upcoming Events:

Job Fairs

The Senator Janet Cruz Job Fair was scheduled for July 22, 2020 but was cancelled because of increased COVID Cases in Florida. We will keep you advised of the new event date when it becomes available.

Upcoming Consortiums

We have two industry consortiums planned so far in FY 2020-2021. The first one will focus on Information Technology, and will be a virtual consortium held on August 20, at 8:30 a.m. Our second consortium will focus on Veterans, and is scheduled for October 29th at 8:30 a.m.

Board Counsel Report – Jennie Tarr

Jennie reported that she has been working closely with new CSTB HR Director Barry Martin, particularly on some personnel matters having to do with COVID- 19, and Employees entering the workplace.

With a heavy heart, she reported that she will be leaving her position with the county. She has thoroughly enjoyed working with Sean Butler, John Flanagan and the rest of the staff at CareerSource Tampa Bay. She is working with the team to find a replacement to ensure a smooth transition.

CEO Report

CSTB Reopening Plans: We are in Phase 2, and are taking every precaution to social distance and make sure everyone has the appropriate Personal Protection Equipment.

We now have access to a Virtual Recruitment software platform named Premier, purchased by CareerSource Florida.

In the area of Virtual Services, CareerEdge usage has expanded to serve up to 13,000 individuals. We are using it for WIOA Pre-screening and enrollments, as well as the Summer Job Connection and our other three programs.

R3 (Rapid Response Recovery) /CARES Act Update our contractor EDSI has taken 297 applications, 25% of what we need in order to achieve our goal of serving 2000 people. We are going to push harder on marketing and outreach to employers.

New HR Director – Barry Williams joined the CareerSource Team June 29, 2020.

Board Orientation for new members is scheduled for July 29, 2020 from 1-3pm via Zoom.

Meetings:

- 7/10/2020 Met with Dr. Clark to discuss HCC-CARES.
- 7/8/2020 Met with Marley Wilkes to discuss next steps and a formal agreement between the City of Tampa and CareerSource Tampa Bay.
- 7/16/2020 Met with Sean McCoy of PCG, regarding their TechQuest Apprenticeship Program, and employer engagement.
- 7/8/2020 Met with Karenne Levy of Macdonald Training Center regarding collaborating and applying for R3.
- 7/7/2020 Attended VetCor Building Dedication.
- Works on some Board Governance 7/1/2020 Press Conference with Commissioner Murman – CSTB Rapid Response Recovery.

Past Conference(s):

- NAWB Conference occurred virtually June 29th - July 2, 2020. Mr. Flanagan facilitated a leadership academy for new board members and worked with Tom Kavanagh and Jobworks folks.

Action/Discussion Items

Action Items #1-5 are Related Party Contracts. Per the new By-Laws, when an issue presents a conflict of interest to the Board or Committee member(s), said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator.

▶ Action Item #1 Related Party Contract – Tampa Hillsborough EDC – Presented by Anna Munro

Steve Morey verbally declared a conflict of interest and abstained from voting. He was then moved to a waiting room during discussion and vote.

- [A Motion to approve related party contract, with The Tampa Bay Economic Development Council, by a two-third \(2/3rd\) vote, when a quorum has been established and contingent upon DEO and CareerSource Florida approval of the related party agreement.](#)
- [Motioned: Commissioner Sandra Murman](#)
- [Seconded: Michael Bach](#)
- [The motion carried. No further discussion.](#)

Steve Morey re-entered the virtual Board Room after the vote and discussion.

▶ Action Item #2 Related Party Contract – Hillsborough Community College – Presented by Anna Munro

Dr. Ginger Clark verbally declared a conflict of interest for Items #2, and abstained from voting. She was then moved to a waiting room during discussion and vote.

- [A Motion to approve related party contract, with Hillsborough Community College – Ybor Campus, by a two-third \(2/3rd\) vote, when a quorum has been established and contingent upon DEO and CareerSource Florida approval of the related party agreement.](#)
- [Motioned: Commissioner Sandra Murman](#)
- [Seconded: Tom Aderhold](#)
- [The motion carried. No further discussion.](#)

▶ Action Item #3 Related Party Contract – Hillsborough Community College – Presented by Anna Munro

Dr. Ginger Clark verbally declared a conflict of interest and abstained from voting and remained in the waiting room during the discussion and vote.

- A Motion to approve the ITAs with Hillsborough Community College, by a two-third (2/3rd) vote, when a quorum has been established and contingent upon DEO and CareerSource Florida approval of the related party agreement.
- Motioned: Commissioner Sandra Murman
- Seconded: Tom Aderhold
- The motion carried. No further discussion.

Dr. Ginger Clark re-entered the virtual Board Room after the vote and discussion.

▶ **Action Item #4** Related Party Contract – University of South Florida – Presented by Anna Munro

Dr. Ruthann Atchley verbally declared a conflict of interest and abstained from voting. She was then moved to a waiting room during discussion and vote.

- A Motion to approve the ITAs with University of South Florida, by a two-third (2/3rd) vote, when a quorum has been established and contingent upon DEO and CareerSource Florida approval of the related party agreement.
- Motioned: Sean Butler
- Seconded: Commissioner Sandra Murman
- The motion carried. No further discussion.

Dr. Ruthann Atchley re-entered the virtual Board Room after the vote and discussion.

▶ **Action Item #5** Related Party Contract – Hillsborough County Schools – Presented by Anna Munro

- Dr. Warren “Scott” Brooks and Conchita Canty-Jones verbally declared a conflict of interest and abstained from voting. They were both moved to a waiting room during discussion and vote.
- A Motion to approve the ITAs with Hillsborough County Schools, by a two-third (2/3rd) vote, when a quorum has been established and contingent upon DEO and CareerSource Florida approval of the related party agreement.
- Motioned: Commissioner Sandra Murman
- Seconded: Sean Butler
- The motion carried. No further discussion.

Dr. Warren “Scott” Brooks and Conchita Canty- Jones re-entered the virtual Board Room after the vote and discussion.

▶ **Action Item #6** Outsource of Services

- A motion to approve outsourcing and formal procurement of (1) One Stop Operator and Career Services as a bundled service and (2) Adult and Dislocated Worker and Business Services as a bundled service. Selection committee be comprised of members of the Executive Committee and Workforce Performance Committee.
- Motioned: Tom Aderhold
- Seconded: Commissioner Sandra Murman

- [The motion carried. No further discussion.](#)

Information Items – Due to time Constraints the Board Chair did not review each of the information items listed below. He asked the Board members if they had any questions about any of the information items.

[Information Item #1 PY 2020-2021 Committee Assignments](#)

[Information Item # 2 Approval of Contract: Educational Data Systems, Inc.](#)

[Information Item # 3 Strategic Plan](#)

[Information Item # 4 PY 20-21: CSTB Program Monitoring Schedule](#)

[Information Item # 5 Adjusted Income Level Wage Rates for 2020](#)

[Information Item # 6 Summer Job Connection](#)

[Information Item # 7 R15 DEO Quality Assurance Report Program Years 2017-18 NS 2018-19 – Corrective Action Plan closeout](#)

[Information Item # 8 One-Stop Location - Brandon](#)

[Information Item # 8 Public Relations/Marketing Update](#)

Committee Reports

[Finance Committee – Update Provided by Don Noble](#)

The Committee last met on April 30, 2020. Don Noble gave a brief introduction as the new Finance Committee Chair. Per the new By-Laws, the Finance Committee and Audit Committee have been combined. The committee will be expanding to nine members. New members were welcomed and briefly informed of the expectations for committee members. The first meeting of PY 20-21 is July 30, 2020 via Zoom.

Adjournment

The meeting was adjourned at approximately 12:36 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.