

CareerSource Tampa Bay

Minutes of Executive Committee Meeting

Date: August 20, 2020
Location: ZOOM Meeting

Call to Order

Chair Ben Hom called the meeting to order at 11:00 a.m. There was a quorum present with the following Executive Committee members participating:

Members in Attendance

Tom Aderhold, Rick Bennett, Benjamin Hom, Steve Morey, Commissioner Sandra Murman, Don Noble, and Sophia West.

Not in Attendance

Michael Bach, Sean Butler and Lindsey Kimball.

Staff Present

John Flanagan, Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Doug Tobin, Christina Witt, Chad Kunerth, Fadhail Ibraheem, Don Shephard, Barry Martin, Michelle Schultz, Dan Schneckeburger, and Tammy Stahlgren.

Board Counsel

Jennie Tarr and Mary Helen Farris.

BOCC Liaison/Representative

Kenneth Jones.

Others Present

Paul Dunn- Dynamic Workforce Solutions.

The items are listed in the order of discussion.

▶ **Indicates Committee Action**

□ **Indicates Action Needed**

Pledge of Allegiance

Tom Aderhold led the Pledge of Allegiance.

Public Comments

There were none.

▶ Approval of Minutes

June 18, 2020 Executive Committee Minutes

- **The minutes of June 18, 2020 could not be approved because members were not present who attended the meeting. The chair tabled the minutes and will move them to the Board of Directors Meeting on 9/17/2020 for a vote and approval.**

July 1, 2020 Special Executive Committee Minutes

- **A motion to approve the minutes of the July 1, 2020 Special Executive Committee Meeting.**
 - **Motioned: Don Noble**
 - **Seconded: Ben Hom**
- **The motion carried.**

August 10, 2020 Special Executive Committee Minutes

- **A motion to approve the minutes of the August 10, 2020 Special Executive Committee Meeting.**
 - **Motioned: Don Noble**
 - **Seconded: Ben Hom**
- **The motion carried.**

Chairman's Report

(Refer to Page 9 of the August 20, 2020 Executive Committee Agenda Packet for the entire Chair Report)

Key Regional Workforce / Demographic Indicators

- In June 2020, the unemployment rate in Hillsborough County was 9.1 percent, a 5.8% increase from June 2019 rate of 3.3%.
- The region's June 2020 unemployment rate was 1.6 percentage point lower than the state rate of 10.6 percent. The labor force was 716,883, down 32,274 (-4.3%) over the year. There were 65,555 unemployed residents in the region.

Key Initiatives/ Events

Information Technology Consortium and introduction of TechQuest apprenticeship program from Performance Consulting Group on Thursday morning, 8/20/2020.

Mini Job Fair on Tuesday, September 1 (Premier Virtual platform). This will be the first virtual job fair in CSTB's history.

A partnership with the Hillsborough County Library has been developed, and they will partner with us on our September 1 job fair.

Board Counsel Report

Jennie Tarr gave a brief update on projects she has been assisting with. This meeting was Jennie Tarr's last meeting. Mary Helen Farris was introduced as our new legal counsel.

CEO Report

R3 Update

Update as of Wednesday, August 19, 2020. We continue to see great response from local job seekers in need and employers looking for talent through the R3 program.

Job Seeker update:

- Job Seeker applicants jumped to right at 1300, an increase of 350 over last week.
- There are over 400 applications approved in approval process.
- 60 started or starting training at cost of \$230,000. Another 50 in pipeline for training at an estimated cost of \$200,000.
- R3 Training Provider Fair kicked off last week and ongoing in Virtual platform.
- Heavy outreach and marketing continue through job seekers, local employer partners and community partners/organizations.
- 9 additional staff added to assist with volume of interest.

Employer update:

- Now at 112 employers submitting application for R3.
- Up to 56 employers approved for 628 job openings!
- 11 OJT contracts approved and another 4 in approval pipeline.
- First R3 Job Fair coming next week with aggressive target to host one per week or every other week!

CSTB Reopening Plans: We are currently in Phase 2. All staff have reported back to work. We are serving customers at 50% of capacity.

July 2020 Center Traffic update:

- Total of 4,081 customers were served during this time.
- Averaging 183 per day.
- Tampa represents 83.2% of all traffic; followed by Brandon representing 13.2%, then CPC – 3.6%.
- Highest traffic was experienced during week 2 July 6th with a total of 1,077 customers, which was following a three-day holiday weekend period.

Secret Shopper - CareerSource Tampa Bay has just partnered with Dynamic Workforce Solutions and Reality Based Group to evolve CSTB's customer experience. Goals will include:

- providing an accurate picture of the level of service our customers are experiencing
- measuring the performance of Career Source Tampa Bay staff
- receiving trend lines in the aggregate data so we can identify areas for possible improvement and best practices

Hiring a Chief Impact Officer (CIO) - We are in the process of hiring a new person for our executive team, that person will be the Chief Impact Officer. They are going to focus specifically on the areas of strategic direction, and as well as increasing, generating, and identifying new sources of revenue for the agency.

Brandon Center Update - We are at the end of our lease for our location at Brandon, the landlord has granted us a six-month extension. We are going looking for a location that's centrally located between the Career Prep Center and the current Brandon location.

USDOL Audit Update - We will begin having weekly meetings to discuss the findings.

DEO Releases new LMI- (labor market and information) economic data platform. The new website is called [Florida Insight](#) and will be released to the public in the coming week.

Florida Insight provides users an overview of key economic indicators including statistics on current employment, unemployment, wages and labor force participation. Information can be found on DEO's statistical programs, including data visualization tools and the ability to export custom data series from the website. Please note, Florida Insight will replace our current data delivery system, [FREIDA](#).

United Way Grant - We are excited to be awarded a \$75,000 grant from the United Way Suncoast.

Building on the connection of shared goals to serve the Tampa Bay community and commitment to the development of personal economic mobility, CareerSource Tampa Bay is honored to partner with United Way Suncoast in the Summer Job Connection (SJC) program.

8/28/2020 Center Closing – The Centers will be closed on Friday August 28, 2020 at noon to provide training to our staff. This training will be followed by a Town Hall Meeting.

► **Action Item #1: CareerSource Tampa Bay Policies**

(Refer to Page 10 of the August 20, 2020 Executive Committee Agenda Packet

Career Source Tampa Bay Policies

- 1.1 CSTB Confidentiality of Records Policy
- 1.2 One-Stop Staff Credentialing and Skills Standards Policy
- 1.3 Reemployment Services & Eligibility Assessment Program Services
- 1.4 Veterans Initial Intake Process Policy
- 1.5 Welfare Transition Program Policy
- 1.6 CSTB Marketing & Public Relations Policy

- **A motion to approve the above listed policies**

- **Motioned: Don Noble**
- **Seconded: Tom Aderhold**

The Chair announced each policy, asking members for any questions or objection.

- **The motion carried.**

The following discussion ensued

Staff recommended approval of these policies today due to time constraints which did not permit consideration and action at the next full Board meeting without impacting delivery of programs or services. The policies will be brought to the Board of Directors meeting scheduled for September 17, 2020 as an information item, and the polices can be revised as requested.

▶ **Action Item #2: 2019-2020 Budget Modification No. 5**

(Refer to Page 54 of the August 20, 2020 Executive Committee Agenda Packet)

- **A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget.**

- **Motioned: Don Noble**
- **Seconded: Sophia West**

- **The motion carried.**

▶ **Action Item #3: Audit and Tax Engagement Letter – FYE 6/30/2020**

(Refer to Page 58 of the August 20, 2020 Executive Committee Agenda Packet)

- **A motion to approve to engage James Moore & Co., P.L. to provide audit and tax services for the fiscal year ending June 30, 2020.**

- **Motioned: Don Noble**
- **Seconded: Rick Bennett**

- **The motion carried.**

▶ **Action Item #4: Approval of Training Programs – Workforce Performance committee**

(Refer to Page 74 of the August 20, 2020 Executive Committee Agenda Packet)

- **A motion to approve to the program additions submitted by USF and HCC, (listed on pgs. 74-75 of the agenda packet) for the aforementioned training programs.**

- **Motioned: Steve Morey**
- **Seconded: Tom Aderhold**

- **The motion carried.**

▶ **Action Item #5: Approval of Training Programs**

(Refer to Page 76 of the August 20, 2020 Executive Committee Agenda Packet)

- **A motion to approve to the program additions submitted by HCC, (listed on pg. 76 of the agenda packet) for the aforementioned approved training vendors for LWDB 15.**

- **Motioned: Tom Aderhold**
- **Seconded: Steve Morey**

- **The motion carried.**

▶ **Action Item #6: Related Party Contract – Tampa Hillsborough EDC**

(Refer to Page 77 of the August 20, 2020 Executive Committee Agenda Packet)

{Commissioner Sandra Murman joined the ZOOM meeting}

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 the amended related party MOU with EDC's proposed modifications.**
 - **Motioned: Rick Bennett**
 - **Seconded: Don Noble**

- **The motion carried.**

Steve Morey was brought back to the Board room after vote and discussion.

The following discussion ensued:

Staff recommended approval of these policies today due to time constraints which did not permit consideration and action at the next full Board meeting without impacting delivery of programs or services. The policies will be brought to the Board of Directors meeting scheduled for September 17, 2020 as an information item, and the policies can be revised as requested.

▶ **Action Item #7: Related Party On-the-Job Training – VetCor LLC**

(Refer to Page 86 of the August 20, 2020 Executive Committee Agenda Packet)

Don Noble 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 VetCor LLC to contract with CareerSource Tampa Bay under work-based learning for an amount not to exceed \$250,000.**
 - **Motioned: Commissioner Sandra Murman**
 - **Seconded: Tom Aderhold**

- **The motion carried.**

This was approved today due to time requirements which did not permit consideration and action by the next full Board meeting without impacting delivery of programs or services. This will be presented as an information item at the next Board of Directors meeting scheduled for September 1, 2020.

▶ **Action Item #8: Related Party Work-based Learning Contracts- Fuzzy's Taco Shop**

(Refer to Page 116 of the August 20, 2020 Executive Committee Agenda Packet)

- **A motion to approve Fuzzy's Taco Shop to contract with CareerSource Tampa Bay under work-based learning for an amount not to exceed \$75,000.**
 - **Motioned: Tom Aderhold**
 - **Seconded: Commissioner Sandra Murman**

- **The motion carried.**

The following discussion ensued:

- **Should the Board consider creating a policy requiring new Board members to serve on the Board for a period of time before entering into a related party contract?**

Information Items – Information Items were not reviewed because of time constraints.

Information Item #1 – Rapid Response Recovery Update (R3)

(Refer to Page 147 of the August 20, 2020 Executive Committee Agenda Packet)

Information Item #2 – CSTB PY 20-21: Internal Program Monitoring
(Refer to Page 148 of the August 20, 2020 Executive Committee Agenda Packet)

Information Item #3 – Summer Job Connection Infographics
(Refer to Page 149 of the August 20, 2020 Executive Committee Agenda Packet)

Information Item #4 – Summer Job Connection Annual Report
(Refer to Page 150 of the August 20, 2020 Executive Committee Agenda Packet)

Information Item #5 – Expenditure Reports for the period ending June 30, 2020
(Refer to Page 163 of the August 20, 2020 Executive Committee Agenda Packet)

Future Business

Ben Hom discussed creating a process and timeline for John Flanagan's evaluation and compensation.

Committee Reports

Finance Committee – Update given by Don Noble

The Finance Committee met on July 30, 2020. There were two Action Items that were brought out of committee and voted on today. The next meeting will be August 27, 2020.

Youth Committee – Update given by Tom Aderhold

The committee met on August 19, 2020. It was the committee's first meeting. There was a lot of discussion and we were not able to get to most items on the agenda. Action Item - Draft PY- 20-21 Youth Performance Strategic Goals was reviewed and approved for the next BOD meeting. The next meeting will be held November 18, 2020.

Workforce Performance Committee – Update given by Rick Bennett

The committee met on August 5, 2020. There was one action Item that was brought out of committee and voted on today. The next meeting will be November 4, 2020.

Adjournment

The meeting was adjourned at approximately 12:27 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.