

**CareerSource Tampa Bay
Minutes of Human Resource Committee Meeting**

Date: October 1, 2020
Location: Zoom Meeting

Call to Order and Introductions

Chair Michael Bach called the meeting to order at 1:00 p.m. There was a quorum present with the following Human Resource Committee members participating. Everyone gave a brief introduction.

Board Members in attendance

Mike Bach, Rick Bennett, Andrea Cichon, and Sophia West.

Board members not in attendance

None.

Staff Present

John Flanagan, Sheila Doyle, Barry Martin, and Tammy Stahlgren.

Others

Stephanie Wainwright – Director of Account Management, Hub International.

Scott Millson – Hub International.

Lauren Bifano –Account Manager, Hub International.

Mark Ramos – Hub International.

BOCC Liaison/Representative

Ken Jones.

The items are listed in the order of discussion.

- ▶ Indicates Committee Action
- Indicates Action Needed

Pledge of Allegiance

The Pledge of Allegiance was led by Scott Millson.

Public Comments

There were none.

Background Discussion

Chair Mike Bach reviewed the general responsibilities of this committee as outlined in the CareerSource Tampa Bay By-Laws.

HR Committee general responsibilities:

HR Committee: Section 7.8 – Human Resources Committee Membership, Duties and Responsibilities

The Human Resources Committee's general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval the CSTB employee handbook which includes, but is not limited to, personnel policies, employee salary and benefits plans, including the selection of a third-party firm to assess the existing personnel policies, and employee salary and benefits plan;
- B. Reviewing and recommending for Board approval policies ensuring employees meet the necessary WIOA training requirements;
- C. Reviewing and evaluating employee survey responses to understand and ensure employee feedback is made part of CSTB's commitment to employee engagement, morale and satisfaction; and
- D. Providing assistance with planning, operational and other matters relating to the provision of fair labor practices in the workplace.

Action/Discussion Items

▶ **Action Item 1** – Employee Health and Welfare Benefits, presented by Barry Martin & Lauren Bifano of International Hub.

(Refer to Pages 2- 9 of the October 1, 2020 Human Resource Committee Agenda Packet)

The goal is to remove the stipend and offer competitive benefits in order to attract and retain top talent were the two main objectives. Lauren Bifano explained that we were able to get bids from Cigna, Aetna, Humana and United Health Care.

- A motion to approve the Plan Design Option C from Cigna for the Medical Health plan, and proposed remaining health and welfare benefit plans between Cigna and Mutual of Omaha, dependent on final cost negotiations.
 - Motioned by: Andrea Cichon
 - Seconded by: Rick Bennett

- The motioned passed unanimously. No further discussion.

Other Administrative Matters

None.

Public Comments

None.

Adjournment

The meeting was adjourned at approximately 2:00 p.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.