

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

Date: September 17, 2020

Location: 9215 North Florida Avenue, Ste 101 Tampa, FL 33612 and Zoom Meeting

Call to Order

Chair Ben Hom called the meeting to order at 11:04 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance via zoom conference

Tom Aderhold, Michael Bach, Vanity Barr-Little, Felicia Bell, Leerone Benjamin, Rick Bennett, Sean Butler, Conchita Canty-Jones, , Dr. Ginger Clark, Constance Daniels, Elizabeth Gutierrez, Nancy Brown representing Mireya Hernandez, Benjamin Hom, Milton Moss Representing John Howell, Robert “Geordie Hyland”, Lindsey Kimball, Ian Lieberman, Steve Morey, Commissioner Sandra Murman, Don Noble, Paul Orvosh, Richard Padilla, Nikita Patel, Gil Schisler, Roy Sweatman, Thayne Swenson, Sophia West, and Ocea Wynn.

Board Members not in attendance

Warren “Scott” Brooks, Stephanie Brown-Gilmore, Andrea Cichon, Richard Cranker, Randall King, Karen Koundourakis, Thayne Swenson, and Jason Woody.

Staff Present

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

Board Counsel

Mary Helen Farris

BOCC Liaison

Ken Jones

Others

Dan McGrew – Dynamic Workforce Solutions

Paul Dunn- Dynamic Workforce Solutions

Kenia Perez – Job Seeker, guest speaker

Cristale Reese Glinton – Job Seeker, guest speaker

Denise Cole – Dunkin Donuts, employer guest speaker

Carlos Mercedo – Florida Department of Health in Hillsborough County, employer guest speaker

Sara Shelton – Great Florida Insurance, employer guest speaker

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: Felicia Bell, Nikiti Patel, Jason Woody, Vanity Barr-Little, Robert “Geordie” Hyland, Ocea Wynn, and Gil Schiller.

Pledge of Allegiance

Don Noble led the Pledge of Allegiance.

Public Comments

There were none.

Guest Speakers

Job Seeker Testimonials given by Kenia Perez and Cristale Reese-Glinton regarding their personal experience with CSTB programs and the impact to their personal lives.

Employer Testimonials were given by Carlos Mercado, Denise Cole, and Sara Shelton.

Dan McGrew and Paul Dunn – Dynamic Workforce Solutions provided an update on the One Stop Operator achievements.

► **Approval of Minutes**

1. Approval of June 18, 2020 Executive Committee Meeting minutes

- A motion to approve the June 18, 2020 Executive Committee Meeting
- Motioned: Don Noble
- Seconded: Commissioner Sandra Murman.
- The motion carried. There was no further discussion.

2. Approval of July 16, 2020 Board of Directors meeting minutes

- A motion to approve the July 16, 2020 Board of Directors meeting minutes
- Motioned: Commissioner Sandra Murman.
- Seconded: Steve Morey
- The motion carried. There was no further discussion.

► **Consent Agenda**

1. Audit and Tax Engagement Letter – FYE 6/30/2020
2. 2019-2020 Budget Modification No. 5
3. Approval of Training Programs – HCC
4. Approval of Training Programs – HCC & USF

- A motion to approve all items listed on the Consent Agenda as presented.
- Motioned: Gil Schisler
- Seconded: Commissioner Sandra Murman
- 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 – Mary Helen Farris

CEO Report

The R3 program continues to see increases in job seeker and employer interest and application! Updates as of Wednesday, September 16, 2020 since the 09/04/2020 update in packet.

Job Seeker update:

- Job Seeker R3 applicants jumped to 2036, an increase of 550 to date in September.
- There are close to 550 applications approved or in approval process. An additional Close to 325 job seekers started or starting training at cost of \$1.5 million. Another 30 in pipeline for training at an estimated code of \$150,000.
- R3 Virtual Job Fair launched on September 2 with close to 184 job seekers submitting interest.
- Heavy outreach and marketing continues through job seekers, local employer partners and community partners/organizations.

Employer update:

- 196 employers have submitting application for R3.
- Over 85 employers approved or in process of approval for 1069 job openings!
- 101 OJT and PWE contracts approved and close to 50 starts at a cost of \$275,000. Another 50 job seekers in pipeline for an additional \$300,000 in process.
- R3 weekly Virtual Recruitment events by industry sector launched last week and will be running weekly to highlight R3 job openings! Employers will be offered opportunity to host live sessions and interview within the virtual platform.

- **Reemployment Assistance Update - September 15**The Department has submitted and has been approved to provide a fourth week of Federal Lost Wages Assistance (LWA) program benefits for eligible Floridians. Eligible Floridians should expect to receive this additional benefit sometime this week. Eligible Floridians includes claimants receiving state Reemployment Assistance, Pandemic Emergency Unemployment Compensation and Pandemic Unemployment Assistance. The fourth week will be the last week of LWA benefits provided.
- **CSTB Reopening Plans:** We are currently in Phase 2. All staff have reported back to work. We are serving customers at 50% of capacity.
- **August 2020 Center Traffic update below:**
 - Total of 2,942 customers were served during this time
 - This represents a decrease of 27.4% from prior month
 - Averaging 134 per day
 - Tampa represents 80% of all traffic; followed by Brandon representing 15.3%, then CPC – 4.7%. (From prior month Tampa declined and Brandon and CPC % increased)

YTD PY 20-21 Center Traffic update below:

- Total of 6,993 customers were served during this time
- Averaging 162 per day

- Tampa represents 81.8% of all traffic; followed by Brandon representing 14.1%, then CPC – 4.1%.

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 have begun 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](#).

Upcoming Conference(s):

- EDSI Conference – October 12-13th

Action/Discussion Items

Action Items #1-3 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 Work-Based Learning – Fuzzy's Taco's – Presented by Anna Munro

Ian Lieberman 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 PWE work-based learning with Fuzzy's Taco Shop for an amount not to exceed \\$20,000 with notification to DEO and CareerSource Florida and the Approval of OJT work-based learning with Fuzzy's Taco Shop for an amount not to exceed \\$30,000 and contingent upon DEO and CareerSource Florida approval.](#)
- [Motioned: Don Noble](#)
- [Seconded: Commissioner Sandra Murman](#)
- [The motion carried. No further discussion.](#)

Ian Lieberman re-entered the virtual Board Room after the vote and discussion.

▶ Action Item #2 Related Party Work-Based Learning – Enterprising Latinas – Presented by Anna Munro

Elizabeth Gutierrez 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 Approval of Enterprising Latinas Inc. to contract with CareerSource Tampa Bay under work-based learning for an amount not to exceed \$65,280.
- Motioned: Gil Schisler
- Seconded: Don Noble
- The motion carried. No further discussion.

Elizabeth Gutierrez re-entered the virtual Board Room after the vote and discussion.

▶ Action Item #3 Related Party Work-Based Learning C.S. West & Associates, PA – Presented by Anna Munro

Sophia West 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 C.S. West & Associates, PA to contract with CareerSource Tampa Bay under Paid Work Experience for an amount not to exceed \$23,040..
- Motioned: Commissioner Sandra Murman
- Seconded: Don Noble
- The motion carried. No further discussion.

Sophia West re-entered the virtual Board Room after the vote and discussion.

▶ **Action Item #4** Virtual Serves RFP 20-0475 – Vendor Recommendations – Presented by Anna Munro

- A motion to approve Career Team for the provider of Virtual Services
- Motioned: Mike Bach
- Seconded: Commissioner Sandra Murman
- The motion carried. No further discussion.

▶ **Action Item #5** PY 2020-2021 Budget Modification No. 1 – Presented by Sheila Doyle

- A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget.
- Motioned: Commissioner Sandra Murman
- Seconded: Don Noble
- The motion carried. No further discussion.

[Ben Hom left the meeting at 12:00 p.m. and Michael Bach took over as Chair]

▶ **Action Item #6** Draft 2020-2021 Youth Development Committee Goals – Presented by Tom Aderhold

- A motion to approve the Draft 2020-2021 Youth Committee Goals

- Motioned: Sean Butler
- Seconded: Gil Schisler

The following discussion ensued:

There was a comment Hillsborough Community College (HCC) and Hillsborough County Public Schools more involved in a direct fashion. We need to get the word out to the Youths. Let the parents know that these are good paying job for kids who are not going to college. We need more apprenticeship and more tours. The Board is excited about this committee.

Conchita Canty-Jones volunteered to serve on the Youth Development Committee. Tom Aderhold, chair of the Youth Development Committee asked for Commissioner Murman to send him the Points of Contacts for the Youths that she referred in the meeting. .

Roy Sweatman explained that since October is Manufacturing month and they have been conducting virtual tours since in person tours have been canceled due to COVID. Mr. Sweatman volunteered to send the link so it can be shared to other board members. It was suggested that we completed virtual tour every month.

- The motion carried. No further discussion.

Information Items – Due to time Constraints Information Items 1- 7 were briefly discussed as requested by the Board Chair. He asked if the committee had any questions regarding the remaining information items.

Information Item #1 Rapid Response Recovery Update

Information Item # 2 Performance Dashboard PY 20-21.

Information Item # 3 WIOA Primary Indicators of Performance PY 19-20 Q4

Information Item # 4 Negotiated Federal Performance Goals

Information Item # 5 Approval of Related Party Contracts

Information Item # 6 CareerSource Tampa Bay Policies

Information Item # 7 Summer Job Connection Annual Report

Information Item # 8 Expenditure Reports for the period ending June 30, 2020

Information Item # 9 Expenditure Reports for the period ending July 31, 2020

Information Item #10 Public Relations/Marketing Update

Committee Reports

Finance Committee – Update given by Don Noble

The Finance Committee met on August 27, 2020. There were two Action Items that were brought out of committee and voted on today. The next meeting will be October 29, 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.

Future Business

CSTB will be holding a virtual State of Workforce 2021 event on February 21, 2021. This event will be followed by an In person event on August 26, 2021. More details to come.

Adjournment

The meeting was adjourned at approximately 12:35 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.