

CareerSource Tampa Bay

Minutes of the Executive Committee Meeting

Date: October 15, 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, Michael Bach, Rick Bennett, Sean Butler, Benjamin Hom, Steve Morey, Commissioner Sandra Murman, and Don Noble.

Not in Attendance

Lindsey Kimball.

Staff Present

John Flanagan, Anna Munro, Doug Tobin, Christina Witt, Chad Kunerth, Don Shephard, Barry Martin, Michelle Schultz, Dan Schneckenburger, Nicole Beverly, and Tammy Stahlgren.

Board Counsel

Katherine Benson.

BOCC Liaison/Representative

None.

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

1. August 20, 2020 Executive Committee Minutes
 - A motion to approve the minutes of the August 20, 2020 Executive Committee Meeting.
 - Motioned: Don Noble
 - Seconded: Commissioner Sandra Murman
 - The motion carried.
2. September 23, 2020 Special Executive Committee Minutes
 - A motion to approve the minutes of the September 23, 2020 Special Executive Committee Meeting.
 - Motioned: Don Noble
 - Seconded: Commissioner Sandra Murman
 - The motion carried.

3. May 13, 2020 Ad Hoc Nominating Committee Meeting Minutes

- A motion to approve the minutes of the May 13, 2020 Ad Hoc Nominating Committee Meeting.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Michael Bach
- The motion carried.

4. March 3, 2020 Audit Committee Meeting Minutes

- A motion to approve the minutes of the March 3, 2020 Audit Committee Meeting.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Sophia West
- The motion carried.

5. February 21, 2020 Ad Hoc By-Laws Committee Meeting Minutes

- A motion to approve the minutes of the February 21, 2020 Ad By-Laws Committee Meeting.
 - Motioned: Don Noble
 - Seconded: Commissioner Sandra Murman
- The motion carried.

Chairman's Report

(Refer to Page 16 of the October 15, 2020 Executive Committee Agenda Packet for the entire Chair Report)

No discussion.

CEO Report

- **R3 Update:**

The Board of County Commissioners approved a new service for R3 Financial Assistance. This will offer job seekers financial support while in training or support their return to work. Approved job seekers actively participating in the program will be eligible to receive \$300 per week during their time in R3.

Updated Performance:

The R3 program continues to see increases in job seeker and employer interest and application. Update as of Wednesday, October 14, 2020.

Job Seeker update:

1. Job Seeker R3 applicants jumped to 3,040, an increase of 560 to date in October activity.
2. There are 1,044 applications approved and an additional 850 applications in process.
3. Close to 516 job seekers started or are starting training at cost of \$2.27 million. There are another 35 job seekers in the pipeline for training at an estimated cost of \$145,000.
4. R3 participated in the recent Sandra Murman Virtual Job Fair on October 8, with 140 job seekers attending the R3 booth.
5. Heavy outreach and marketing continue through job seekers, local employer partners and community partners/organizations.

Employer update:

1. 233 employers have submitted an application for R3.

2. 110 employers approved for the R3 program. There are a total of 1,214 openings requested by R3 employers of which 278 openings are filled and 936 remaining job openings to fill. An additional 50 hires are anticipated this week.
3. 165 OJT and PWE contracts approved and close to \$2.1 million obligated under work-based training.
4. R3 weekly Virtual Recruitment events by industry sector launched last week and will be running weekly to highlight R3 job openings. Employers are offered the opportunity to host live sessions and interview within the virtual platform.

- **CSTB Reopening Plans:**

CareerSource Tampa Bay (CSTB) reopened our two remaining offices on Monday, October 12, 2020. This reopening includes the CSTB offices located in Plant City and Ruskin. All CSTB Offices are now open to the public.

We will be launching Phase 3 on November 1, 2020. Phase 3 will allow in person activities including group sessions.

- **CSTB New Operating Hours:** Effective 12.1.2020 CSTB will be implementing the following center hours:

- Monday - Friday 8-5 p.m.
- On the 3rd Friday of each month the center will close for ½ day, our hours of operation on this day will be 8 a.m. – noon.

This allows us to close the center to conduct ongoing training in each department, conduct team meetings, and conduct organization wide meetings.

- **Center Traffic update:**

September 2020

- Total of 3,395 customers were served during this time.
- This represents an increase of 9.4% from the prior month.
- We are averaging 154 customers per day.
- Tampa represents 81% of all traffic, followed by Brandon representing 14.3%, then CPC at 4.6%.

YTD PY 20-21

- Total of 10,545 customers were served during this time.
- This averages 159 per business day.
- Tampa represents 80.9% of all traffic; followed by Brandon representing 14.2%, then CPC at 4.2%.

- **Chief Impact Officer (CIO):** The first day for new Chief Impact Officer (CIO), Michelle Zieziula was October 5, 2020. Michelle's duties will primarily focus on the strategy, system design, outreach and development of the organization. She will assume some operational duties in the interim.

- **USDOL Audit Update:**

As USDOL ETA found the initial CAP submitted by DEO did not fully address the findings in its May 15 Compliance review report. Wednesday, September 30th, DEO emailed an additional Corrective Action Plan. USDOL ETA questioned 100% of all OJT for the period July 1, 2013 through June 30, 2018 and 100% of all supportive service costs for the period July 1, 2013 through June 30, 2017.

DOL permitted DEO to 100% test one year, July 1, 2016 through June 30, 2017, for OJT and Supportive Services due to the tremendous amount of time and resources required to test all years and transactions.

DEO outsourced the review to accounting firm Carr, Riggs, Ingram, CPA. The accounting firm's full report was not included with the CAP and has been requested.

USDOL will review, verify and confirm all the documents submitted for the test-year to project potential overall disallowed costs to the other years. Recalculation of questioned costs is solely at the discretion and authority of the ETA Grant Officer.

- **Upcoming Trainings for staff:**

We will close our Centers on October 23, 2020 for Staff Training by Josh Davies.

Less Talk, More Walk: Creating a Culture of Trust and Accountability

This highly interactive workshop will address trust and accountability directly through a practical, positive approach to build culture at every level in the organization. Focusing on collaboration, staff will go through an experiential assessment and use the results to focus on how to best get your team, and all of CareerSource Tampa Bay not just talking, but walking trust and accountability.

- **CSTB Employee Recognition/Morale Awards:**

Period ending Program Year 19-20 ((July 1 – June 30th). This recognizes our top performers during the past Program Year who did an outstanding job serving our community, representing CareerSource Tampa Bay and embracing our vision and mission.

There are 7 categories – Awards will be presented next week at our staff training

- MVP
- Rookie Award
- Solid as a Rock
- Team Spirit
- Innovated Thinker
- Behind the Scenes
- Workforce Excellence

► **Action Item #1: Employee Health and Welfare Benefits**

(Refer to Page 19 of the October 15, 2020 Executive Committee Agenda Packet)

- A motion to approve Plan Design Option C for the Medical Health plan with Cigna and proposed remaining health and welfare benefit plans between Cigna and Mutual of Omaha dependent, Striking “final cost negotiations”.
 - Motioned: Commissioner Sandra Murman
 - Seconded: Michael Bach
- The motion carried.

The following discussion ensued:

- Recommendation to have staff review the funding elements and submit the cost breakdown to a Special HR Committee and provide findings to the Executive Committee meeting.

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

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

(Refer to Page 27 of the October 15, 2020 Executive Committee Agenda Packet)

This was covered in the CEO Report, no additional information was covered.

Information Item #2 – Performance Dashboard PY 20-21

(Refer to Page 28 of the October 15, 2020 Executive Committee Agenda Packet)

Measure	PY19-20 through October 6th	PY 2021 through October 6th	% Change
Number Served	9698	10755	10.90%
Staff Assisted	4856	2684	-44.73%
Self-Assisted	4842	8071	66.69%
Employed	2091	988	-52.75%
Average Wage Adult	18.61	23.33	25.36%
Average Wage Dislocated Worker	28.94	31	7.12%

Average Wage Youth	15.34	15.14	-1.30%
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Summary	PY2021
Number Served WIOA	1390
Active in Training or Education	558
Number Exited Positively	104
Number Exited Negatively	23
Positive %	82%

- It was recommended to look at doing a year to year comparative analysis.

Information Item #3 – CSTB PY 20-21: Internal Program Monitoring
(Refer to Page 33 of the October 15, 2020 Executive Committee Agenda Packet)

Each month CSTB staff are meeting with program staff to go over results and talk about how to resolve any issues. This is a change from emailing the results and there wasn't any real discussion.

Future Business

RFP Respondent Conference was held today. There were 11 vendors in the conference. We expect there to be robust competition. We will be able to get some good providers in here. Mr. Flanagan complimented the staff who have been working on R3 (Rapid Response Recovering Program).

Committee Reports

Human Resource – Update given by Mike Bach

Committee met on October 1, 2020 at 1p.m. This was the first meeting of the newly formed Human Resource Committee since the new By-Laws went into effect. Mr. Bach reviewed the scope of the committee.

One action item was reviewed/approved during this meeting that was discussed in today's meeting: Approval of The Employee and Welfare Benefits.

Next meeting is March 25, 2021.

Adjournment

The meeting was adjourned at approximately 12:10pm

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.