

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

**Date:** January 21, 2021  
**Location:** Zoom Meeting

**Call to Order**

Chair Ben Hom called the meeting to order at 11:01 a.m. There was a quorum present with the following Board Members participating.

**Board Members in attendance via zoom conference**

Tom Aderhold, Michael Bach, Dr. Vanity Barr-Little, Felicia Bell, Rick Bennett, Stephanie Brown-Gilmore, Sean Butler, Conchita Canty-Jones, Dr. Ginger Clark, Richard Cranker, Elizabeth Gutierrez, Nancy Brown representing Mireya Hernandez, Benjamin Hom, John Howell, Robert "Geordie" Hyland, Karen Koundourakis, Ian Lieberman, Steve Morey, Don Noble, Richard Padilla, Nikita Patel, Gil Schisler, Roy Sweatman, Thayne Swenson, Sophia West, Jason Woody, and Ocea Wynn.

**Board Members not in attendance**

Warren "Scott" Brooks, Andrea Cichon, Constance Daniels, Commissioner Kemp, Lindsey Kimball, and Randall King.

**Staff Present**

John Flanagan, Jody Toner, Sheila Doyle, Barry Martin, Anna Munro, Christina Witt, Don Shephard, Chad Kunerth, Doug Tobin, Jennifer Wilson, Michelle Zieziula, Nicole Beverley, Michelle Schultz, and Tammy Stahlgren.

**Board Counsel**

Mary Helen Farris

**BOCC Liaison**

Ken Jones

**Others**

Mike Lawrence – Community Workforce Advancement (CWA)  
Sharron Parry – Community Workforce Advancement (CWA)  
Shellonda Rucker – Dynamic Workforce Solutions  
Paul Dunn – Dynamic Workforce Solutions  
Corrine Turcotte – James Moore, Inc.

The items are listed in the order of discussion.

- ▶ Indicates Board Action
- Indicates Action Needed

**Pledge of Allegiance**

Don Noble led the Pledge of Allegiance.

**Public Comments**

There were none.

▶ **Consent Agenda**

1. 2020-2021 Budget Modification No. 3
2. Approval of November 21, 2020, Board of Directors Meeting Minutes
3. Approval of January 8, 2021, Ad Hoc Workforce Selection Committee Meeting Minutes

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

- The motion carried.

### **Chairs Report**

*(Refer to Pages 15-17 of the January 21, 2021 Board of Directors Agenda Packet for the entire Chair Report)*

#### Key Regional Indicators

The unemployment rate in the CareerSource Tampa Bay region (Hillsborough County) was 5.9 percent in November 2020. This rate was 3.2 percent higher than the region's rate of 2.7 percent a year ago.

#### **Board Counsel Report** – Report given by Mary Helen Farris

Mary Helen reported that she was involved in the Ad Hoc Workforce Selection Committee meetings to oversee the RFP process. She thought the process was very good.

#### **CEO Report** – Report given by John Flanagan, CEO

- Ben Hom recognized John Flanagan for his 2-year anniversary with CSTB. He gave an overview of some of his accomplishments.
  - Transitioned the organization during challenging times, continues to lead the organization with a servant leadership mindset, an innovative thinker who challenges his team each day.
  - Implemented Summer Job Connection program.
  - Developed CSTB Core values.
  - Established CEO Town Hall meetings with open, transparent discussions with all staff.
  - Implemented annual in-service training and employee morale awards.
  - During COVID 19 quickly pivoted the organization to telework and to virtual service delivery model for services and programs.
- Board Member Update
  - Paul Orvosh Retired December 31, 2020. We want to thank Paul for all his contributions to the Board.
- Rapid Response Recovery (R3) Update
  - To date, the R3 program has helped close to **1,700** Hillsborough County job seekers impacted by Covid-19 with skills upgrades through Occupational Skills Training or Work-based Training, while also offering the job seekers financial assistance through a weekly stipend.
  - There was a total of **809** job seekers served through Occupational Skills Training at a local training partner or school, and who have attained close to 900 credentials with credentials still coming in during closeout.  
There was a total of **690** job seekers served through Work-based Training, with **439** receiving On-the-Job Training and **251** Work Experience job seekers. Outcomes are still being gathered during closeout.
  - There was a total of **1104** job seekers receiving R3 Financial Assistance or a weekly stipend to assist during program participation.
  - Mr. Flanagan announced his appreciation for the contributions of Commissioner Murman, Commissioner Kemp, Ron Barton, Lindsey Kimball and Ken Jones.
- Brandon Lease Update
  - Current Brandon lease terminates on 3/31/2021
  - New location projected opening date of 4/5/2021
  - New Address is 6302 E. Dr. Martin Luther King Jr. Blvd, Tampa
  - This is 5 miles from current Brandon location and 3 miles from Career Prep location.
  - Square footage increasing from 8,256 to 11,181 = 2,925 total increase.
  - Overall annual cost increase for Brandon only = approx. \$51,000
  - With loss of Career Prep Center, we will have a net savings of = approx. \$46k/yr.
- December 2020 Center Traffic update
  - Total of 3,337 customer visits occurred during this time

- This represents an increase of 16% from prior month
- Averaged 175 visits per business day
- Tampa represents 79.1% of all traffic, followed by Brandon representing 11.6%, CPC at 6.7%, Ruskin at 1.4% and Plant City at 1.1%
- YTD PY 20-21 Center Traffic update
  - Total of 20,422 customer visits occurred during this time
  - Averaging 165 visits per business day
- Events and Happenings
  - Tesla Hiring Event – We are partnering with Tesla, Inc. to host a virtual hiring event on Wednesday, January 27, 2021, from 10:00 a.m. to 2:00 p.m. This is part of broader initiative with 5 partnering regions in the state of Florida to help recruit for 9 open positions and is a part of Tesla, Inc.'s "Build the Future" initiative to expand jobs while accelerating sustainability efforts. Currently, Tesla has available over 100 job openings in Hillsborough County alone. The positions are for Tesla's solar and automotive unit and have salary ranges from \$16-\$51/hr.
  - CSTB hosted it's first In-Person Job Fair on December 17, 2020.
  - This job fair was specifically for employers supporting Tampa Bay's largest sporting event taking place in February 2021. Employers in Hospitality, Retail & Tourism, Food and Beverages, Janitorial Services, and Transportation took part in this in-person job fair with more than 500 positions available. Participating employers had entry-level, part-time, and temporary positions.
  - On December 15, 2020 CSTB hosted a Virtual Hiring Event in Conjunction with James A. Haley's O.N.E. Vocational Rehab Program. Employers at the hiring event represented various job sectors such as: Information Technology, Healthcare, Financial & Professional Services, Hospitality, Retail & Tourism, Construction, Transportation & Logistics, and Manufacturing. The Virtual Hiring Event included at least 40 employers with close to 1000 positions. These employers had positions available for part-time, full-time, remote, and contracting work opportunities.
  - Summer Job Connection 2021 is in full swing, the online application launched 1.4.2021. CSTB conducted a press conference on that same day which gained quite a bit of coverage. Subsequently John Flanagan was on the Morning Blend on 1.13.2021 promoting the program. This year we are planning to serve 1,000 youth and we are targeting 100 businesses to partner with to create paid work experience opportunities. This is a great program for local businesses to take advantage of partnering with CSTB to invest in our future talent pipeline.
  - Occupational Skills Training – CSTB has funding open in all programmatic areas: WIOA Adult, Dislocated Worker and Youth programs for training scholarships/ITA's. Our traditional ITA Cap is \$5,000 per program participant for training programs up to 12 months. Recently as of 1.8.2021 CSTB has expanded our policy allowing for the flexibility to approve occupational skills training programs that fall into targeted sectors under Healthcare/Life Sciences such as: Registered Nursing, Surgical Tech, Radiography, etc. for up to two years of training and an ITA Cap of \$10,000 per individual for these specific training programs. On a case-by-case basis other training programs may be added at the discretion of the CEO and/or his/her designee.
  - CSTB Center Tours – We are encouraging Board members to get out to the CSTB Centers and view the programs and services in action. If you are interested in coordinating a CSTB Center tour please contact Jody Toner, Chief Policy & Performance Officer.

The following discussion ensued.

- There was a suggestion to become a member of Café'con Tampa, run by Bill Carson. This group meets once a week. They are holding in person meetings and it's made up of a group of neighborhood and community leaders who gather every Friday to discuss important issues.
- Liz Gutierrez suggested having a conversation with Mr. Flanagan to discuss Wimauma. Liz provided an update for the Wimauma neighborhood. She has been working with the planning commission and others on an update of the Wimauma neighborhood plan that was last updated back in 2007. They have found 2 big issues: 1) Workforce Training and 2) Employment. They are trying to create opportunities for jobs, given the enormous growth that is happening in south Hillsborough County. What types of investments can be brought to be part of the larger plan for the revitalization of the downtown area of Wimauma, so that we can create workforce training opportunities as well as employment?

**Presentation – Summer Job Connection Conducted by Jody Toner and Jennifer Wilson.**

*(Refer to Pages 18 of the January 21, 2021 Board of Directors Agenda Packet for the entire PowerPoint Presentation)*

**Action/Discussion Items**

▶ **Action Item #1** Acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2020 – presented by Corrine Turcotte

*(Refer to Pages 19-54 of the January 21, 2021 Board of Directors Agenda Packet)*

- A motion to approve the acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2020.
  - Motioned: Gil Schisler
  - Seconded: Michael Bach
- The motion carried.

▶ **Action Item #2** Workforce Services RFP: Vendor and Contract – presented by Don Noble

*(Refer to Pages 55-57 of the January 21, 2021 Board of Directors Agenda Packet)*

- A motion to approve EDSI as the service provider for (1) WIOA Adult & Dislocated Worker and Business Services and (2) One-Stop Operator and Career Services, and upon successful negotiations, CSTB to enter contract.
  - Motioned: Gil Schisler
  - Seconded: Michael Bach
- The motion carried.

**Information Items**

Information Item #1 CSTB Board of Directors 2021-2024 Strategic Plan update given by Michelle Schultz

*(Refer to Pages 58-65 of the January 21, 2021 Board of Directors Agenda Packet)*

The following strategic priorities are listed as approved by the Ad Hoc Strategic Planning Committee.

1. Connecting Job Seekers to Careers
2. Future Workforce
3. Community Awareness
4. System Redesign
5. Revenue Diversification

The goal is to have an approved Strategic Plan ready for implementation at the beginning of July 2021. There will be additional meetings held to discuss our Vision and the need to add an additional Ad Hoc Committee meeting to help achieve the goals of the Strategic Plan.

Information Item # 2 DEO Quality Assurance Report: Program Year 2019-20 Programmatic and Financial Compliance Review – update given by Chad Kunerth and Anna Munro  
*(Refer to Pages 66-102 of the January 21, 2021 Board of Directors Agenda Packet)*

Financial Compliance Review - there were 0 Findings. Programmatic Compliance Review - there were 26 findings. A Corrective Action Plan was submitted. We are awaiting approval of the plan. There will be changes in processes, staff training and monitoring.

Information Item # 3 Performance Dashboard PY 20-21 – update given by Chad Kunerth  
*(Refer to Page 103 of the January 21, 2021 Board of Directors Agenda Packet)*

Measure	PY1920	PY2021	Difference
Adult Served	739	716	-3.11%
DW Served	323	324	0.31%
Youth Served	301	470	56.15%
Adult EE Rate	0.9	0.85	-5.56%
DW EE Rate	0.9	0.96	6.67%
Youth PO Rate	0.48	0.51	6.25%
Individuals Served	15721	14548	-7.46%
Staff Assisted	8315	4663	-43.92%
Self-Assisted	7406	9885	33.47%
Individuals Employed	3470	1717	-50.52%
Job Orders	677	1213	79.17%
New Employer Served	471	669	42.04%
Employers Served	857	1228	43.29%

Information Item #4 Job Seeker and Job Order Analysis update given by Chad Kunerth  
*(Refer to Page 104 of the January 21, 2021 Board of Directors Agenda Packet)*

No update provided.

Information Item # 5 Summer Job Connection update given by Jenifer Wilson  
*(Refer to Pages 105-108 of the January 21, 2021 Board of Directors Agenda Packet)*

No update provided.

Information Item #6 Public Relations/Marketing update given by Doug Tobin  
*(Refer to Pages 109-112 of the January 21, 2021 Board of Directors Agenda Packet)*

A brief discussion occurred about marketing outreach to our youth population.

Information Item #7 Eligible Training Provider – Waivers update given by Jody Toner  
*(Refer to Page 113 of the January 21, 2021 Board of Directors Agenda Packet)*

No update provided.

Information Item #8 CSTB Policies update given by Jody Toner  
*(Refer to Pages 114-115 of the January 21, 2021 Board of Directors Agenda Packet)*

No update provided.

Information Item #9 Migrant & Seasonal Farmworker (MSFW) Outreach Plan Program Year 2020-2024  
update given by Jody Toner

*(Refer to Page 116 of the January 21, 2021 Board of Directors Agenda Packet)*

No update provided.

Information Item # 10 Expenditure Reports for the period ending November 30, 2020

*(Refer to Pages 117-120-65 of the January 21, 2021 Board of Directors Agenda Packet)*

No update provided.

**Committee Reports**

No additional updates provided. All Action Items were covered on today's agenda.

Finance Committee

Ad Hoc Selection Workforce Committee

Ad Hoc Strategic Planning Committee

**Future Business**

No Discussion.

**Adjournment**

The meeting was adjourned at 12:32 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.