

CareerSource Tampa Bay

Minutes of the Executive Committee Meeting

Date: February 18, 2021
Location: ZOOM Meeting

Call to Order

Vice Chair Michael Bach 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, Lindsey Kimball, Steve Morey, Commissioner Kemp, and Don Noble.

Not in Attendance

Benjamin Hom, and Sophia West.

Staff Present

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

Board Counsel

Mary Hellen-Farris.

BOCC Liaison/Representative

Ken Jones.

Others Present

Denyve Boyle, James Randolph.

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. October 15, 2020 Executive Committee Minutes
 - A motion to approve the minutes of the October 15, 2020 Executive Committee Meeting.
 - Motioned: Sean Butler
 - Seconded: Tom Aderhold
 - The motion carried.

Chairman's Report

(Refer to Pages 7 - 11 of the February 18, 2021 Executive Committee Agenda Packet for the entire Chair Report)

No discussion.

CEO Report

- **Board Member Update**
Conchita Canty-Jones retired at the end of January. Scott Brooks is our Liaison with Hillsborough County Public Schools.
- **CSTB Staff Update**
I'm pleased to announce that Kay Jefferson has joined us in the role of Director of Business Services. Kay brings a wealth of experience to this role having served as Director of Business Development and Vice President of Operations in numerous organizations with oversight responsibility for business development, marketing, and community relations in multiple state jurisdictions. She is also well versed on the CareerSource system having worked for CareerSource Tampa Bay from 2006 to 2010 as a Business to Business Executive. Kay is passionate about community service, volunteering on many Hillsborough County community organization boards and committees.
- **R3 Update:** The Rapid Response Recovery Program was a very successful program in retrospect. R3 is in closeout since the program ended as of December 30, 2020. CSTB Staff and the R3 provider have been working with local employers and training vendors to issue final payments. Finance is working to closeout fiscal by latter March 2021. Final performance reporting is being gathered from closeout activities. The county has given notice that the R3 program monitoring will be on March 8th.

Some final R3 Performance Projections are:

- 1735 Job Seekers Served.
 - 168 employers completed an OJT or PWE agreement for 441 job orders.
 - \$3.1 million expended assisting 809 job seekers with Occupational Skills Training at a 70% completion rate with over 900 credentials earned.
 - \$3 million expended assisting 690 job seekers enter work-based training at a 60% completion rate and close to 50% retained
 - \$5.1 million provided to 1137 R3 job seekers in a weekly \$300 financial assistance at average assistance of \$4515 per job seeker.
- **Transition:** With the recent board approval on January 21st of Educational Data Systems, Inc. (EDSI) for both CSTB Request for Proposals, CSTB and EDSI staff have begun transition planning for outsourcing services. EDSI will serve as the CSTB service provider in two areas as defined by the Requests for Proposal: first will be serving as the One Stop Operator and managing Career Services, and second managing Business Services and WIOA Adult/Dislocated Worker services.
 - CSTB has drafted a transition plan, identified key staff to participate in planning, and started kick-off meetings.
 - Key areas to work through will be HR and staff transitioning, Resources and Training needed for EDSI and their team, and developing contracts for each RFP.
 - CSTB will target having a contract in place by the end of March 2021, and begin communicating to CSTB staff whose positions will transition to EDSI by July 1.
 - The Transition team will provide updates to the CSTB Board and committees along the way to keep the board and key stakeholders informed.
 - **Youth/Young Adult Career Pathways' ACE - The Apprenticeship-to-Career Empowerment (ACE) Program** will reach young adults between the ages of 18 to 24 from low-income households (defined as up to 185 percent of the poverty level based on family size), those exiting the foster care system and those escaping human trafficking, and connect them to short-term training that will result in industry-recognized certifications, a meaningful work experience with a local employer and a career pathway for a brighter future. It is a pilot program in the latter part of FY21 targeted to serve approximately 100 young adults.
 - **There was a suggestion to consider a program name alternative, to include the word "Accelerating", as in Accelerating Career Experience (ACE).**

► **Action Item #1: Waiver – Approval of Training Program**

(Refer to Page 12 of the February 18, 2021 Executive Committee Agenda Packet)

- A motion to approve the new training program addition from Access Computer Training, LLC, outside of the standard application period.
 - Motioned: Tom Aderhold
 - Seconded: Don Noble
- The motion carried.

▶ **Action Item #2: Waiver – Approval of Training Program New Training Vendor**
(Refer to Page 13 of the February 18, 2021 Executive Committee Agenda Packet)

- A motion to approve the training provider's request for a waiver for Florida Career College's application and training program outside of the application period.
 - Motioned: Tom Aderhold
 - Seconded: Don Noble
- The motion carried.

▶ **Action Item #3: Migrant and Seasonal Farmworker Outreach Program Years 2020-2024** *(Refer to Pages 14-24 of the February 18, 2021 Executive Committee Agenda Packet)*

- A motion to approve the 2020-2024 Migrant and Seasonal Farmworker (MSFW) Outreach Plan and requesting Executive Committee level approval to execute the plan based on time sensitivity for submitting to DEO.
 - Motioned: Lindsey Kimball
 - Seconded: Tom Aderhold
- The motion carried.

▶ **Action Item #4: Revised Service Support Policy**
(Refer to Pages 25-32 of the February 18, 2021 Executive Committee Agenda Packet)

A lengthy discussion occurred about vendor type relationships. The committee consulted CSTB legal counsel Mary Hellen Farris about revising the motion and she agreed the motion could be revised based on the committee's discussion.

- A motion to approve the CareerSource Tampa Bay Supportive Service Policy revision and requesting Executive Committee level approval to execute policy based on time sensitivity for implementation with the following caveats. The policy will be amended to reflect ability for a vendor type relationship for issuance of support services and the potential for donations and utilization of unrestricted funding for provision of time sensitive needs.
 - Motioned: Tom Aderhold
 - Seconded: Rick Bennett
- The motion carried.

▶ **Action Item #5: WIOA Youth Incentive Payment Policy**
(Refer to Pages 33-38 of the February 18, 2021 Executive Committee Agenda Packet)

- A motion to approve the CareerSource Tampa Bay WIOA Youth Incentive Payments Policy and requesting Executive Committee level approval to execute policy based on time sensitivity for implementation.
 - Motioned: Tom Aderhold
 - Seconded: Don Noble
- The motion carried.

▶ **Action Item #6: Needs-Related Payment Policy**

(Refer to Pages 39-43 of the February 18, 2021 Executive Committee Agenda Packet)

- A motion to approve approval of the CareerSource Tampa Bay Needs-Related Payments Policy and requesting Executive Committee level approval to execute policy based on time sensitivity for implementation.
 - Motioned: Steve Morey
 - Seconded: Tom Aderhold

- The motion carried.

► **Action Item #7: Agency Reserve Fund**

(Refer to Page 19 of the February 18, 2021 Executive Committee Agenda Packet)

- A motion to approve the establishment of an Agency Reserve Fund through the Community Foundation of Tampa Bay.
 - Motioned: Don Noble
 - Seconded: Tom Aderhold

- The motion carried.

Information Items

Summer Job Connection Update was the only Information Item reviewed because of time constraints.

Information Item #1 Performance Dashboard PY 20-21

(Refer to Page 54 of the February 18, 2021 Executive Committee Agenda Packet)

Information Item #2 Wagner Peyser Demographic PY 20-21

(Refer to Pages 55-56 of the February 18, 2021 Executive Committee Agenda Packet)

Information Item #3 DEO Program Monitoring PY 19-20 Update

(Refer to Page 57 of the February 18, 2021 Executive Committee Agenda Packet)

Information Item #4 CSTB PY 20-21: Internal Program Monitoring Update

(Refer to Pages 58-60 of the February 18, 2021 Executive Committee Agenda Packet)

Information Item #5 Summer Job Connection Update

(Refer to Pages 61-62 of the February 18, 2021 Executive Committee Agenda Packet)

Future Business

None.

Committee Reports

Youth Development Committee update given by Tom Aderhold

The Committee met on February 17, 2021. Larry Plank from Hillsborough County Public schools gave a presentation about the new Department of Defense funded stem initiative.

CareerSource Tampa Bay is working on a brand new a website that will focus on our youth programs.

Next Youth Development meeting is scheduled for May 19, 2021 @ 9 a.m.

Workforce Performance Committee update given by Rick Bennett

The Committee met on February 3, 2021. The committee reviewed the Workforce Performance Strategic Goals Update for period covering July 2020 – December 2020.

- Discussed the decrease in center traffic because of the work search requirement being waived. Once the Governor's waiver ends, we anticipate the RA claimants to increase.
- A total of 301 customers have participated in CSTB's Employability Skills Workshop in a virtual capacity within this program year (July 2020 – December 2020).
- A total of 1,052 new Job Seeker referrals to internal Job Orders. In addition, a total of 5,032 new internal job orders were created, and 710 new employers posted a job order.
- In-House Recruitments and Job Fairs 2, number of Employers Participating 9, and number of Job Seekers Participating 80.
- Virtual Job Fairs 5. CSTB re-instituted in person job fairs.

Steve Morey helped us focus on some of the economic development and job opportunities within the Community.

Next Workforce Development Committee meeting is scheduled for May 5, 2021 @ 9 a.m.

Adjournment

The meeting was adjourned at approximately 12:38 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.