

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

Date: March 18, 2021
Location: Zoom Meeting

Call to Order

Chair Michael Bach called the meeting to order at 11:00 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance via zoom conference

Tom Aderhold, Michael Bach, Felicia Bell, Sean Butler, Andrea Cichon, Richard Cranker, Elizabeth Gutierrez, Nancy Brown representing Mireya Hernandez, Benjamin Hom, Robert "Geordie" Hyland, Jim Junecko, Lindsey Kimball, Randall King, Steve Morey, Don Noble, Richard Padilla, Gil Schisler, Roy Sweatman, Thayne Swenson, Jason Woody, and Ocea Wynn.

Board Members not in attendance

Dr. Vanity Barr-Little, Rick Bennett, Warren "Scott" Brooks, Stephanie Brown-Gilmore, Dr. Ginger Clark Constance Daniels, John Howell, Commissioner Kemp, Karen Koundourakis, Ian Lieberman, Nikita Patel, and Sophia West.

Staff Present

John Flanagan, Jody Toner, Sheila Doyle, Barry Martin, Christina Witt, Don Shepherd, Chad Kunerth, Doug Tobin, Kay Jefferson, Luna Clarke, Jennifer Wilson, Michelle Zieziula, Nicole Beverley, Michelle Schultz, and Tammy Stahlgren.

Board Counsel

Mary Helen Farris

BOCC Liaison

Ken Jones

Others

Charles Williams – DEO
Corrine Turcotte and Ben Clarke – James Moore, Inc.
Mike Lawrence and Roy Vanderford– Community Workforce Advancement (CWA)
Marcella Blanchett

The items are listed in the order of discussion.

- ▶ Indicates Board Action
- Indicates Action Needed

Pledge of Allegiance

Tom Aderhold led the Pledge of Allegiance.

Public Comments

There were none.

Presentation – DEO Annual Performance PY 2019-2020

Charles Williams from DEO gave an overview of Annual Performance. Overall, he summarized that we had a good review.

- **WIOA Primary Indicator of Performance Report: The Board would like to see how we compare to other CareerSource Regions.**

We are not meeting our WIOA 75% out of school expenditures ratio. We are trying to meet goal but it's an across the state challenge because it is a difficult population to serve. You can find best practices from other states on Workforce GPS website and it's sponsored by the USDOL.
<https://www.workforcegps.org/>.

- In terms of best practices and specific program models, are their deeper partnerships with CareerSource boards and community-based organizations that share common goals in terms of workforce, training, and development, for dislocated workers or youth?

► **Consent Agenda**

1. Approval of January 21, 2021 Board of Directors Meeting Minutes
2. Waiver – Approval of New Training Vendor
3. Waiver – Approval of Training Program
4. Agency Reserve Fund
5. Revision of Procurement Thresholds

- 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 38-42 of the March 18, 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 5.2 percent in December 2020. This rate was of 2.7 percent a year ago.

Board Counsel Report – Report given by Mary Helen Farris
Nothing to report to the Board at this time.

CEO Report – Report given by John Flanagan, CEO

(Refer to Pages 43-45 of the March 18, 2021 Board of Directors Agenda Packet for the entire Chair Report)

Action/Discussion Items

► **Action Item #1** Form 990 for Fiscal year ending June 30, 2020 - Presented by Corrine Turcotte
(Refer to Pages 46-83 of the March 18, 2021 Board of Directors Agenda Packet)

- A motion to approve the Form 990 Return of Organization Exempt from Income Tax for the fiscal year ending June 30, 2020.
 - Motioned: Don Noble
 - Seconded: Tom Aderhold
- The motion carried.

► **Action Item #2** Related Party Contract – McKibbon Hospitality

(Refer to Pages 84-85 of the March 18, 2021 Board of Directors Agenda Packet)

Ben Hom was identified as having a conflict of Interest and was notified prior to the meeting. Ben Hom completed and submitted a voting abstention form. He was not present during the vote or discussion.

- A motion to approve the procurement of Hyatt House as the venue and accommodations to host the 2021 Summer Youth Leadership Academy for an amount not to exceed \$83,253.60 and contingent upon DEO and CareerSource Florida approval.
 - Motioned: Tom Aderhold
 - Seconded: Jason Woody
- The motion carried.

[Ben Hom Joined the meeting]

► **Action Item #3** Waiver – Approval of New Training Vendor
(Refer to Pages 86-87 of the March 18, 2021 Board of Directors Agenda Packet)

- A motion to approve a waiver for the training provider application and training programs outside of the application period.
 - Motioned: Geordie Hyland
 - Seconded: Lindsey Kimball

The following discussion ensued:

There were concerns expressed about the training programs not meeting the criteria the Board has put in place. Ms. Toner explained that we are required to work with individuals with the most barriers to employment. These training programs will provide those individuals with the opportunity to enter the workforce.

- A roll call vote was held. There were 11 yays and 6 nays

Yays	Nays
Michael Bach	Tom Aderhold
Felicia Bell	Andrea Cichon
Ben Hom	Elizabeth Gutierrez
Geordie Hyland	Jim Junecko
Lindsey Kimball	Randall King
Steve Morey	Roy Sweatman
Don Noble	
Richard Padilla	
Thayne Swenson	
Jason Woody	
Ocea Wynn	

- The motion carried.

► **Action Item #4** TAA-Training Services Policy
(Refer to Pages 88-103 of the March 18, 2021 Board of Directors Agenda Packet)

- A motion to approve the CareerSource Tampa Bay TAA-Training Services Policy.
 - Motioned: Tom Aderhold
 - Seconded: Lindsey Kimball
- The motion carried.

► **Action Item #5** TAA-Employment and Case Management Services Policy
(Refer to Pages 104-113 of the March 18, 2021 Board of Directors Agenda Packet)

- A motion to approve the CareerSource Tampa Bay TAA-Employment and Case Management Services Policy.
 - Motioned: Tom Aderhold
 - Seconded: Geordie Hyland
- The motion carried.

► **Action Item #6** Migrant Seasonal Farm Worker Registration & Agriculture Employer Services Policy
(Refer to Pages 114-123 of the March 18, 2021 Board of Directors Agenda Packet)

- A motion to approve the CareerSource Tampa Bay Migrant Seasonal Farmworker (MSFW) Registration and Agricultural Employer Services Policy.

- Motioned: Don Noble
- Seconded for a discussion: Tom Aderhold

Tom Aderhold opposed the motion

- The motion carried.

► **Action Item #7 ACE Program**

(Refer to Pages 124-151 of the March 18, 2021 Board of Directors Agenda Packet)

- A motion to approve the contract for services from April 1, 2021 through March 31, 2022 in the amount of \$609,000.
 - Motioned: Tom Aderhold
 - Seconded: Ben Hom

It was noted that “construction” should have been removed from the Action item after it was removed from the contract.

- The motion carried.

Information Items

Due to time constraints only Information Items #'s 1, 4, and 11 were reviewed.

Information Item #1 Strategic Plan Update given by Michelle Schultz

(Refer to Page 152 of the March 18, 2021 Board of Directors Agenda Packet)

A quick update on the timeline was reviewed. Following the recommendation of the strategic plan framework from the Ad-Hoc Strategic Planning Committee, the next step is to define the action items that align with the priorities, goals, and objectives at the committee level. This action plan will be developed by the respective committees and presented to the Board of Directors for approval during the May 20, 2021 meeting. Implementation of the approved strategic plan will begin July 1, 2021 for Program Year 2021-2022. Additionally, we are going to look at revising the Mission and Vision statements. We are going to be doing that, through the course of two surveys that going to be sent to the board.

Information Item # 2 Local Workforce Development Area Designation and Local Board Composition & Certification

(Refer to Page 153 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item # 3 Performance Dashboard PY 20-21

(Refer to Page 154 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #4 Summer Job Connection Update given by Jody Toner

(Refer to Page 155 of the March 18, 2021 Board of Directors Agenda Packet)

We increased the number of youths we are serving from 1000 youth to 1200 youth. We currently have over 1500 young adults who have applied for the program, reflecting a tremendous need in the community. We have over 300 confirmed positions for the summer. There should be no issue of being able to hit the enrollment benchmark of 1200 young adults. We met with the Hillsborough County Public School District last week, our Summer Job Connection agreement was on their docket and passed, so the District is going to be a key partner. They are looking at requesting 150 to 300 positions to at multiple locations throughout Hillsborough County. We are also in discussion with the City of Tampa to align resources with their Parks and Recreation Department for the summer initiatives that they're doing. We have a meeting scheduled Monday, March 22, to discuss further.

Information Item # 5 Eligible Training Provider – Waivers

(Refer to Page 156 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #6 Wagner Peyser Demographic PY 20-21

(Refer to Pages 157-159 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #7 DEO Program Monitoring PY 19-20

(Refer to Page 160 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #8 WIOA Primary Indicators of Performance

(Refer to Pages 161-166 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #9 CSTB PY 20-21: Internal Program Monitoring

(Refer to Pages 167-169 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #10 Expenditure Reports for the period ending January 31, 2021

(Refer to Pages 170-173 of the March 18, 2021 Board of Directors Agenda Packet)

No Discussion.

Information Item #11 CSTB Annual Report PY 19-20 given by John Flanagan

(Refer to Page 174 of the March 18, 2021 Board of Directors Agenda Packet)

This document speaks to the success that we have had as an organization over the past year. It shows the forward progress and all the things we've done. This is a great document that we can share with the Community and gives a much better insight on what we have done. You can view a flip chart version on the CSTB website. [Annual Report](#).

Committee Reports

Finance Committee – Update provided by Don Noble

The Finance Committee met on Friday, March 5, 2021. There were 3 Information Items: 401k update, expenditure reports for the period ending January 31, 2021, and Form 990 Return for Fiscal Year Ending June 30, 2020. The next Finance Committee meeting is scheduled for April 29, 2021.

Youth Development Committee – Update provided by Tom Aderhold

The Youth Development Committee met on February 17, 2021. Larry Plank from the Hillsborough County School District gave a presentation on a brand-new Department of Defense Grant they received to model a good pipeline for STEM in K-8th grade. We will embrace the school district in meaningful manners to collaboratively support that and our youth Development Committee activities.

The next meeting will be a Special Youth Development Committee meeting scheduled for April 14, 2021 to finalize our new strategic goals for the committee.

Our regular meeting will be held on May 19, 2021. We embrace all board members support and involvement with our committee activities for our youth.

Workforce Performance Committee – Update provided by Jody Toner

The Workforce Performance Committee met on February 3, 2021. We discussed our Center traffic where we have experienced a 15.5% increase. We have had almost 28,000 job seekers. We discussed the opportunity where we're at right now for occupational skills training our WIOA funding streams, Adult Dislocated Worker and Youth. We are presently open for business and are processing candidate enrollments. Year to date we have enrolled 116 individuals and we anticipate having funding for the remainder of the program year. On the job order side for 2nd quarter we had over 5032 new job orders posted in our system so we're also seeing an increase in the number of new jobs being presented in the employee Florida system. The next Workforce Performance Committee meeting is scheduled on May 5, 2021.

Future Business

Mr. Flanagan reported that he is happy to be partnering with the county on another initiative, it reflects the great relationship we have with Hillsborough County. The purpose of a Workforce Development Board is to create opportunities like this working by with our partners.

Adjournment

The meeting was adjourned at 12:55 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.