

CareerSource Tampa Bay

Minutes of the Executive Committee Meeting

Date: April 15, 2021
Location: ZOOM Meeting

Call to Order

Chair Benjamin 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, Lindsey Kimball, Benjamin Hom, Commissioner Kemp, Steve Morey, Don Noble, and Sophia West.

Not in Attendance

None.

Staff Present

John Flanagan, Anna Munro, Doug Tobin, Christina Witt, Jody Toner, Chad Kunerth, Don Shepherd, 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

Roger Machin, Shellonda Rucker, 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. February 17, 2021 Executive Committee Minutes
 - A motion to approve the minutes of the February 17, 2021 Executive Committee Meeting.
 - Motioned: Tom Aderhold
 - Seconded: Don Noble
 - The motion carried.

Chairman's Report

(Refer to Pages 7 and 8 of the April 15, 2021 Executive Committee Agenda Packet for the entire Chair Report)

The unemployment numbers show a small decline in unemployment for all of Tampa Bay, the region, the state, and nationally. We are still a long way from where we were a year ago before the pandemic really took hold. Our greatest challenge now is to get workers reemployed. Many people continue to sit on the sidelines collecting benefits, and that'll continue to hamper growth. Across all industries we're starting to

hear this conversation about not knowing where to find people, and many of us are now exploring nontraditional sources to look for workers.

Several Board members have toured the centers. Thank you, we really appreciate that you are going out and meeting with our CSTB management teams. Mr. Flanagan and all the CareerSource Tampa Bay staff appreciate that extra touch. Tours are welcome because you will get a better view of what is going on day to day, and the hard work that the teams are doing to help the members of this community regain employment.

Board Counsel Report

No update provided.

CEO Report

Legislation Update

Discussed House Bills 1505 and 1507 and Senate Bill 98. Mr. Flanagan had a chance to meet with some of Senate President Wilton Simpson and Senator Ben Albritton who sponsored Senate Bill 98. Thanks for all those who submitted letters as it seemed to really make a difference. We haven't made any progress on the House side, but they have decided to give us some grace on the term limit issue. The original bill, restricted members participation to six years and that has been revised to eight years. Please review the bills for the full details. We will have to be very smart how we build succession planning into our committee structure.

The governor's office is reimagining education and career help, and the master credentialing list. We had some concern about master credentialing because it will make it more challenging to add programs on to ETPL, or to be able to be subsidized by WIOA funds. The master credentialing committee only meets two times a year, and when an employer needs a quick response on training, we can't give it to them.

There have been some discussions about reimagining workforce development. They are considering consolidating regions into fewer larger regions. I had some great conversations with Senator Brandis, Senator Simpson, and Senator Cruz all we're very open and welcoming to some suggestions we had. I think it's just the negotiation part between what the House and the Senate wanted.

"Change Happens" Training

Renee Benson conducted several in person training sessions on Surviving and Thriving in Times of Change. The organization is going through a lot of change.

Summer Job Connection Update:

- 4/5/2021 – The youth application period has closed. We had a total of 2,460 youth apply for services. Our team is now in the process of completing intake and onboarding paperwork.
- We increased our SJC youth enrollment goals from 1,200 to 1,500 youth served this summer.
- SJC Employer application is still open
 - 109 employers (76 new SJC employers)
 - 837 positions requested
- SJC Youth Summit dates: 6/1-6/4

New Affiliate Center Opened on 4/5/2021

CDC of Tampa – Corporation to Develop Communities of Tampa

CSTB will staff on Mondays & Tuesday from 8 a.m. – 5 p.m.

Location is at 1907 E. Hillsborough Ave., Suite 100, Tampa, FL 33610

We have partnered with the CDC of Tampa to provide some services. This was a result of conversations between Ernest Coney, John Flanagan, and Representative Diane Heart. They were requesting more of a presence in Tampa. We need to have a better footprint there, so we're going to be there a couple of days a week for the foreseeable future, and if we see traffic increase and grow, we will consider adding services and days.

Other Partnerships

Felicia Bell put us in touch with another great partnership. She put us in touch with the Bullard Family Foundation to look at opportunities to partner with them. The Foundation is assisting with feeding Tampa Bay residents with Metropolitan Ministries at the Sly Magnet School. We are going to provide some basic career services there and we're going to help them build and structure their lab and their job

search center. The great thing about this is these are two generation programs. We're working with the middle school kids on learning and development, and while they're doing that, their parents are getting opportunities to find new employment. This is a strategy to achieve what the Board really wants from us as an organization, it is increasing community touch points.

We are also working with the Hillsborough County Library system. We're targeting our newest branch location in the Riverview area for services. Once the Town-N-Country location reopens their library, we will also be there to welcome visitors back.

Business Services update

Kudos to Business Services! They served 254 employers which included incentive milestones by serving 27 employers in our Targeted Industries. Q3 Goal = 255.2 Q3 Performance = 281.0 Team Exceeded Q3 goal = 25.8 over goal.

**Thanks to Don Shepherd and Chad Kunerth for additional training and the new dashboard monitoring and tracking system

ACE Program

BOCC Approved the ACE Program, we are excited to be partnering with the county again.

▶ Action Item #1: 401(k) Plan RFQ - Results

(Refer to Page 9 of the April 15, 2021 Executive Committee Agenda Packet)

- A motion to approve
 - (1) John Hancock as the selected 401(k) recordkeeper utilizing the 3(16)-plan architecture,
 - (2) CSTB will continue with the 5% NEC contribution, and
 - (3) CSTB will add to the 401(k)-Plan design, language stating that CSTB has the ability to offer additional discretionary matching contributions which will be reviewed on an annual basis and approved by the Board during the annual budget review and approval process.
- - Motioned: Michael Bach
 - Seconded: Don Noble
- The motion carried.

Information Items

Information Item #1 Performance Dashboard PY 20-21

(Refer to Page 15 of the April 15, 2021 Executive Committee Agenda Packet)

- The committee would like to see the dashboard show a comparison from the previous year data and how we compare to other top 10 counties in the state.

Measure	PY1920	PY2021	% Change
Individuals Served	29,280	19,595	-33%
Staff Assisted	11,677	7,729	-34%
Self Assisted	17,603	11,866	-33%
Individual Employed	4,678	2,428	-48%
Employers Served	1,162	1,454	25%
New Employers Served	716	837	17%
Job Orders	1,122	1,917	71%
Adult Active	1035	804	-22%
DW Active	526	431	-18%
Youth Active	606	574	-5%
OST	954	1298	36%
Work Experience	46	300	552%

Apprenticeship	325	238	-27%
OJT	11	461	4091%
Adult EE	223	119	-47%
Adult Non-EE	36	33	-8%
Adult EE Rate	0.86	0.78	-9%
DW EE	225	80	-64%
DW Non-EE	33	11	-67%
DW EE Rate	0.87	0.88	1%
Youth Positive	81	32	-60%
Youth Non-Positive	74	36	-51%
Youth Positive Outcome Rate	0.52	0.47	-10%
Adult Median Wage	18.27	18.68	2%
DW Median Wage	24.6	17.75	-28%
Youth Median Wage	14.39	14.59	1%
WP Median Wage	8.56	11.29	32%

There was a discussion about the Median wage. It has increased to \$11.29. That is a 32% increase, but you do need to consider that we've changed the process for reporting the Migrant Seasonal Farm Workers (MSFW) for recording and wages. Last year the wage was \$8.56 but there is a lot of MSFW listed in that wage. The median wages are up 2%, youth it's up 1% and Dislocated worker which is down 28%. This is because of the type of exits that occurred last year. The median wage for Dislocated Worker was \$24.60 last year and it's \$17.75 this year.

Information Item #2 CSTB Strategic Plan Update

(Refer to Page 16 of the April 15, 2021 Executive Committee Agenda Packet)

We are hoping to present this plan to the community at the Business Summit scheduled in October 2021.

No discussion occurred.

Information Item #3 Summer Job Connection Update

(Refer to Pages 17 and 18 of the April 15, 2021 Executive Committee Agenda Packet)

The Youth Application period is closed, but we are still accepting applications for New Employers. We will be meeting with the school district later today.

Information Item #4 CSTB and EDSI Transition Update

(Refer to Page 19 of the April 15, 2021 Executive Committee Agenda Packet)

The Transition is under way. There have been workgroups established. The Goal is to have a smooth and seamless transition.

Information Item #5 CSTB Policy Revision Summary

(Refer to Page 20 of the April 15, 2021 Executive Committee Agenda Packet)

No discussion occurred.

Information Item #6 DEO Annual Program Monitoring

(Refer to Page 21 of the April 15, 2021 Executive Committee Agenda Packet)

No discussion occurred.

Committee Reports

Human Resource Committee update given by Michael Bach

The HR Committee last met on April 7, 2021. Mr. Bach had the opportunity to walk around the Eisenhower office after the meeting and had a chance to talk to some of the staff that are going to transition to EDSI. This really allowed him to see how it was all being received. He wanted the HR team in particular to make sure we understood how people were taking the move.

One action item 401(k) Plan RFQ Results was reviewed and approved during this meeting.

The Committee reviewed and approved the Action Item: CSTB Strategic Plan – HR Goals and Objectives. These will be brought to the full Board for approval.

The items below were reviewed during the Information/Discussion.

- CSTB 2021 Benefit Open Enrollment Report - Barry Martin gave a great report in terms of more staff participation in the Benefit plan.
- WARN Notice for transitioning employees to EDSI.
- Employee professional development with emphasis on tuition reimbursement policy.
- The Telework Pilot Project – Offering CSTB staff to telework 2 days a week if their position allows it.
- Employee Handbook – Going out for an RFP and legal review.
- Succession planning for the executive level, front line staff, and Board of Directors. We want to make sure we have a planning process in place for our top positions at CSTB.

Future Business

None.

Adjournment

The meeting was adjourned at approximately 12:09 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.