



Board of Directors Minutes

CareerSource Tampa Bay
May 18, 2023 at 9:00 AM EDT

Board Member Attendance

Present:

Members: Meredith Abel (remote), Commissioner Hagen (remote), Dr. Brian Mann (remote), Steve Morey (remote), Michael Bach (remote), Warren Brooks (remote), Sean Butler (remote), Andrea Cichon (remote), Elizabeth Gutierrez (remote), Gary Hartfield (remote), Benjamin Hom (remote), John Howell (remote), Robert Blount, III (remote), Jim Junecko (remote), April Neumann (remote), Donald Noble (remote), Julie Renderos (remote), Roy Sweatman (remote), Sophia West (remote), Mercedes Young (remote), Audrey Ziegler (remote)

Absent:

Members: Tom Aderhold, Stephanie Brown-Gilmore, Graham Hadley, Thayne Swenson, Jermaine White, Ocea Wynn

Staff Attendance

Present:

Members: Saleema Bennett (remote), Rich Beynon (remote), Luna Clarke (remote), Leondra Foster (remote), Melissa Carroll (remote), Sheila Doyle (remote), John Flanagan (remote), Barry Martin (remote), Anna Munro (remote), Michelle Schultz (remote), Don Shepherd (remote), Tammy Stahlgren (remote), Doug Tobin (remote), April Torregiante (remote), Michelle Zieziula (remote)

Guests: Daniel Harper -DEO (remote), Roe Falcone -EDSI (remote), Paul Casebolt -EDSI (remote), Kiani Bowman -EDSI (remote), Nancy Brown - Division of the Blind (remote), Shawn Brown - DEO (remote), Elizabeth Ventura - EDSI (remote), Maritza Morels - EDSI (remote), Lysandra Montijo - CareerSource Pinellas (remote), ChadwickMyrick – DEO (remote), Valerie Peacock – DEO (remote)

Board Counsel: Katherine Benson (remote)

Board Liaison : Ken Jones (remote), Jonathan Wolf (remote)

I. Call to Order, Welcome, and Roll Call

Vice Chair, Don Noble called the meeting to order at 9:03 a.m. There was a quorum present.

II. Pledge of Allegiance

Don Noble led the Pledge of Allegiance.

III. Public Comments

There was none.

IV. Consent Agenda

There was a request from the floor to remove "Item C. Approval of Minutes - November 1, 2023, Ad Hoc System Redesign Committee" from the Consent Agenda.

- A. Approval of New Training Programs
- B. Approval of Minutes - February 14, 2023 Board of Directors Meeting
- C. Approval of Minutes - November 1, 2022 Ad Hoc System Redesign Committee Meeting
 - ➔ Item C was pulled from the Consent Agenda for further discussion.
- D. Approval of Minutes - May 1, 2023 Nominating Committee Meeting
- E. Approval of Youth Service Provider

Motion:

To approve items: A., B., D., and E., on the Consent Agenda

Motion moved by Donald Noble and motion seconded by Mercedes Young.
Motion carried.

Item C.

Discussion ensued on the need for approval of minutes given the sunset of the Ad Hoc System Redesign Committee after CareerSource Florida decision to consolidate CareerSource Tampa Bay and CareerSource Pinellas.

Legal Counsel, Katherine Benson explained that per Sunshine Laws, all public meetings are required to keep minutes. Counsel advised that the board consider approving the minutes of that meeting. The board proceeded to vote on the minutes.

Motion:

To approve of the Minutes from the November 1, 2022, Ad Hoc System Redesign Committee.

Motion moved by John Howell and motion seconded by Steve Morey. Motion carried.

V. Chair's Report

Due to time constraints the Chair's report can be found in the agenda packet and was not verbally reviewed.

VI. CEO Report

Due to time constraints the CEO report can be found in the agenda packet and was not verbally reviewed.

VII. Board Counsel Report

Presenter: Katherine Benson filled in for Mary Helen Farris.
There was nothing new to report.

VIII. Action/Discussion Items

A. 2023-2024 Planning Budget (Presenters: Sheila Doyle)

An overview of the budget was provided. The budget was prepared based on state allocations received from the Department of Labor (DOL) for two of the primary funding streams: Workforce Innovation and Opportunity Act (WIOA), and Wagner-Peyser and projected carryforward amounts for grants that span multiple fiscal years. A budget modification will be brought back to the Board for approval in the first quarter of fiscal year 2024 once final allocations and carryforward amounts are known.

Motion:

To approve the FY2024 Planning Budget.

Motion moved by Gary Hartfield and motion seconded by John Howell. Motion carried.

B. 2023-2024 CSTB Board and Committee Schedule (Presenters: John Flanagan)

Motion:

To approve the PY2023-2024 Board and Committee Meeting schedule.

Motion moved by Julie Renderos and motion seconded by Gary Hartfield. Motion carried.

C. PY 2023-2024 Board Officers (Presenters: Benjamin Hom)

Presentation of Nominees:

As it states in our By-Laws, a slate of nominees for Officers shall be presented to the Board for a vote at CSTB’s annual meeting. Prior to voting on the slate of nominees, nominations will be accepted from the floor. There were no nominations from the floor.

Motion:

To approve the slate of officers as presented.

Officers	PY 2023 – 2024
Chair	Sean Butler
Vice Chair	Don Noble
2 nd Vice Chair	Commissioner Ken Hagen
Treasurer	Gary Hartfield
Treasurer Alternate	Dr. Brian Mann
Secretary	Julie Renderos

Motion moved by Gary Hartfield and motion seconded by John Howell. Motion carried.

D. Mandatory Partner MOU (Presenters: Anna Munro)

Motion:

To approve to enter MOU and IFA agreements for the Period of July 1, 2023 through June 30, 2026 and subject to successful negotiations, approval to enter MOU/IFA with Florida Department of Education.

Motion moved by Michael Bach and motion seconded by Gary Hartfield. Motion carried.

E. Workforce Services Contracts (Presenters: Anna Munro)

The following corrections were made to this Action Item:

- ➔ Under Background heading: CareerSource Tampa Bay (CSTB) obtained Board of Director (BOD) approval to formally solicit utilizing formal procurement procedures, certain workforce services on November 21, 2019. The date was corrected at the meeting to January 21, 2021.
- ➔ Under Recommendation, language underscored has been added: Staff recommends approval to extend: (1) One-Stop Operator contract and Adult

Dislocated Workers contracts for the period July1, 2023 through June 30, 2024, and (2) Career Services for the period July, 1 2023 through September 30, 2023, with concurrence by BoCC and CareerSource Florida, and upon successful negotiations, to enter into a contract.

Motion:

To approve to extend (1) One-Stop Operator contract and Adult Dislocated Workers contracts for the period July1, 2023 through June 30, 2024 and (2) Career Services for the period July, 1 2023 through September 30, 2023, with Concurrence by BoCC and CareerSource Florida, and CareerSource Florida, and upon successful negotiations, to enter into a contract.

Motion moved by Julie Renderos and motion seconded by Michael Bach. Mike Bach opposed this motion. The motion carried.

- F. Related Party - Tampa Bay Summer Hires Youth Summit and Job Fairs Venues and Catering (Presenters: Anna Munro)

Workforce Services Rental

Dr. Brian Mann has been identified as having a conflict of interest and was notified prior to the meeting.

Dr. Brian Mann has completed and submitted a Voting Abstention Form.

Dr. Brian Mann verbally abstained.

Once Dr. Brian Mann verbally abstained, he was placed into a virtual waiting room during the discussion and vote.

Motion:

To approve Hillsborough Community College Venue/AV Rentals and Catering for amount not to exceed \$5,606 and \$7,132, respectively. Notification will be provided to DEO and CareerSource Florida.

Motion moved by Michael Bach and motion seconded by Sophia West. Motion carried.

- G. Related Party WBL Agreements (Presenters: Luna Clarke)

Related Party PWE Agreement:

Hillsborough County School Board, amount not to exceed \$180,000.

Warren Scott Brooks has been identified as having a conflict of interest and was notified prior to the meeting.

Warren Scott Brooks has completed and submitted a Voting Abstention Form.

Warren Scott Brooks was not present during the vote and discussion.

Motion:

Approve the Paid Work Experience Agreement with Hillsborough County School Board through 12/31/2026, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Julie Renderos and motion seconded by John Howell. Motion carried.

Related Party PWE Agreement:

City of Tampa, amount not to exceed \$44,640.

Ocea Wynn has been identified as having a conflict of interest and was notified prior to the meeting.

Ocea Wynn has completed and submitted a Voting Abstention Form.

Ocea Wynn was not present during the vote and discussion.

Motion:

Approve the Paid Work Experience Agreement with the City of Tampa through 12/31/2026, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Michael Bach and motion seconded by Julie Renderos. Motion carried.

Related Party PWE (Paid Work Experience), CS West and Associates, amount not to exceed \$4,680

Sophia West has been identified as having a conflict of interest and was notified prior to the meeting.

Sophia West has completed and submitted a Voting Abstention Form.

Sophia West verbally abstained.

Once Sophia West verbally abstained, she was placed into a virtual waiting room during the discussion and vote.

Motion:

Approve the Paid Work Experience Agreement with CS West and Associates, through 12/31/2026, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Julie Renderos and motion seconded by Benjamin Hom. Motion carried.

Related Party PWE Agreement:

Tampa General Hospital, amount not to exceed \$32,400.

Andrea Cichon has been identified as having a conflict of interest and was notified prior to the meeting.

Andrea Cichon has completed and submitted a Voting Abstention Form.

Andrea Cichon was not present during the vote and discussion.

Motion:

To approve the threshold amount for the PWE with Tampa General Hospital, through 6/30/2024, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Benjamin Hom and motion seconded by John Howell. Motion carried.

Motion carried.

Related Party PWE Agreement:

Tampa Housing Authority, amount not to exceed \$20,880.

Stephanie Brown-Gilmore has been identified as having a conflict of interest and was notified prior to the meeting.

Stephanie Brown-Gilmore has completed and submitted a Voting Abstention Form.

Stephanie Brown-Gilmore was not present during the vote and discussion.

Motion:

To approve the threshold amount for the PWE with Tampa Housing Authority, through 6/30/2024, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Sophia West and motion seconded by Audrey Ziegler. Motion carried.

Related Party PWE (Paid Work Experience), Suncoast Credit Union, amount not to exceed \$9,360

Julie Renderos has been identified as having a conflict of interest and was notified prior to the meeting.

Julie Renderos has completed and submitted a Voting Abstention Form.

Julie Renderos verbally abstained.

Once Julie Renderos verbally abstained, she was placed into a virtual waiting room during the discussion and vote.

Motion:

To approve the attached Paid Work Experience Agreement with Suncoast Credit Union through 12/31/2026. Notification will be provided to DEO and CareerSource Florida.

Motion moved by Gary Hartfield and motion seconded by John Howell. Motion carried.

H. Related Party MOU's (Presenters: Luna Clarke)

Related Party Memorandum of Agreement (MOU):

Hillsborough County School Board, amount not to exceed \$26,100.

Warren Scott Brooks has been identified as having a conflict of interest and was notified prior to the meeting.

Warren Scott Brooks has completed and submitted a Voting Abstention Form.

Warren Scott Brooks was not present during the vote and discussion.

Motion:

To approve the attached MOU with Hillsborough County School Board, through June 30, 2024, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Benjamin Hom and motion seconded by Julie Renderos. Motion carried.

Related Party Memorandum of Agreement (MOU):

Enterprising Latinas, amount not to exceed \$.12,100

Elizabeth Gutierrez has been identified as having a conflict of interest and was notified prior to the meeting.

Elizabeth Gutierrez has completed and submitted a Voting Abstention Form.

Elizabeth Gutierrez was not present during the vote and discussion.

Motion:

To approve the attached MOU with Enterprising Latinas, Inc., through June 30,2024, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Julie Renderos and motion seconded by Michael Bach. Motion carried.

I. Related Party Training Provider Renewals (Presenters: Luna Clarke)

Related Party Training Provider and Program Individual Training Accounts (ITA's):
Hillsborough County School Board, amount not to exceed \$60,000.

Warren Scott Brooks has been identified as having a conflict of interest and was notified prior to the meeting.

Warren Scott Brooks has completed and submitted a Voting Abstention Form.

Warren Scott Brooks was not present during the vote and discussion.

Motion:

To approve through June 30, 2024, Hillsborough County School Board renewal as a Training Provider and ITA, contingent upon DEO and CareerSource Florida approval.

Motion moved by Sophia West and motion seconded by Julie Renderos. Motion carried.

Related Party Training Provider and Program Individual Training Accounts (ITA's):
Hillsborough Community College, amount not to exceed \$328,000.

Dr. Brian Mann has been identified as having a conflict of interest and was notified prior to the meeting.

Dr. Brian Mann has completed and submitted a Voting Abstention Form.

Dr. Brian Mann verbally abstained.

Once Dr. Brian Mann verbally abstained she was placed into a virtual waiting room during the discussion and vote.

Motion:

To approve through June 30, 2024, Hillsborough Community College renewal as a Training Provider and ITAs, contingent upon DEO and CareerSource Florida approval.

Motion moved by Gary Hartfield and motion seconded by Sophia West. Motion carried.

J. Training Provider Performance Moratorium Removal (Presenters: Don Shepherd)

Motion:

To approve the removal of the Training Provider Performance Moratorium effective July 1st, 2023. CSTB defined performance measures will remain in effect until the Department of Economic Opportunity implements statewide performance criteria.

Motion moved by Michael Bach and motion seconded by Roy Sweatman. Motion carried.

- K. CareerSource Tampa Bay Policy Revision (Presenters: April Torregiante)

Motion:

To approve the following CareerSource Tampa Bay Board Policy Revisions:

- Eligible Training Provider List (ETPL) – #019-C0001.
- Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL) – #018-C0043.

Motion moved by Michael Bach and motion seconded by John Howell. Motion carried.

- IX. Presentation - CSTB Annual Performance Review (Presenters: DEO -Daniel Harper and Chadwick Myrick) An Overview of Annual Performance was reviewed. Overall, he summarized that we had a good review. It was noted that on page 9 of the presentation "Work Expenditures" we are on target to meet these measures by their individual deadlines.

- X. Information Items

Due to time constraints only Information Items A, B, C, and D were reviewed. There was no discussion.

- A. Annual Financial Disclosure – Form 1 (Presenters: Anna Munro)
- B. Hillsborough County and CareerSource Tampa Bay Agreement Renewal (Presenters: Anna Munro)
- C. Local Workforce Development Area Designation Local Board Composition & Certification (Presenters: Anna Munro)
- D. Marketing and Public Relations Update (Presenters: Doug Tobin)
- E. One-Stop Operator Update
- F. WIOA Primary Indicators of Performance: PY 22-23 July 22-September 22
- G. REACH Q2 Performance Review
- H. Florida Wavier Decision

- I. Tampa Bay Hires Update
- J. DEO Waiver Requests and Outcomes for Youth Expenditure Requirement and Allowable ITAs
- K. Expenditure Reports for the Period Ending March 31, 2023

XI. Committee Reports

A. Career Pathways Committee

No update provided.

B. Workforce Performance Committee (Presenters: Don Shepherd)

New training programs, and removal of the Training Provider Performance Moratorium were approved in committee and were in today's Agenda.

C. Youth Development Committee (Presenters: Dr. Brian Mann)

Tampa Bay Summer Hires is going very well, Doug Tobin's public relations efforts seem to be making a difference, and our collaboration with the school board is also going very well.

XII. Future Business

There was none.

XIII. Adjournment

The meeting adjourned at 11:31 a.m. Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.