



Thursday, July 19, 2018, 11:00 AM
 CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL
 Conference Dial: 1-800-511-7985
 Conference Code: 605-9608#

Annual Meeting of the Board of Directors Agenda

- I. **Welcome and Roll Call**..... Sandra Murman, Vice Chair
- II. **Public Comments**
- III. **Recognition of Past Board Officers and Staff**Sandra Murman
- IV. **Approve Meeting Minutes**Sandra Murman
 - 1) Board of Directors Meeting Minutes (June 21, 2018)..... Page 3
 - 2) Ad Hoc Nominating Committee Meeting Minutes (July 11, 2018)..... Page 10
- V. **Overview of CareerSource Tampa Bay and Governing Board** Juditte Dorcy, Page 13
 - 1) Government in the Sunshine Law & Public RecordsCharley Harris
- VI. **Vice Chair’s Report**.....Sandra Murman
 - 1) Workforce Focus
 - 2) Employment of Juditte Dorcy
 - 3) Meeting Calendar Page 17
 - 4) Board Orientation Special Meeting
 - 5) Third Party Contracts
- VII. **Interim Executive Director’s Report**.....Juditte Dorcy
 - 1) Local Targeted Occupations List Jody Toner, Page 19
 - 2) Paid Time Off Policy Page 27
 - 3) Business Services Compensation..... Page 30
 - 4) Board Resolution on 401(k) Page 33
 - 5) Nepotism Policy Page 34
 - 6) 2018 - 2019 Planning Budget Page 38
 - 7) 2018 - 2019 Performance Metrics..... Juditte Dorcy & Jody Toner, Page 42
 - 8) Auditor Review of Client Incentive Debit Cards
- VIII. **Committee Reports**
 - 1) Ad Hoc Nomination Committee..... Roy Sweatman
 - a) Election of 2018 - 2019 Board Officers..... Page 46
 - 2) Ad Hoc Transition Committee Sean Butler/Juditte Dorcy
 - a) Transition Update Page 48
 - b) CEO Search
- IX. **Other Business**
- X. **Future Business**
- XI. **Adjournment**





**Recognition of
Past Board Officers and Staff**

Dick Peck

John Kearney

Betsy Irizarry

Darren Veneri

Shannon Evans

Staff

Maria Suarez

Johwonna Lewis

Tom Laub

Matthew Pattabhi

Cecilia Reinberg

Nicole Beverly

CareerSource Tampa Bay Emergency Board of Directors Meeting

Date: June 21, 2018, 11:00 a.m.

Location: CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL

Call to Order

Vice Chair Sandra Murman called the meeting to order at 11:02 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance

Tom Aderhold, Sean Butler, Dr. Ginger Clark, Robert Coppersmith, Richard Cranker, Shannon Evans, Tim Harding*, John Howell, Randall King, Commissioner Sandra Murman, Paul Orvosh, Patricia Suarez, Roy Sweatman

Board Members not in attendance

Sheryl Brown, Stephanie Brown-Gilmore, , Robert Garry, John Kearney, Dick Peck, Michael Ramsey, Craig Richard, Yanina Rosario, Eileen Schneider, W. Scott Brooks, Ken Jurgensmeyer, Jennifer Kuhn, Rosanna Matucan-Carson

Board Counsel

Charley Harris

Staff Present

Juditte Dorcy, Jody Toner, Phuong Nguyen, Michelle Schultz, Joe Vitale, Olivia Cunningham, Mai Russell

Guests

Eldymarie Morales, Shelonda Rucker, Ron Goss, Ryan Salzer, Kenneth Jones, Michael Schwan, Yeni Awolola, Ron Barton, Zachary Sampson, Mark Puente, Jennie Tarr

*denotes attended via telephone.

Public Comments

There was none.

Guests Presentation

Eric Sims of Computer Generated Solutions (CGS) shared some information about his company, its workforce needs, and how CareerSource Tampa Bay has helped with meeting their recruitment needs.

Eldymarie Morales of Tech Hire alumnus member shared some insights on how CareerSource Tampa Bay has helped her enrolled into training in Phlebotomy and overcome multiple barriers as Hurricane Maria evacuee from Puerto Rico.

Action/Discussion Items

1. Consent Agenda of May 3, 2018 Executive Committee Meeting

The consent agenda of May 3, 2018 was presented for approval.

Motion: Tom Aderhold
Second: Randall King

*The Board of Directors approved the Consent Agenda of May 3, 2018.
The motion carried.*

2. Consent Agenda of June 7, 2018 Executive Committee Meeting

The consent agenda of June 7, 2018 was presented for approval.

Motion: Sean Butler
Second: Tom Aderhold

*The Board of Directors approved the Consent Agenda of June 7, 2018.
The motion carried.*

3. Minutes of March 22, 2018 Emergency Board of Directors Meeting

The minutes of March 22, 2018 Emergency Board of Directors meeting was presented for approval.

Motion: Sean Butler
Second: Tom Aderhold

*The Board of Directors approved the minutes of March 22, 2018 Emergency Board of Directors Meeting.
The motion carried.*

4. Minutes of May 31, 2018 Special Board of Directors Meeting

The minutes of May 31, 2018 Special Board of Directors meeting was presented for approval.

Motion: Ginger Clark
Second: Sean Butler

*The Board of Directors approved the minutes of May 31, 2018 Special Board of Directors Meeting.
The motion carried.*

5. Approval of New Training Vendor: Alterius Career College

Alterius Career College has a license from the Commission for Independent Education. Staff conducted a site visit on 4.20.2018. Alterius Career College is reporting to FETPIP this year.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Placement Rate	Average Wage At Placement	Retention Rate
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Electrician#	\$1,830	\$10,921	\$12,751	720 clock hours/	61%	73.30%	\$48,000 per year	52%
			\$13,462	720 clock hours/	70%	78.90%	\$31,000 per year	65%
Medical Assistant	\$2,444	\$13,689	\$16,133	920 clock hours/	57%	83.72%	\$29,000 per year	71%
Pharmacy Technician	\$1,275	\$12,148	\$13,423	760 clock hours/	68%	81.82%	\$31,000 per year	90%

- School Opened: 2015
- Total enrollments for prior year: 467
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently there are several training vendors for LWDB 15 that offer Pharmacy Technician, Electrician, Medical Assistant and HVAC training.

#Electrician

- Training and curriculum outline showing time spent in the classroom vs. hands-on activities is enclosed. The training program consists of 750 clock hours, of which 260 hours consist of lab activities.
- An accredited training and education facility for the *National Center for Construction Education & Research* (NCCER). All faculty members are NCCER certified trainers and the Program Director is a NCCER Master Trainer.
- Upon successful completion, graduates not only earn a diploma, but are registered with NCCER and will have earned their OSHA-10 certification.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

The following points of discussion ensued:

- Randall King shared his concern on high tuition cost for a low-wage, entry-level Electrician. He added the reported \$48,000 wage at placement seems too high for an entry-level position.
- Two representatives from Alterius Career College responded to multiple clarifying questions posed by the Board. When asked to justify the high cost for electrician class, the representatives provided the following response: small classroom; low student-to-teacher ratio rate; and students earn NCCER accreditation.

Motion: Patricia Suarez

Second: Tom Aderhold

A roll call vote was conducted. Shannon Evans and Tim Harding did not respond during the vote. With 6 YAYs and 5 NAYs, the Board of Directors approved Alterius Career College as an approved training vendor for CareerSource Tampa Bay. The motion carried.

6. Establishing Time Period for Approving New Training Vendors

At the June 7th Executive Committee meeting, staff was asked to bring back a recommendation for approving new training vendors within an established time period.

Staff researched into other regions practices. Their findings are provided below:

Florida:

- Two (2) of the seven (7) regions contacted restrict their new training vendor application process.
 - CareerSource Citrus Levy Marion: Open application process throughout the program year
 - CareerSource Central Florida: Restricts for specific period of time of April 16 – May 13th
 - CareerSource Polk: Open application process throughout the program year
 - CareerSource Palm Beach County: Open application process throughout the program year
 - CareerSource Broward: Rolling/open application process throughout the PY
 - CareerSource South Florida: Open year long
 - One LWDB only publishes the Approved Training Provider List twice per year

Other States:

- Michigan: Ongoing
- Texas: Open/ongoing

Motion: Robert Coppersmith

Second: Randall King

*The Board of Directors approved establishing the time period for approving new training vendors to the first quarter of the Program Year (July – September).
The motion passed.*

7. Minutes of May 31, 2018 Special Board of Directors Meeting

An RFP for One Stop Operator was issued on June 4th to solicit proposals from companies to provide services required of a One-Stop Operator. The One-Stop Operator will coordinate the service delivery of participating one-stop partners and service providers within the career centers. This RFP was promulgated via multiple avenues, including notices in the Tampa Times and to interested bidders. The proposals were due on June 18th. Two proposals were received, but one was not fully responsive.

The Selection Committee consisted of staff members met on June 20th to discuss their independent evaluations. The result of the scoring is as follows:

Proposers	Total Score (Max. points 200)
Kaiser Group d/b/a Dynamic Workforce Solutions	170

The Selection Committee is recommending entering into contract negotiations with Kaiser Group d/b/a Dynamic Workforce Solutions.

Motion: Robert Coppersmith
Second: Randall King

*The Board of Directors approved entering into contract negotiations with Kaiser Group dba Dynamic Workforce Solutions for One-Stop Operator Services.
The motion carried.*

8. Changing the Date of the Annual Meeting for Officers Election

Tampa Bay WorkForce Alliance Bylaws states:

ARTICLE V - BOARD OFFICERS

The Officers of CareerSource Tampa Bay shall consist of a Chair, a Chair Elect, a Vice Chair, a Secretary and a Treasurer. The Chairman of the Hillsborough County Board of County Commissioners, or his/her designee from the Board of County Commissioners, shall occupy the Vice Chair position.

SECTION 1- Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Tampa Bay Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Tampa Bay Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.*
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.*
- C. The CareerSource Tampa Bay Chair, Chair Elect and Treasurer shall be selected from among the representatives of the private sector Board members.*

Motion: Richard Cranker
Second: Tom Aderhold

*The Board of Directors approved changing the date of the Annual Meeting to July 19, 2018.
The motion carried.*

Chair's Report

- In March, the unemployment rate was at 3.1%. The labor force was at 734K, up by 1.9% compared to a year ago. There were 23K unemployed residents in the region.
- When compared to other metropolitan areas in the state, the Tampa-St. Petersburg-Clearwater area had the highest annual job growth in: Education & health services; Financial activities; and Utilities.
- I want to congratulate staff for their efforts in securing additional grants to address the labor shortage in construction. CareerSource Florida awarded \$100K for

preapprenticeship program targeted for underserve population and migrant seasonal farmworkers. To learn more about this program, please see Michelle Schultz.

Interim Director Dorcy added we are partnering with HCC. Out of over 21 applications submitted, five were awarded.

- If you haven't file the annual financial disclosure; please do so no later than July 1st, by emailing it to the supervisor of elections office of the county you reside.
- Moving forward, the full board meetings will begin at 11 a.m.

Interim Executive Director's Report

- We are continuing to review our processes and policies & procedures with recommendation from DOL. At present, the supportive services card practices and policies are being reviewed for improvement. Other processes being reviewed include OJT and placement procedures.
- As of May 31st, 65% of our budget has been expended.
- We are moving forward with preparing for year-end closing on June 30th. Particularly on making sure that we are meeting or exceeding our performance measurements.
- The transition activities have been in progress. Kenneth Jones and I have been meeting with Jennifer Brackney on a regular basis to address issues as they arise. Thanks to Sean Butler's assistance, the HR Consultant agreement with My Benefits Partner has been signed [by the HR consultant.]

Board Counsel Report

Charley Harris briefed of no legal impediments to the transition. He is confident that the transition will move forward as planned.

Responding to Vice Chair Murman's inquiry on hiring, Interim Executive Director Dorcy briefed on the progress made with updating the job descriptions and refining HR practices.

Committee Reports

Finance Committee

- The Finance Committee recently met on April 26th, and took action on approving budget mod no. 5 which increased total budget revenues to \$23.5M. Next fiscal year planning budget was also approved, the projected budget increased to \$20.7M.
- We are on schedule with expenditures. As of March 31st, 55% of the overall budgets has been expended.
- The 990 tax form has been prepared and shared with all voting board members. The form has been filed on May 15th. If you have any questions, please call Anna Munro.

One Stop Committee

- The One Stop Committee met on May 23rd, some highlights are:
 - Center Traffic and Program Services thru May 31, 2018:
 - Center traffic was at 131,662. About 13% decrease from 151,405 during the same period, last year.

- Employability Skills Workshop: 6,002 job seekers participated. The top three workshops attended were: Resume Development, Professional Interviewing Skills, and Surviving a Layoff.
- In May, three new workshops were added:
 - Employment Transition,
 - Employment Success and
 - Dress for Success.
- Several new workshops will be added for the new program year.
- Migrant Seasonal Farmworker (MSFW) Program: 2,656 applicants were received. Of those, 2,499 were placed into employment. Peach season is coming to an end and we are now into tomatoes and peppers season.
- Customer Satisfaction Rating: A total of 3,773 job seekers completed the Resource Room and Employability Skills Workshop customer satisfaction surveys and rated their overall level of satisfaction as 96.7%.

Workforce Solutions Committee

- No actions to report from the Workforce Solutions Committee.
- The Annual Professional Mixer was held yesterday (March 21st). Over 20 employers participated and over 120 job candidates attended.

Ad Hoc Transition Committee

- The payroll account is being set up.
- Three proposals have been received for HR Consultant services. Staff is in the process of reviewing these proposals and negotiations.

Adjournment

The meeting was adjourned at approximately 1:30 p.m.

Career Source Tampa Bay Ad Hoc Nominating Committee

Date: July 11, 2018, 2:00 p.m.
Location: Via Tele-Conference

Call to Order

Ad Hoc Nominating Committee Chair Roy Sweatman called the meeting to order at 2:02 p.m. There was a quorum present with the following members participating.

Committee Members in attendance

Tom Aderhold, John Howell, Roy Sweatman

Staff Present

Juditte Dorcy, Mai Russell

BOCC Liaison

Ron Barton (for Kenneth Jones)

Action Items

Item 1 – Approval of Minutes

The minutes of May 25, 2017 Ad Hoc Nominating Committee meeting was presented for approval.

Motion: John Howell
Second: Roy Sweatman

*The minutes were approved as presented.
The motion carried.*

Item 2 – 2018 - 2019 Board Officers

A list of nominees was presented for consideration. After much discussion and taking into consideration their experiences and expertise, the slate of nominees was created as noted below. Staff was directed to contact these nominees asking if they are willing to serve when elected by the Board. Should any of the members have expressed they are not able to serve, the alternate nominee will be contacted.

Chair: Sean Butler, Chief HR Officer, Blue Grace Logistics

Motion: Tom Aderhold
Second: John Howell

*The Ad Hoc Nominating Committee recommended nominating Sean Butler for the office of the Chair.
With a unanimous vote, the motion passed.*

Chair-Elect: Jeffrey Serpico, HR Director, Tampa General Hospital

Motion: Tom Aderhold
Second: John Howell

The Ad Hoc Nominating Committee recommended nominating Jeffrey Serpico for the office of the Chair-Elect.

With a unanimous vote, the motion passed.

Secretary: Ginger Clark, VP Academic Affairs, Hillsborough Community College

Motion: John Howell

Second: Tom Aderhold

The Ad Hoc Nominating Committee recommended nominating Ginger Clark for the office of the Secretary.

With a unanimous vote, the motion passed.

Alternate Secretary: Lindsey Kimball, Economic Development Director, Hillsborough County

Motion: Tom Aderhold

Second: John Howell

The Ad Hoc Nominating Committee recommended Lindsey Kimball as the alternate nominee for the office of the Secretary.

With a unanimous vote, the motion passed.

Treasurer: Sophia West, Partner, C.S. West & Associates

Alternate Treasurer: Jasiel Legon, Chief Talent HR Officer, GTE Financial

Motion: Tom Aderhold

Second: John Howell

The Ad Hoc Nominating Committee recommended nominating Sophia West for the office of the Treasurer and Jasiel Legon as an alternate.

With a unanimous vote, the motion passed.

Public Comments

None was made.

The meeting was adjourned at 2:40 p.m.

Overview of CareerSource Tampa Bay
And
Governing Board

See presentation attached.



Overview of CareerSource Tampa Bay and Governing Board



Mission Statement

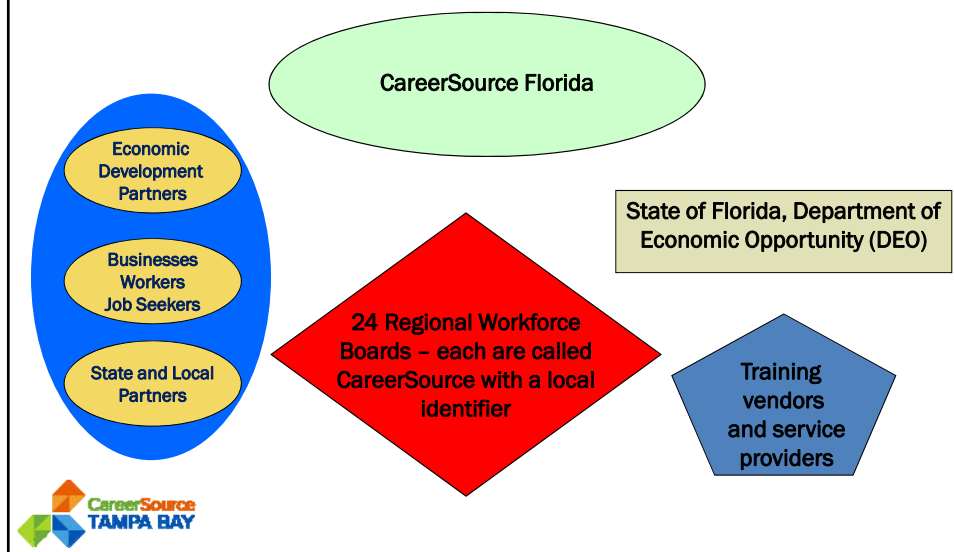
To connect employers with qualified, skilled talent and Hillsborough County residents with employment and career development opportunities to achieve economic prosperity.

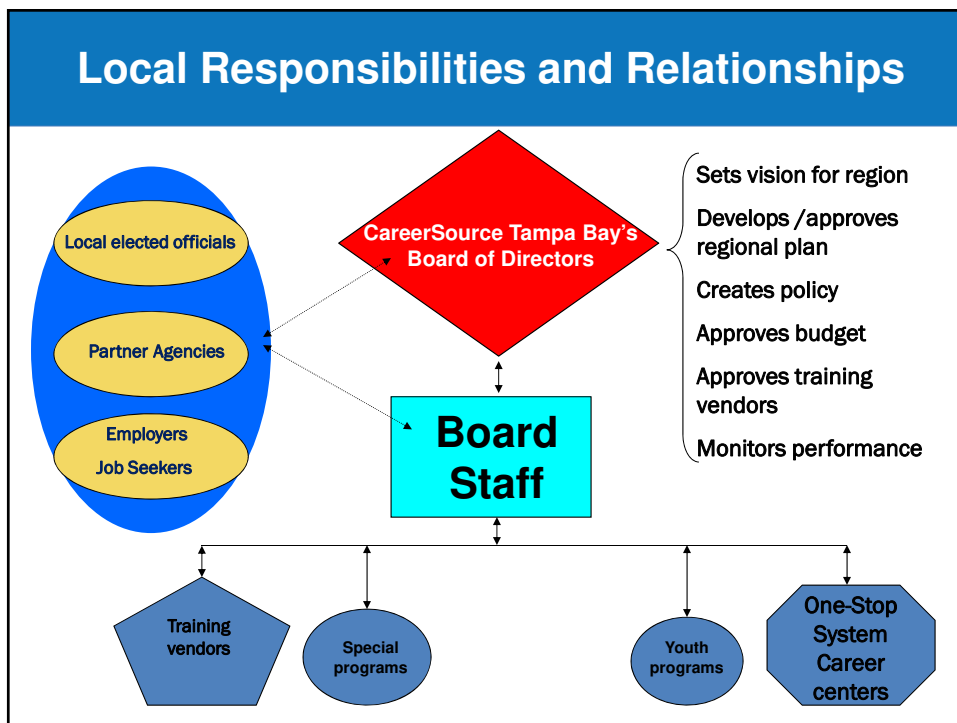
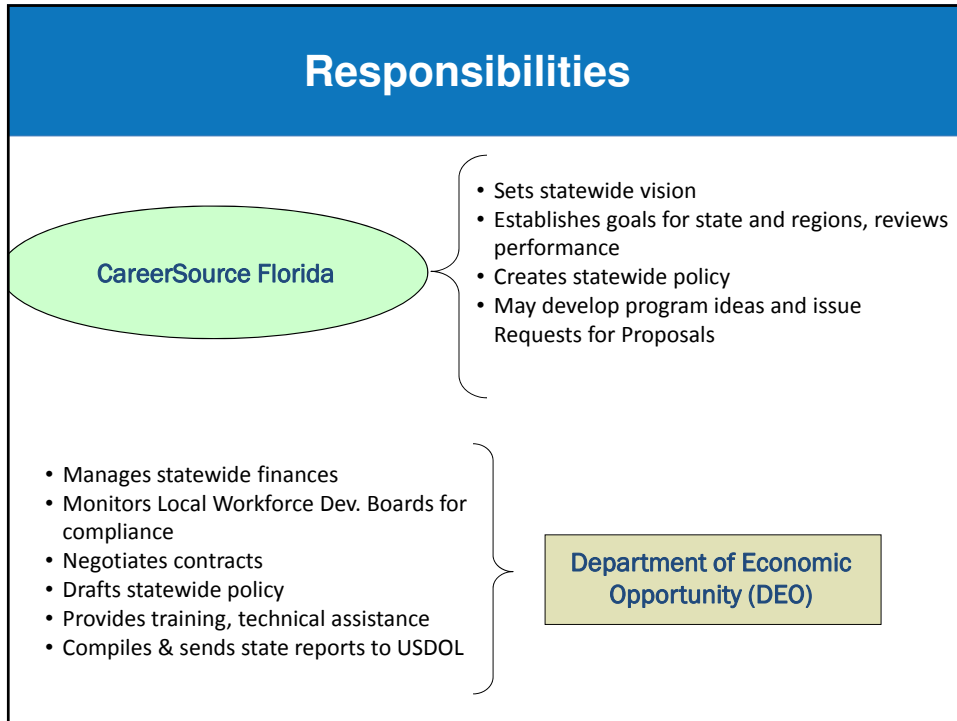


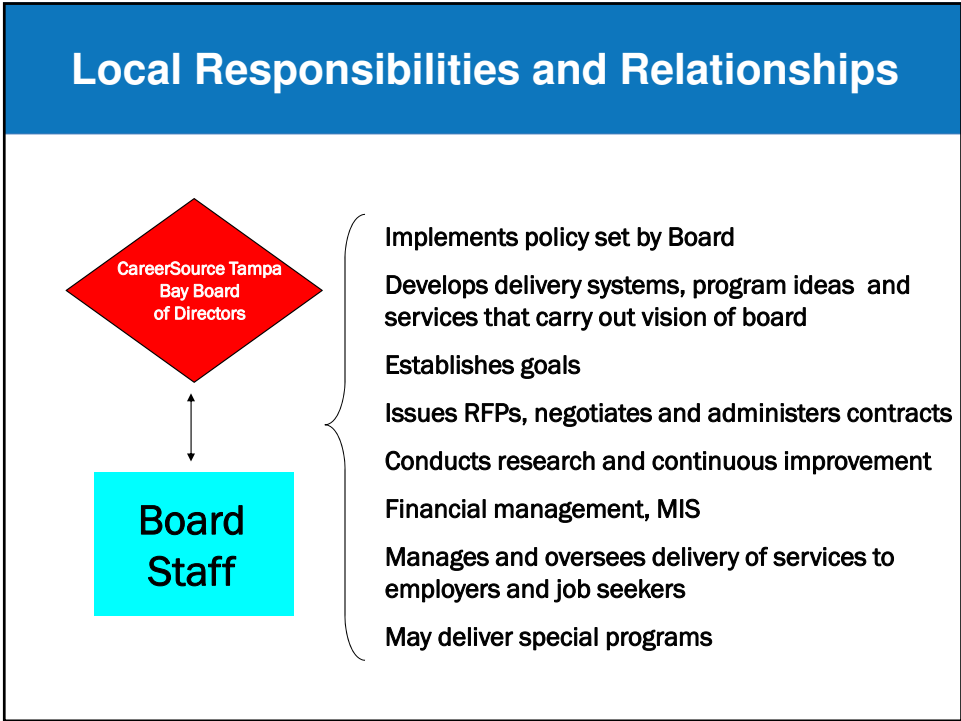
Who We Are

- A non-profit, public/private partnership responsible for developing policy, planning, and overseeing the delivery of workforce development initiatives.
- Helps to fill the talent pipeline by assessing available talent pool, analyzing data for occupations and industries in demand

Workforce Development – Who’s Involved









DRAFT

2018 - 2019 Schedule of Board & Committee Meetings

	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	Mar. 2019	Apr. 2019	May 2019	June 2019
Board of Directors 11:00 a.m. – 12:30 p.m.	19		20		15		17		21		16	
Finance Committee 9:00 a.m. – 9:30 a.m.		2		25		27		7		25		
Executive Committee 11:00 a.m. – 12:00 p.m.		16		18		20		21		18		20
Workforce Solutions 9:00 a.m. – 10:00 a.m.		8		17				13			8	
One-Stop Committee 9:00 a.m. – 10:00 a.m.		22			7			20			22	
Audit Committee	31						31					

All meetings will be held at 4902 Eisenhower Blvd., Suite 250, Tampa, FL 33634. All Board & Committee meetings are conducted in accordance with the *Florida Sunshine Law*. If you are a person with disability who requires assistance to attend any of CareerSource Tampa Bay meetings, please contact Mai Russell at 813-397-2022.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Collaborate – Innovate – Lead



Government in the Sunshine Law

And

Public Records

To be provided at the meeting.



Action Item

Local Targeted Occupations List

Background

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2018-2019 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

Pursuant to the TOL requirements, as described in CareerSource Florida's Administrative Policy 082, each LWDB is required to develop its LTOL, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as including additional occupations to their lists that are based on local demand. A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by July 31, 2018.

CSTB has utilized the same TOL for the past three years.

Process: Staff reviewed the new 2018-19 Regional Demand Occupations List for Hillsborough County against the current Regional Targeted Occupational List (RTOL). Staff identified several occupational areas that dropped from the new 2018-19 Regional Demand Occupations List that they are recommending

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to add back on the list due to ongoing demand for occupational skills training, Paid-Work Experience, and On-the-Job training programs.

RECOMMENDATION

Adopt a hybrid 2018-19 Regional Demand Occupations for CSTB comprised of the DEO 2018-19 Regional Demand Occupational List and the additional demand occupations.

2018-19 Florida Statewide Demand Occupations List

Post Secondary Adult Vocational Certificate or College Credit Certificate/Associate Degree

Sorted by Occupational Title

Legend

† "SOC Code" and "Occupational Title" refer to Standard Occupational Classification codes and titles.

†† "HSHW" = High Skill/High Wage.

"EFI" = Enterprise Florida, Inc.

Workforce Estimating Conference Selection Criteria

- 1 **FLDOE Training** Codes 3 (PSAV Certificate) or 4 (College Credit Certificate/Associate Degree)
- 2 **500 annual openings** and **ave. growth rate of 1.41%** or **1,200 annual openings** with any positive growth
- 3 **Mean Wage of \$14.72/hour** and **Entry Wage of \$11.97/hour**
- 4 **HSHW Occupations: Mean Wage of \$23.07/hour** and **Entry Wage of \$14.72/hour**

SOC Code †	HSHW ††	Occupational Title †	Annual Percent Growth	Annual Openings	2017 Hourly Wage		FLDOE Training Code	In EFI Targeted Industry?	STEM Occupation?	New to List?
					Mean	Entry				
113011	HSHW	Administrative Services Managers	1.63	1,109	52.41	30.38	4	Yes	No	
413011		Advertising Sales Agents	0.51	1,614	27.05	13.63	3	Yes	No	
493011	HSHW	Aircraft Mechanics and Service Technicians	1.28	1,278	27.09	17.33	3	Yes	No	
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	1.76	549	85.52	47.37	4	Yes	No	Yes
274011		Audio and Video Equipment Technicians	2.03	641	20.02	12.89	4	Yes	No	
472021		Brickmasons and Blockmasons	3.10	906	17.74	12.73	3	No	No	
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.60	1,294	22.58	15.79	3	Yes	No	
533021		Bus Drivers, Transit and Intercity	1.27	1,553	16.60	12.57	3	Yes	No	Yes
131199	HSHW	Business Operations Specialists, All Other	1.62	8,743	33.69	19.73	4	No	Yes	
435011		Cargo and Freight Agents	1.53	649	21.58	13.48	3	Yes	No	
472031		Carpenters	1.69	7,553	19.34	13.27	3	No	No	
472051		Cement Masons and Concrete Finishers	2.48	1,686	16.93	12.35	3	No	No	
351011	HSHW	Chefs and Head Cooks	1.69	1,222	28.09	17.17	3	No	No	
131031	HSHW	Claims Adjusters, Examiners, and Investigators	1.04	1,921	30.57	19.92	3	Yes	No	
532012	HSHW	Commercial Pilots	1.61	572	44.86	23.00	3	Yes	No	
131041	HSHW	Compliance Officers	1.07	1,490	30.30	17.84	3	No	Yes	
151143	HSHW	Computer Network Architects	1.42	1,333	36.85	22.46	3	Yes	Yes	
151152	HSHW	Computer Network Support Specialists	1.50	913	28.26	17.76	3	Yes	Yes	
151121	HSHW	Computer Systems Analysts	2.70	1,867	40.67	27.27	4	Yes	Yes	
151151		Computer User Support Specialists	2.02	3,383	22.57	14.29	3	Yes	Yes	
474011	HSHW	Construction and Building Inspectors	1.89	926	28.56	18.88	3	No	No	
119021	HSHW	Construction Managers	1.32	2,597	46.78	27.63	4	No	Yes	
333012		Correctional Officers and Jailers	0.39	2,751	21.04	16.19	3	No	No	
131051	HSHW	Cost Estimators	1.80	1,649	29.57	18.16	4	No	Yes	
151141	HSHW	Database Administrators	1.78	649	40.87	26.16	4	Yes	Yes	
319091		Dental Assistants	2.28	2,680	18.58	13.92	3	Yes	No	
292021	HSHW	Dental Hygienists	2.28	973	30.93	23.34	4	Yes	Yes	
292032	HSHW	Diagnostic Medical Sonographers	3.24	511	30.76	24.58	3	Yes	No	
472111		Electricians	1.76	5,013	21.86	15.14	3	No	No	
436011	HSHW	Executive Secretaries and Executive Admin. Assistants	0.02	4,311	25.16	17.12	3	Yes	No	
332011	HSHW	Firefighters	1.11	2,074	25.21	15.88	3	No	No	
371012		First-Line Superv. Landscaping & Groundskeeping Workers	1.55	1,753	23.07	14.46	3	No	No	
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	1.85	5,876	29.52	19.69	4	No	Yes	
371011		First-Line Superv. of Housekeeping & Janitorial Workers	1.49	1,776	18.92	12.61	3	No	No	
531031	HSHW	First-Line Superv. of Material-Moving Vehicle Operators	1.20	1,311	28.32	17.81	3	Yes	No	
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	1.29	3,113	30.43	20.06	3	No	No	
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	1.48	11,409	26.94	17.73	4	Yes	No	
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.59	2,594	28.34	18.64	3	Yes	No	
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	1.19	3,977	44.88	22.36	4	Yes	No	
391021		First-Line Supervisors of Personal Service Workers	1.70	2,176	20.49	12.86	3	No	No	
411011		First-Line Supervisors of Retail Sales Workers	1.10	13,876	21.78	14.20	3	No	No	
119051	HSHW	Food Service Managers	1.44	1,764	36.15	22.74	4	No	No	
111021	HSHW	General and Operations Managers	1.58	7,981	64.45	32.14	4	Yes	No	
472121		Glaziers	1.48	510	17.04	12.54	3	No	No	Yes
271024		Graphic Designers	1.08	1,859	22.56	14.86	4	Yes	Yes	
292099		Health Technologists and Technicians, All Other	2.38	948	19.80	12.98	3	Yes	Yes	
499021		Heating, A.C., and Refrigeration Mechanics and Installers	1.83	4,030	20.06	13.89	3	No	No	
533032		Heavy and Tractor-Trailer Truck Drivers	1.23	10,864	19.52	13.18	3	Yes	No	
499041	HSHW	Industrial Machinery Mechanics	2.61	1,607	23.86	16.35	3	Yes	No	
537051		Industrial Truck and Tractor Operators	0.89	2,544	16.55	12.09	3	Yes	No	Yes
413021	HSHW	Insurance Sales Agents	1.44	4,797	33.82	17.23	3	Yes	No	

SOC Code †	HSHW ††	Occupational Title †	Annual		2017 Hourly Wage		FLDOE	In EFI	STEM	New
			Percent Growth	Annual Openings	Mean	Entry	Training Code	Targeted Industry?		
271025		Interior Designers	1.49	732	24.10	13.77	4	Yes	No	
292061		Licensed Practical and Licensed Vocational Nurses	2.34	4,075	21.09	16.83	3	Yes	No	
434131		Loan Interviewers and Clerks	1.41	1,937	19.69	14.37	3	Yes	No	
132072	HSHW	Loan Officers	1.32	2,060	40.96	22.28	4	Yes	No	
514041		Machinists	1.50	1,176	19.67	13.43	3	Yes	No	
319011		Massage Therapists	2.50	2,111	21.51	12.66	3	No	No	
292012		Medical and Clinical Laboratory Technicians	2.46	618	18.70	12.94	4	Yes	No	
292011	HSHW	Medical and Clinical Laboratory Technologists	1.81	811	29.94	24.24	4	Yes	Yes	
319092		Medical Assistants	3.06	8,271	15.43	12.27	3	Yes	No	
292071		Medical Records and Health Information Technicians	1.98	878	20.04	13.08	4	Yes	No	
436013		Medical Secretaries	2.31	2,944	15.60	12.20	3	Yes	No	
131121		Meeting, Convention, and Event Planners	1.96	1,074	22.89	13.81	4	No	No	
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.45	594	21.82	15.57	3	Yes	No	Yes
151142	HSHW	Network and Computer Systems Administrators	1.42	1,435	39.74	26.06	4	Yes	Yes	
472073		Operating Engineers/Construction Equipment Operators	1.75	2,201	18.77	14.16	3	No	No	
292081		Opticians, Dispensing	2.68	506	18.48	12.64	4	Yes	No	
232011	HSHW	Paralegals and Legal Assistants	1.90	2,480	23.91	16.19	3	Yes	No	
373012		Pesticide Handlers, Sprayers, & Applicators, Vegetation	1.46	526	16.69	12.52	4	No	No	Yes
319097		Phlebotomists	2.59	1,100	14.94	12.04	3	Yes	No	
312021	HSHW	Physical Therapist Assistants	3.94	899	31.15	24.28	4	Yes	No	
472152		Plumbers, Pipefitters, and Steamfitters	1.40	3,211	20.07	14.05	3	No	No	
333051	HSHW	Police and Sheriff's Patrol Officers	1.03	3,281	28.38	19.80	3	No	No	
119141		Property, Real Estate & Community Association Managers	1.60	3,649	29.01	14.46	4	No	No	
131023	HSHW	Purchasing Agents, Except Farm Products & Trade	0.80	1,522	29.65	19.13	4	Yes	No	
292034	HSHW	Radiologic Technologists	1.50	946	26.00	18.83	3	Yes	No	
419021		Real Estate Brokers	1.65	735	41.39	13.96	3	No	No	Yes
291141	HSHW	Registered Nurses	2.01	14,224	31.73	24.84	4	Yes	Yes	
291126	HSHW	Respiratory Therapists	1.42	595	27.60	22.32	4	Yes	Yes	
414011	HSHW	Sales Representatives, Wholesale & Mfg, Tech. & Sci. Prod.	1.21	2,641	41.47	18.89	3	Yes	No	
414012		Sales Representatives, Wholesale and Manufacturing, Other	1.04	11,577	28.72	12.53	3	Yes	No	
492098		Security and Fire Alarm Systems Installers	1.91	832	20.75	14.89	3	No	No	
211093		Social and Human Service Assistants	1.27	1,546	15.75	11.97	3	No	No	
151132	HSHW	Software Developers, Applications	2.43	3,276	43.36	27.52	4	Yes	Yes	
292055		Surgical Technologists	1.98	695	20.79	16.25	3	Yes	No	
492022	HSHW	Telecommunications Equipment Installers and Repairers	0.11	1,636	25.26	16.25	3	Yes	No	Yes
292056		Veterinary Technologists and Technicians	2.69	961	15.62	12.04	4	Yes	No	Yes
251194	HSHW	Vocational Education Teachers, Postsecondary	1.69	626	29.44	17.17	4	No	No	
151134	HSHW	Web Developers	3.20	1,102	30.60	18.75	3	Yes	Yes	
514121		Welders, Cutters, Solderers, and Brazers	0.93	1,706	18.32	12.91	3	Yes	No	
131022	HSHW	Wholesale and Retail Buyers, Except Farm Products	1.65	574	32.23	16.96	4	Yes	No	

2018-19 Regional Demand Occupations List

Sorted by Occupational Title

Local Workforce Development Area 15 - Hillsborough County

Legend

New Occupational Titles for PY 18-19

† "SOC Code" and "Occupational Title" refer to Standard Occupational Classification codes and titles.

†† "HSHW" = High Skill/High Wage.

††† Data Source:

"R" = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

"S" = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

"NR" = Not releasable.

"EFI" = Enterprise Florida, Inc.

Workforce Estimating Conference Selection Criteria

- 1 **FLDOE Training** Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 **80 annual openings** and **positive growth**
- 3 **Mean Wage of \$14.89/hour** and **Entry Wage of \$12.11/hour**
- 4 **HS/HW Occupations: Mean Wage of \$23.33/hour** and **Entry Wage of \$14.89/hour**

SOC Code †	HSHW ††	Occupational Title †	Annual		2017 Hourly Wage		FLDOE	In EFI	Data
			Percent Growth	Annual Openings	Mean	Entry	Training Code	Targeted Industry?	Source†††
132011	HSHW	Accountants and Auditors	2.15	1,058	35.71	21.10	5	Yes	R
113011	HSHW	Administrative Services Managers	1.67	124	53.96	29.15	4	Yes	R
413011		Advertising Sales Agents	0.62	172	22.58	14.10	3	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	1.28	1,278	27.09	17.33	3	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	1.76	549	85.52	47.37	4	Yes	S
274011		Audio and Video Equipment Technicians	2.03	641	20.02	12.89	4	Yes	S
472021		Brickmasons and Blockmasons	3.10	906	17.74	12.73	3	No	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.45	112	20.93	15.55	3	Yes	R
533021		Bus Drivers, Transit and Intercity	1.27	1,553	16.60	12.57	3	Yes	S
131199	HSHW	Business Operations Specialists, All Other	1.88	884	33.01	20.27	4	No	R
435011		Cargo and Freight Agents	1.53	649	21.58	13.48	3	Yes	S
472031		Carpenters	1.64	454	18.45	13.17	3	No	R
472051		Cement Masons and Concrete Finishers	2.48	1,686	16.93	12.35	3	No	S
351011	HSHW	Chefs and Head Cooks	1.69	1,222	28.09	17.17	3	No	S
111011	HSHW	Chief Executives	0.83	147	107.53	58.28	5	Yes	R
172051	HSHW	Civil Engineers	2.14	229	40.37	26.51	5	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	1.27	394	30.20	19.77	3	Yes	R
532012	HSHW	Commercial Pilots	1.61	572	44.86	23.00	3	Yes	S
131041	HSHW	Compliance Officers	1.49	134	29.72	18.48	3	No	R
113021	HSHW	Computer and Information Systems Managers	2.32	151	71.95	47.06	5	Yes	R
151143	HSHW	Computer Network Architects	1.98	195	39.89	24.50	3	Yes	R
151152	HSHW	Computer Network Support Specialists	1.84	167	28.02	16.77	3	Yes	R
151121	HSHW	Computer Systems Analysts	3.15	256	40.98	26.48	4	Yes	R
151151		Computer User Support Specialists	2.38	496	23.19	14.92	3	Yes	R
474011	HSHW	Construction and Building Inspectors	1.89	926	28.56	18.88	3	No	S
119021	HSHW	Construction Managers	1.33	197	43.28	27.37	4	No	R
333012	HSHW	Correctional Officers and Jailers	0.70	117	26.04	17.61	3	No	R
131051	HSHW	Cost Estimators	1.94	149	28.08	17.58	4	No	R
151141	HSHW	Database Administrators	1.97	84	41.99	26.34	4	Yes	R
319091		Dental Assistants	2.23	201	18.81	13.81	3	Yes	R
292021	HSHW	Dental Hygienists	2.28	973	30.93	23.34	4	Yes	S
292032	HSHW	Diagnostic Medical Sonographers	3.24	511	30.76	24.58	3	Yes	S
212021		Directors, Religious Activities and Education	1.22	114	21.17	14.38	5	No	R
472111		Electricians	2.08	397	21.08	15.47	3	No	R
252021	HSHW	Elementary School Teachers, Except Special Education	1.46	514	28.19	21.73	5	No	R
436011	HSHW	Executive Secretaries and Executive Admin. Assistants	0.10	406	25.23	18.42	3	Yes	R
132051	HSHW	Financial Analysts	1.48	130	37.05	24.75	5	Yes	R
113031	HSHW	Financial Managers	1.43	222	70.07	39.22	5	Yes	R
332011	HSHW	Firefighters	0.81	137	23.59	17.25	3	No	R
371012		First-Line Superv. Landscaping & Groundskeeping Workers	1.60	84	21.80	15.11	3	No	R

SOC Code †	HSHW ††	Occupational Title †	Annual		2017 Hourly Wage		FLDOE	In EFI	Data
			Percent Growth	Annual Openings	Mean	Entry	Training Code	Targeted Industry?	Source†††
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	1.89	501	29.10	19.59	4	No	R
371011		First-Line Superv. of Housekeeping & Janitorial Workers	1.44	81	19.17	12.59	3	No	R
531031	HSHW	First-Line Superv. of Material-Moving Vehicle Operators	1.08	112	27.24	15.87	3	Yes	R
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	1.26	236	31.20	21.23	3	No	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	1.38	1,097	27.66	18.18	4	Yes	R
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.49	208	28.63	18.81	3	Yes	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	1.15	454	47.90	22.96	4	Yes	R
391021		First-Line Supervisors of Personal Service Workers	1.74	164	19.22	12.48	3	No	R
411011		First-Line Supervisors of Retail Sales Workers	0.91	982	21.80	14.26	3	No	R
119051	HSHW	Food Service Managers	1.46	109	38.92	22.98	4	No	R
111021	HSHW	General and Operations Managers	1.62	754	64.41	31.94	4	Yes	R
472121		Glaziers	1.48	510	17.04	12.54	3	No	S
251191		Graduate Teaching Assistants	NR	NR	NR	NR	5	No	R
271024		Graphic Designers	0.95	158	22.86	15.14	4	Yes	R
292099		Health Technologists and Technicians, All Other	2.35	80	18.30	12.95	3	Yes	R
499021		Heating, A.C., and Refrigeration Mechanics and Installers	2.16	438	19.13	14.05	3	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.22	1,137	18.64	12.72	3	Yes	R
131071	HSHW	Human Resources Specialists	1.67	510	27.88	17.62	5	No	R
499041		Industrial Machinery Mechanics	1.90	137	23.12	16.71	3	Yes	R
537051		Industrial Truck and Tractor Operators	0.89	2,544	16.55	12.09	3	Yes	S
413021	HSHW	Insurance Sales Agents	1.57	530	41.17	17.54	3	Yes	R
271025		Interior Designers	1.49	732	24.10	13.77	4	Yes	S
252012	HSHW	Kindergarten Teachers, Except Special Education	1.42	94	28.42	21.52	5	No	R
436012		Legal Secretaries	0.56	95	21.41	15.54	3	Yes	R
292061		Licensed Practical and Licensed Vocational Nurses	2.11	241	21.45	17.15	3	Yes	R
434131		Loan Interviewers and Clerks	1.61	262	19.82	14.87	3	Yes	R
132072	HSHW	Loan Officers	1.41	258	40.81	23.52	4	Yes	R
514041		Machinists	1.50	1,176	19.67	13.43	3	Yes	S
131111	HSHW	Management Analysts	2.44	691	39.61	22.59	5	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.66	387	33.44	19.33	5	Yes	R
112021	HSHW	Marketing Managers	2.03	111	60.40	32.36	5	Yes	R
319011		Massage Therapists	2.50	2,111	21.51	12.66	3	No	S
292012		Medical and Clinical Laboratory Technicians	2.46	618	18.70	12.94	4	Yes	S
292011	HSHW	Medical and Clinical Laboratory Technologists	1.88	98	30.03	25.53	4	Yes	R
119111	HSHW	Medical and Health Services Managers	1.95	110	57.36	35.86	5	Yes	R
319092		Medical Assistants	3.07	544	15.44	12.42	3	Yes	R
292071		Medical Records and Health Information Technicians	1.86	86	20.77	13.95	4	Yes	R
436013		Medical Secretaries	2.31	210	15.78	12.78	3	Yes	R
319094		Medical Transcriptionists	1.67	160	18.83	12.37	3	Yes	R
131121		Meeting, Convention, and Event Planners	1.96	1,074	22.89	13.81	4	No	S
252022	HSHW	Middle School Teachers, Exc. Special & Voc. Education	1.47	228	28.47	23.02	5	No	R
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.45	594	21.82	15.57	3	Yes	S
151142	HSHW	Network and Computer Systems Administrators	1.58	180	39.31	25.16	4	Yes	R
472073		Operating Engineers/Construction Equipment Operators	1.88	248	18.02	13.02	3	No	R
292081		Opticians, Dispensing	2.68	506	18.48	12.64	4	Yes	S
232011	HSHW	Paralegals and Legal Assistants	2.25	273	24.38	16.64	3	Yes	R
132052	HSHW	Personal Financial Advisors	2.02	186	53.91	22.11	5	Yes	R
373012		Pesticide Handlers, Sprayers, & Applicators, Vegetation	1.46	526	16.69	12.52	4	No	S
319097		Phlebotomists	2.25	114	15.24	12.12	3	Yes	R
312021	HSHW	Physical Therapist Assistants	3.94	899	31.15	24.28	4	Yes	S
472152		Plumbers, Pipefitters, and Steamfitters	1.54	260	19.94	12.58	3	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.81	212	28.02	21.10	3	No	R
339021	HSHW	Private Detectives and Investigators	NR	NR	24.89	16.61	4	No	R
272012	HSHW	Producers and Directors	1.27	81	34.30	20.72	5	No	R
119141		Property, Real Estate & Community Association Managers	1.60	3,649	29.01	14.46	4	No	S
273031	HSHW	Public Relations Specialists	1.31	130	29.48	18.90	5	Yes	R
131023	HSHW	Purchasing Agents, Except Farm Products & Trade	0.95	138	29.25	19.07	4	Yes	R

SOC Code †	HSHW ††	Occupational Title †	Annual	Annual	2017 Hourly Wage		FLDOE	In EFI	Data
			Percent Growth	Openings	Mean	Entry	Training Code	Targeted Industry?	Source †††
292034	HSHW	Radiologic Technologists	1.45	88	25.88	18.39	3	Yes	R
419021		Real Estate Brokers	1.65	735	41.39	13.96	3	No	S
419022		Real Estate Sales Agents	1.62	301	24.53	13.23	3	No	R
291141	HSHW	Registered Nurses	1.96	1,089	32.54	25.86	4	Yes	R
291126	HSHW	Respiratory Therapists	1.42	595	27.60	22.32	4	Yes	S
112022	HSHW	Sales Managers	1.38	151	70.84	37.41	5	Yes	R
414011	HSHW	Sales Representatives, Wholesale & Mfg, Tech. & Sci. Prod.	1.52	356	38.38	18.52	3	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Other	1.00	1,107	28.44	13.10	3	Yes	R
252031	HSHW	Secondary School Teachers, Exc. Special and Voc. Ed.	1.46	285	30.67	24.07	5	No	R
413031	HSHW	Securities and Financial Services Sales Agents	1.09	348	37.35	17.32	5	Yes	R
492098		Security and Fire Alarm Systems Installers	1.86	101	22.63	16.64	3	No	R
211093		Social and Human Service Assistants	1.01	108	15.32	12.92	3	No	R
151132	HSHW	Software Developers, Applications	2.32	483	44.03	26.06	4	Yes	R
151133	HSHW	Software Developers, Systems Software	2.92	207	44.24	26.99	5	Yes	R
292055		Surgical Technologists	1.98	695	20.79	16.25	3	Yes	S
259041		Teacher Assistants	1.42	431	15.74	12.29	3	No	R
492022	HSHW	Telecommunications Equipment Installers and Repairers	0.13	166	24.42	15.58	3	Yes	R
499052		Telecommunications Line Installers and Repairers	0.82	86	22.21	15.41	3	Yes	R
131151	HSHW	Training and Development Specialists	NR	NR	28.52	18.08	5	Yes	R
292056		Veterinary Technologists and Technicians	2.69	961	15.62	12.04	4	Yes	S
251194	HSHW	Vocational Education Teachers, Postsecondary	1.69	626	29.44	17.17	4	No	S
151134	HSHW	Web Developers	3.12	106	31.59	20.74	3	Yes	R
514121		Welders, Cutters, Solderers, and Brazers	0.65	135	17.38	13.01	3	Yes	R
131022	HSHW	Wholesale and Retail Buyers, Except Farm Products	0.91	85	27.48	16.52	4	Yes	R
273043	HSHW	Writers and Authors	1.29	88	24.51	15.58	5	No	R

2018-19 Regional Demand Occupations List - **Additions**

SOC Code†	Occupational Title†	Projected Annual Openings	Median Annual Wages
132011	Accounting and Auditing Clerks	220	33,599.00
493023	Automotive Service Technicians and Mechanics	132	37,240.00
433031	Bookkeeping, Accounting and Auditing Clerks	220	33,599.00
533022	Bus Drivers, School or Special Client	28	26,571.00
434051	Customer Service Representatives	1119	30,410.00
499051	Electrical Power-Line Installers and Repairers	51	47,396.00
292041	Emergency Medical Technicians and Paramedics	48	34,494.00
292052	Health Technologists and Technicians, All other (Patient Care Technician)	21	41,996.00
311011	Home Health Aides	92	21,599.00
151122	Information Security Analysts	42	91,331.00
533033	Light Truck or Delivery Services Drivers	114	30,861.00
311014	Nursing Assistants	254	23,753.00
472141	Painters, Construction and Maintenance	78	30,682.00
292052	Pharmacy Technicians	63	28,464.00
493092	Recreational Vehicle Service Technicians	7	43,302.00
339032	Security Guards	253	21,401.00
472221	Structural Iron and Steel Workers	4	29,766.00



Action Item

Paid Time Off (PTO) Policy

In preparation for the hiring of employees where CareerSource Tampa Bay will be the employer of record effective September 1, 2018, the PTO policy has been reviewed by the HR Consultant and Employment Law Attorney.

The policy is attached. Changes to the policy are noted in colored font.

RECOMMENDATION

Approve the PTO Policy.

Proposed Changes to PTO Policy

Personal Paid Time Off (PTO)

The Board of Directors of ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** recognizes the need to provide employees time off with pay in order to maintain employee health, morale and efficiency. Therefore, the Board hereby establishes Paid Time Off (PTO), which includes time off for vacations, sick leave and personal reasons. Such combined leave will provide employees maximum flexibility in planning for and taking time off.

Paid Time Off hours shall be accrued according to the number of hours paid each pay period (to a maximum of 80).

The accrual schedule is as follows:

Length of Service	Maximum Annual Accrual of Hours	Hours Accrued per 80 Hours Worked
Year 1 – 2	136 hours	5.23 hours
Years 3 – 4	160 hours	6.15 hours
Years 5 – 6	184 hours	7.07 hours
Years 7+	208 hours	8.00 hours

Guidelines for Use of Personal Time Off (PTO)

- a) Employees may use PTO for unscheduled absences due to illness, illness in the family, personal business, and other necessary causes for absences from work.
- b) Employees may accumulate PTO hours for use or payout in the future. However, accumulation of PTO hours may not exceed a total of ~~800~~ **480** hours. If an employee exceeds ~~800~~ **480** hours of accrued PTO, the excess over ~~800~~ **480** hours may be lost to the employee at the end of the calendar year.
- c) It shall be the policy of ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** to encourage employees to take some of their PTO each year for vacation purposes.
 - i. Requested time off for vacations will be approved only when arrangements can be made to assure required staff coverage, and time off for vacation must be requested in accordance with departmental procedures. The employee's supervisor must approve other scheduled absences at least 24 hours in advance.
 - ii. Employees are not eligible to use PTO for vacation during the first three **(3)** months of their employment.
 - iii. Vacation time may be taken at any time as long as the employee's supervisor approves. When there is a conflict, scheduling will be at the supervisor's discretion. Preference in scheduling will normally be given to the employee who requested the time off first.
- d) Employees may use PTO hours down to a zero balance. Employees may not take PTO that has not yet been earned; that is, employees may not "borrow" against future accruals of PTO in order to take paid time off.
- e) PTO will be charged (that is, the employee's accrued PTO balance will be reduced) according to the actual number of hours used by the employee for the days that the employee would normally work.

- f) PTO hours used during a pay period shall not be counted as hours worked for the purpose of computing overtime.
- g) At the end of each calendar year, if funds are available and the President & CEO approves, ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** may allow employees to request a payout of unused PTO hours with the following restrictions:
 - The employee PTO balance must exceed 160 hours, and the employee must retain an 80 hour balance after the election of a payout.
 - Subject to the above, the employee must request a payout of 80 hours or more.
 - PTO hours selected for payout will be paid at the employee's compensation rate in effect on December 31 of the year the election is made.
 - Payouts to employees will be made in the first pay period in February.
- h) PTO shall be paid at the employee's current hourly rate plus differentials and other premiums if applicable, at the time that it is taken.
- i) Accrued but unused PTO ~~may~~ **will** be paid to terminating employees that have completed their initial probationary period. **The maximum PTO payout is two (2) times the maximum annual accrual hours based on length of service.**
- j) Records of PTO accumulation and use will be based upon and maintained in accordance with the ~~WorkNet Pinellas, Inc.~~ **Career Source Tampa Bay** financial policy. No PTO shall be granted except on the basis of these records.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, or disability, appointments, emergencies or other needs that require time off from work.

~~*Except for employees eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law, employees who have An employee who has exhausted PTO and employees in their probationary period have no right to take unpaid leave and are not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination. and is not eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law has no right to take unpaid leave and is not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination.*~~

~~*Employees may request unpaid leave with approval from the President & CEO.*~~

This policy addresses absences for PTO leave. It does not cover other absences, such as absences for personal leave, family and medical leave, military service leave, military family leave, short- or long-term disability leave, workers' compensation leave, bereavement leave, jury duty leave, voting leave, or other types of leave addressed in the employee handbook.



Action Item

Business Services Compensation

Information

The Account Executives and Recruiters of the Business Services have been receiving monthly incentives for the past several years in accordance with a plan approved at the beginning of each program year by the former President and CEO.

These incentives were in addition to their base salary and were earned based on meeting established measurable monthly goals that were developed annually by the former President and CEO and the former Director of Business Services.

Powell & Jones, an independent auditing firm conducted a review of the incentives plan and provided their findings. See attached.

Recommendation

Terminate Business Services Incentives Plan effective August 31, 2018.

Discuss & approve salary adjustment for the Business Services Account Executives and Recruiters.

Business Services Incentive Pay

Description

The Business Services department of CareerSource Pinellas established an incentive program for its employee recruiters and account executives beginning July 1, 2016. Each participating employee in this program was given an incentive grid relative to his or her position with an attached copy of the guidelines for the program.

The incentive grid is a chart that gives the employees a name and description of the areas in which their performance will be measured, the overall weight given to each area, and both the maximum monthly and annual amount that they are able to earn by achieving their established goals. Incentives are generally related to success in job placements with participating employers.

In the original program employees could earn up to \$1,000 per month with a maximum of \$12,000 per year. Monthly payments were calculated based upon the percentages achieved in various established performance categories which ranged from four to six depending on job type. However, if an employee failed to achieve 70 percent of his or her overall monthly goal, he or she was not eligible for any incentive pay for the month, and the performance report indicating the subpar performance would serve as official documentation of an incident.

Effective August 1, 2017, there were changes to the guidelines governing this program. As a part of the changes, there was an increase in the amount that could be earned, rising from \$1,000 to \$1,400 per month. In addition, there was an update in the scaling system

so that each employee received the performance incentive earned whether or not the 70 percent achievement was attained.

Under these programs, the Director of Business Services exercised the prerogative to approve an incentive payment higher than the amount calculated as earned including those achieving less than the 70 percent performance standard, if it was deemed appropriate by the Director.

Review Process

This incentive-based program utilizes a multi-level accountability system that begins with the employees tracking their own progress with regards to their own personalized goals. They then record the backup for each of their goals on a form provided to them at the end of the month. These forms are then given to their supervisor who electronically submits them for review by the internal Business Services incentives review team (review team). The review team reviews the employee reports, comparing the numbers recorded by the employees to those in the specific systems that track their performance attributes making alterations to the employee reports where necessary. The forms are returned to the employees, giving them the opportunity to contest any changes made by the review team, and then are returned to the review team to produce a summary report for submission to the Director of Business Services. The Director, with the review team present, reviews the reports and makes adjustments that are deemed proper. This information is then passed on to the Chief Executive Officer, who makes final approval prior to disbursement of the incentive pay in the employees' next paycheck.

- The summary report filled out by the review team,
- The approval summaries that were reviewed by the Director of Business Services (along with adjustments) and
- The overall report viewed by the CEO. We were also given a summary of the payments made that came from ADP, the payroll service provider for CareerSource Pinellas.

Using these resources we reviewed the reports to ensure that they properly followed the process outlined above.

We selected a sample of 25 employees and tested them on the following attributes:

- We compared the employee reports to the summary reports provided by the review team to ensure that the amounts that they recorded agreed with what was reviewed by the Director of Business Services.
- We reviewed and recalculated employee incentive disbursement totals recorded in ADP to ensure the employee did not receive more than the monthly or yearly allowance per program guidelines.
- We compared the Incentive grid to the review team's summary sheets to ensure uniformity of performance indicators and their given weights.
- We discussed the recording and approval process with the review team to better our understanding of how to verify the information provided.
- We noticed that many of the approved incentive disbursements differed from the calculated amounts, so we looked at all of the months' payments prior to the change in policy and created a schedule to track consistent application of the guidelines pertaining to the 70 percent requirement. We noted when payments were applied according to the guidelines and when the calculated amounts were overridden by the Director of Business Services instead of giving the calculated stipend.

Our Findings

We found that under the original program guidelines the amount being earned per the records of the employee and the review team was regularly being raised to meet the minimum 70 percent achievement rate necessary to receive the minimum payment. There was no documentation to support these overrides. When we asked the review team, they also were unable to provide any documentation for the changes. For the thirteen months of this program there were 48 instances or approximately 65 percent of those who did not achieve the 70 percent performance level, where their performance was adjusted to qualify for the incentive payment. However, from the time that there was a revision to the guidelines any increase in pay was documented on the summary report given to the Director of Business Services by a brief explanation for its justification.



Action Item

Resolution of the Board of Directors Re: Tampa Bay WorkForce Alliance, Inc. 401(k) Plan

Whereas, Tampa Bay WorkForce Alliance, Inc. was part of the WorkNet Pinellas, Inc. 401k plan; and

Whereas, the Board of Directors now wishes to establish a new plan for Tampa Bay WorkForce Alliance, Inc.,

Now, therefore, upon resolution made and unanimously passed, the Board of Directors hereby directed to spinoff the Tampa Bay WorkForce Alliance, Inc. off the WorkNet Pinellas, Inc. 401k Plan and to establish Tampa Bay WorkForce Alliance, Inc. 401(k) Plan effective September 1, 2018 and to take all other actions and execute any documents necessary to effectuate such change.

The undersigned, hereby certifies that the above resolution was passed by unanimous vote at a convened Meeting of the Board of Directors held on this 19th day of July, 2018.

(Name)

(Title)

RECOMMENDATION

Adopt the resolution to establish Tampa Bay WorkForce Alliance, Inc. 401(k) Plan.



Action Item

Nepotism Policy

In preparation for the hiring of employees where CareerSource Tampa Bay will be the employer of record effective September 1, 2018, the Nepotism policy has been reviewed by the HR Consultant and Employment Law Attorney.

The draft policy is attached. Changes to the policy are noted in colored font.

RECOMMENDATION
Approve the Nepotism Policy.

Employee Nepotism and Fraternization

CareerSource recognizes the rights of employees to become involved in personal relationships with their co-workers. However, eEmployees who are related to or who are engaged in a romantic relationship with candidates for hiring selection, promotion or assignment to specialized positions must ensure that all reasonable precautions are taken to avert any undue influence in the selection process or even the appearance of impropriety in the process. ~~It further recognizes the rights of employees to become involved in personal relationships with their co-workers. However, it~~ It is therefore is the policy of CareerSource to ensure that its employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of our employees is maintained. Public trust, workplace safety, agency operations and agency morale require that employees avoid the appearance of or actual conflict of interest between their professional responsibilities and any involvement in a romantic or sexual relationship with other employees. ~~It further recognizes the rights of employees to become involved in personal relationships with their co-workers.~~ To promote efficient operation of CareerSource Tampa Bay and avoid misunderstandings, complaints of favoritism, sexual harassment and/or gender-based discrimination, and other problems of supervision, safety, agency operations, and employee morale, all employees are instructed to avoid situations that give rise to an actual or perceived conflict.

Definitions:

Family Relationship: A relationship resulting from family ancestry or marriage including spouse, parent (including foster, step, and in-law); children (including adoptive, foster, or step); brother or sister (including step and in-law); grandparent or grandchild; aunt or uncle; niece or nephew; cousin, or any other relative living in the same household as the candidate or employee or another individual related by blood, marriage, or quasi-marriage in the same household as an employee. Relative "Family relationship" includes significant others, and domestic partners, and any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé).

Personal Relationship: A personal relationship is a relationship involving ~~candidates and employees~~ individuals who are dating, engaged in a romantic relationship or cohabitating.

Dating Relationship: A dating relationship is one or more social meetings between ~~a candidate or employee~~ individuals under circumstances reasonably intended to lead to a romantic relationship.

Supervisor: An employee who has authority, direct or indirect, over another employee by their job classification.

Subordinate: An employee who reports to another employee based on their job classification.

Procedure:

Employees who have a family, personal, or dating relationship with a candidate or employee for hiring selection, promotion or assignment to specialized positions shall not be involved in the selection process.

An employee shall not directly supervise a relative or another employee where a personal relationship exists. It will be incumbent upon the supervisor to attest in writing that a relationship does not exist prior to the employee's employment, promotion, or transfer.

Employees who have a family, personal, or dating relationship with another employee shall not be assigned to the same department or location.

Duty to notify:

If an employee becomes involved in a family, personal, or dating relationship ~~romantic relationship~~ with another employee, they shall notify Human Resources as soon as possible. Employees who find themselves working in the same department or same location to a another employee with whom they are in a family, personal, or dating

relationship family relation or another employee with whom they have a **personal relationship** shall notify Human Resources as soon as possible. Human Resources will work with the employees to devise a solution to avoid conflict under this policy. However, if accommodations cannot be made, one employee may be required to resign from the role in conflict or resign from the organization.

Any failure to report relationships as required by this policy shall constitute misconduct and may be subject to disciplinary action up to and including termination of employment.

DRAFT

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Nepotism and Fraternization Attestation Form

CareerSource Tampa Bay Directors are responsible to complete, sign, and date a Nepotism and Fraternization Attestation Form on all candidates and employees under their leadership prior to an offer of employment, promotion, transfer, or assignment to specialized positions.

- New Employment Candidate
- Promotion
- Transfer
- Special Assignment

Candidate/Employee Name: (Last, First, Middle Initial)	
Job Title:	
Department:	

Director's Initials	Please attest to the following statements:
	<p>I DO NOT have a Family Relationship with this candidate/employee.</p> <p><u>Family Relationship:</u> A relationship resulting from family ancestry or marriage including spouse, parent (including foster, step, and in-law); children (including adoptive, foster, or step); brother or sister; grandparent or grandchild; aunt or uncle; niece or nephew; or any other relative living in the same household as the candidate or employee or another individual related by blood, marriage, or quasi-marriage in the same household as an employee. Relative includes significant others and domestic partners.</p>
	<p>I DO NOT have a Personal Relationship with this candidate/employee.</p> <p><u>Personal Relationship:</u> A personal relationship is a relationship involving candidates and employees who are dating, engaged in a romantic relationship or cohabitating.</p>
	<p>I DO NOT have a Dating Relationship with this candidate/employee.</p> <p><u>Dating Relationship:</u> A dating relationship is one or more social meetings between a candidate or employee under circumstances reasonably intended to lead to a romantic relationship.</p>

I attest that I have read the Nepotism and Fraternization Policy. I understand that employees who have a family, personal, or dating relationship with a candidate for hiring selection, promotion or assignment to specialized positions shall not be involved in the selection process. I understand that employees shall not directly supervise a relative or another employee where a personal relationship exists. I understand that employees who have a family, personal, or dating relationship with another employee shall not be assigned to the same department or location. I understand that any failure to report relationships as required by the policy shall constitute misconduct and may be subject to disciplinary action up to and including termination of employment and that my duty to notify is a continuing obligation. I acknowledge by my signature below that I confirm that all information provided in this form are true, correct, and complete, and no requested information has been concealed.

Director's Name:	Director's Title:
Director's Signature:	Date:

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Information Item

2018 – 2019 Planning Budget

Information

Total budgeted revenues have increased from \$20,390,000 to a projected budget of \$20,749,522 for an overall increase of \$359,522.

Carry-forward amounts are estimates and will be adjusted after the fiscal year end close in July.

Definition of Terms

Workforce Innovation and Opportunity Act (WIOA) Programs

WIOA Adult & Dislocated: The primary focus of these grants is to provide employment services and training to dislocated workers, WIOA eligible adult candidates and incumbent workers utilizing various training vendors.

WIOA Youth Funds (Youth OS and Youth IS): The primary focus of these grants is to provide various training programs to eligible youths between the ages of 16-24 in order to enhance skills, become employable, and graduate from high school or receive a GED.

Revenue WIOA Adult, Dislocated and Youth: Funding is provided by the U.S. Department of Labor.

Trade Adjustment Assistance: Funding is provided by the U.S. Department of Labor. This program is designed to assist workers who have been laid off or jobs have been threatened as a result of foreign competition.

Employment Services Programs

Employment Services Funds: The primary purpose of these funds is to provide employment services throughout the local workforce centers and workforce development system, as outlined by WIOA.

Revenue - Wagner Peyser, Veterans Programs, Supplemental Nutrition Assistance Program, Unemployment Services, and Military Family: Funding is provided by the U.S. Department of Labor and the Department of Health and Human Services.

Welfare Transition Program

Welfare Transition Program: The primary focus of these grants is to provide the tools necessary to foster economic self-sufficiency to current and former Temporary Assistance to Needy Families (TANF) candidates.

Revenue Welfare Transition Program: Funding is provided by the Department of Health and Human Services.

Direct Grants Programs

Re-Employment Services & Eligibility Assessment: The primary focus of this grant is to help unemployment claimants return to work faster.

Tech Hire: Funded by USDOL, this program provides training for young adults ages 17 – 29 with barriers to training and employment and incumbent workers to advance to high paying jobs.

Expenditure Categories

Admin: To provide administrative support to include staff costs, supplies, and other support costs.

Program Services: To manage centers including staff, participant costs and Career Services (DEO) personnel. Provides employment and training services to individuals who have been displaced from their jobs and to the economically disadvantaged, who need marketable skill sets to find employment.

Support Services: To provide program support to include one-stop facility charges, technology, and other support costs for one stop operator services.

CareerSource Tampa Bay
CAREERSOURCE TAMPA BAY PLANNING BUDGET
PY 2018 (July 2018-June 2019)

	Workforce Innovation & Opportunity Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Budget PY 18-19	Budget PY 17-18	Increase/(Decrease) Budget PY18 & PY17
REVENUE							
P.Y. 2018 CONTRACTS	7,370,000	2,436,500	4,300,000	1,820,000	15,926,500	16,915,000	(988,500)
CARRYFORWARD	4,448,022	175,000	-	200,000	4,823,022	3,475,000	1,348,022
TOTAL REVENUE	11,818,022	2,611,500	4,300,000	2,020,000	20,749,522	20,390,000	359,522
EXPENDITURES:							
CAREERSOURCE TAMPA BAY ADMIN 7%	827,262	182,805	301,000	141,400	1,452,467	1,513,050	(60,583)
PROGRAM SERVICES:							
Business Services	2,414,511	32,534	793,604	606,915	3,847,564	3,900,000	(52,436)
Case Management	2,296,100	975,314	1,349,998	252,500	4,873,912	4,830,000	43,912
Participant	2,558,629	266,480	700,001	112,724	3,637,835	3,600,000	37,835
SERVICE PROVIDER CONTRACTS:							
Subrecipient	-	-	-	595,179	595,179	660,000	(64,821)
Junior Achievement	-	-	250,000	-	250,000	250,000	-
SUB TOTAL SERVICE PROVIDER	7,269,240	1,274,328	3,093,603	1,567,318	13,204,489	13,240,000	(35,511)
CAREERSOURCE TAMPA BAY SUPPORT SERVICES							
INDIRECT COST RATE 3%	375,541	117,518	129,000	60,600	682,658	648,450	34,208
DEO STAFF TRAVEL	-	15,000	-	-	15,000	15,000	-
ONE STOP CENTER OPERATING	655,444	312,236	304,780	185,214	1,457,673	1,400,000	57,673
MIS/TECHNOLOGY	140,452	66,907	165,309	39,689	412,357	400,000	12,357
COMMUNITY OUTREACH	-	526,367	-	-	526,367	400,000	126,367
EMPLOYED WORKER TRAINING	549,040	-	-	-	549,040	500,000	49,040
SUBSIDIZED EMPLOYMENT	1,949,081	-	290,001	-	2,239,082	2,065,000	174,082
ONE STOP STAFF TRAINING	23,409	11,151	10,883	6,616	52,059	50,000	2,059
SUB TOTAL CAREERSOURCE TAMPA BAY SUPP SVCS	3,692,967	1,049,178	899,973	292,118	5,934,236	5,478,450	455,786
TOTAL DIRECT CLIENT	10,962,207	2,323,506	3,993,576	1,859,436	19,138,725	18,718,450	420,275
TOTAL BUDGETED COST	11,789,468	2,506,311	4,294,576	2,000,836	20,591,192	20,231,500	359,692
EXCESS	28,554	105,189	5,424	19,164	158,330	158,500	(170)

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2017-2018
For Period Ending 05/31/2018

Description	Begin Date	Grant End	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
Workforce Innovation Opportunity Act						
Adult PY2016	7/1/16	6/30/18	1,738,462	1,738,462	100.00%	-
Adult PY2017	7/1/17	6/30/19	2,392,587	343,467	14.36%	2,049,120
ISYouth PY2016	4/1/16	6/30/18	9,717	9,717	100.00%	-
ISYouth PY2017	4/1/17	6/30/19	271,199	91,905	33.89%	179,294
OSYouth PY2016	4/1/16	6/30/18	885,827	885,827	100.00%	-
OSYouth PY2017	4/1/17	6/30/19	2,440,788	1,711,180	70.11%	729,608
Dislocated Worker PY2016	7/1/16	6/30/18	1,755,664	1,755,664	100.00%	-
Dislocated Worker PY2017	7/1/17	6/30/19	2,752,631	499,227	18.14%	2,253,404
Community Based Sec Str	4/1/17	9/30/18	197,476	85,600	43.35%	111,876
Community Based Training - Construction	7/1/17	12/31/18	98,083	93,511	95.34%	4,572
Sector Strategies - IT Training	7/1/17	12/31/18	196,495	99,727	50.75%	96,768
Sector Strategies - Career READY	9/1/17	2/28/19	191,545	75,994	39.67%	115,551
WIOA - Hurricane Maria Outreach	1/1/17	12/31/18	71,507	2,917	4.08%	68,590
Performance Incentives (Youth,AD,DW)	7/1/16	12/31/17	134,584	134,584	100.00%	-
Supplemental WIOA State Level	7/1/17	12/31/18	329,315	325,400	98.81%	3,915
Total Workforce Innovation Opportunity Act			13,465,880	7,853,182	58.32%	5,612,698
Employment Services						
Wagner Peyser PY2016	7/1/16	9/30/17	69,595	69,595	100.00%	-
Wagner Peyser PY2017	7/1/17	9/30/18	1,196,766	965,960	80.71%	230,806
WP - Cooperative Outreach Program	7/1/17	6/30/18	42,282	-	0.00%	42,282
DVOP PY17 July-Sept	7/1/17	9/30/17	53,005	53,005	100.00%	-
DVOP PY17 Oct-Sept	10/1/17	9/30/18	146,995	136,841	93.09%	10,154
LVER PY17 July-Sept	7/1/17	9/30/17	12,945	12,945	100.00%	-
LVER PY17 Oct-Sept	10/1/17	9/30/18	37,055	32,723	88.31%	4,332
Supplemental Nutrition Assistance Program PY17 July-Sept	7/1/17	9/30/17	218,223	218,223	100.00%	-
Supplemental Nutrition Assistance Program PY17 Oct-Sept	10/1/17	9/30/18	587,357	515,918	87.84%	71,439
SNAP ERS	2/1/17	9/30/17	20,000	6,341	31.71%	13,659
Unemployment Compensation PY17 July-Sept	7/1/17	9/30/17	18,677	18,677	100.00%	-
Unemployment Compensation PY17 Oct-Sept	10/1/17	9/30/18	74,700	51,879	69.45%	22,821
TAA Administration PY2016	10/1/16	6/30/17	20,878	1,183	5.67%	19,695
TAA Administration PY2017	7/1/17	6/30/18	26,250	11,548	43.99%	14,702
TAA Training PY2017	7/1/17	6/30/18	100,105	64,393	64.33%	35,712
TAA Case Management PY2016	10/1/16	6/30/17	29,234	1,718	5.88%	27,516
TAA Case Management PY2017	7/1/17	6/30/18	48,750	7,763	15.92%	40,987
Military Family	7/1/17	6/30/18	98,434	89,057	90.47%	9,377
Total Employment Services			2,801,251	2,257,769	80.60%	543,482
Welfare Transition						
Welfare Transition Program PY17 July-Sept	7/1/17	9/30/17	1,107,683	1,107,683	100.00%	-
Welfare Transition Program PY17 Oct-June	10/1/17	6/30/18	3,323,048	2,458,572	73.99%	864,476
Total Welfare Transition			4,430,731	3,566,255	80.49%	864,476
Direct Services						
RESEA Transition PY2017	1/1/17	12/31/17	419,516	419,516	100.00%	-
RESEA Transition PY2018	1/1/18	12/31/18	180,484	151,571	83.98%	28,913
Sector Partnership NEG	7/1/15	6/30/18	186,938	112,219	60.03%	74,719
USDOL Tech Hire	7/1/16	6/30/20	1,888,596	1,012,727	53.62%	875,869
Tampa Housing	5/15/17	3/31/21	49,066	7,390	15.06%	41,676
Citi Foundation	9/18/17	9/17/18	125,000	43,314	34.65%	81,686
Total Direct Services			2,849,600	1,746,737	61.30%	1,102,863
Grand Total			\$ 23,547,462	15,423,943	65.50%	8,123,519



Information Item

2018 – 2019 Performance Metrics

Enclosed is this region's primary indicators for performance negotiations for Program Years (PY) 2018 – 2019 & 2019 – 2020. The spreadsheet also includes:

- PY 2017 – 2018 – Quarter 3* year-to-date
- PY 2011 – 2012 through PY 2015 – 2016
- A five-year average of performance
- Proposed performance levels for PY 2018 – 2019 and PY 2019 – 2020

* Program/Fiscal Year Period: July 1st – June 30th

- Quarter 1: July – September
- Quarter 2: October – December
- Quarter 3: January – March
- Quarter 4: April – June

Six Primary Indicators of Performance	Funding Impact	Definition
Employment Rate - 2nd Quarter After Exit	Adult (AD) Dislocated Workers (DW) Wagner Peyser (WP)	The percentage of participants who are in <u>unsubsidized employment</u> during the <u>second quarter after exit from</u> the program.
Employment Rate - 4th Quarter After Exit	AD DW WP	The percentage of participants who are in <u>unsubsidized employment</u> during the <u>fourth quarter after exit</u> from the program.
Youth Education and Employment Rate - 2nd Quarter After Exit	Youth	For Title I Youth, the indicator is the percentage of participants <u>in education or training activities, or in unsubsidized employment</u> during the <u>second quarter after exit.</u>

Youth Education and Employment Rate - 4th Quarter After Exit	Youth	For Title I Youth, the percentage of program participants who are <u>in education or training activities, or in unsubsidized employment</u> , during the <u>fourth quarter after exit</u> from the program.
Median Earnings - 2nd Quarter After Exit	AD DW WP	The <u>median earnings of participants</u> who are in unsubsidized employment during the <u>second quarter after exit</u> from the program.
Credential Attainment – Within a year after exit	AD DW Youth	<p>The percentage of those participants <u>enrolled in an education or training program</u> (excluding those in on-the-job training (OJT) and customized training) <u>who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.</u></p> <ul style="list-style-type: none"> • A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Proposed 2018 - 2019 Performance Measures
 CareerSource Tampa Bay
 Programs: Workforce Innovation Opportunity Act and Wagner Peyser

* Five year average is based on historic WIA data with WIOA indicators applied.

WIOA Measures	Performance PY 2011-2012	Performance PY 2012-2013	Performance PY 2013 -2014	Performance PY 2014 -2015	Performance PY 2015-2016	* Performance 5-Year Average (PY 2011-15)	Performance PY 2017 Q3	Negotiated PY 2018-2019 Statewide	Negotiated PY 2019-2020 Statewide	Proposed Level PY 2018-19 LWDB	Proposed Level PY 2019-20 LWDB
Adults:											
Employment Rate (2nd Qtr after Exit)	84.8%	87.2%	92.1%	94.7%	89.0%	90.4%	91.6%	85.0%	85.2%	90.0%	90.2%
Employment Rate (4th Qtr after Exit)	67.2%	76.5%	83.6%	88.7%	89.5%	83.3%	92.5%	82.5%	83.0%	83.0%	83.5%
Median Earnings (2nd Qtr after Exit)	\$7,736	\$8,854	\$9,463	\$10,450	\$10,148	\$9,330	\$7,034	\$6,850	\$6,850	\$6,850	\$6,850
Credential Attainment Rate	78.7%	90.1%	94.2%	97.7%	97.6%	93.8%	85.7%	62.0%	65.0%	62.0%	65.0%
Dislocated Workers:											
Employment Rate (2nd Qtr after Exit)	81.5%	81.2%	79.7%	87.1%	88.3%	84.3%	92.9%	83.0%	83.0%	84.0%	84.2%
Employment Rate (4th Qtr after Exit)	67.7%	77.2%	73.4%	80.0%	81.2%	74.9%	90.4%	79.0%	79.0%	79.0%	92.2%
Median Earnings (2nd Qtr after Exit)	\$6,756	\$6,876	\$7,949	\$7,738	\$7,865	\$7,437	\$7,541	\$6,850	\$6,850	\$6,850	\$6,850
Credential Attainment Rate	69.2%	68.5%	80.4%	35.4%	48.0%	57.0%	84.2%	68.0%	68.0%	68.0%	68.2%
Youth:											
Employment Rate (2nd Qtr after Exit)	54.0%	45.3%	61.2%	82.5%	75.8%	60.9%	87.7%	75.0%	75.5%	75.0%	75.5%
Employment Rate (4th Qtr after Exit)	53.4%	51.1%	49.1%	74.6%	75.9%	57.6%		69.0%	69.0%	69.0%	69.2%
Credential Attainment Rate	75.3%	36.2%	48.7%	55.0%	60.4%	55.5%		75.2%	75.5%	75.2%	75.5%
Wagner-Peyser:											
Employment Rate (2nd Qtr after Exit)		63.9%	70.5%	73.8%	65.5%	68.2%	69.2%	62.0%	62.0%	68.0%	68.2%
Employment Rate (4th Qtr after Exit)		56.2%	65.7%	68.9%	66.6%	65.1%	67.5%	64.0%	64.2%	65.0%	65.2%
Median Earnings (2nd Qtr after Exit)		\$4,612	\$5,230	\$5,348	\$5,587	\$5,194	\$5,820	\$4,850	\$4,850	\$4,850	\$4,850



Action Item

Election of 2018 – 2019 Board Officers

INFORMATION

Tampa Bay WorkForce Alliance Bylaws states:

“ARTICLE V - BOARD OFFICERS

The Officers of CareerSource Tampa Bay shall consist of a Chair, a Chair Elect, a Vice Chair, a Secretary and a Treasurer. The Chairman of the Hillsborough County Board of County Commissioners, or his/her designee from the Board of County Commissioners, shall occupy the Vice Chair position.

SECTION 1- Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Tampa Bay Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Tampa Bay Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.*
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.*
- C. The CareerSource Tampa Bay Chair, Chair Elect and Treasurer shall be selected from among the representatives of the private sector Board members.*

SECTION 3 – Terms of Office

The term of office for the Chair, Chair Elect, Secretary and Treasurer of CareerSource Tampa Bay shall be for one (1) year, from July 1 through June 30.

CareerSource Tampa Bay Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board.

The Vice Chair is not subject to the Officer term limits specified herein.

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Officers	2018 – 2019 Nominees
Chair	Sean Butler, Chief HR Officer, BlueGrace Logistics
Chair-Elect	
Treasurer	Sophia West, Partner, C.S. West & Associates, PA
Secretary	Ginger Clark, Ph.D., VP Academic Affairs, HCC

In addition to the recommendation, the privilege of nominating from the floor will be extended to members of the Board.

RECOMMENDATION

Elect 2018 – 2019 Board Officers.

Recruitment Timeline



HR = Human Resources

Hiring Flow Chart

