

CareerSource Tampa Bay Annual Meeting of the Board of Directors

Date: July 19, 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 11:04 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance (*denotes attended via telephone)

Tom Aderhold, Leerone Benjamin, Stephanie Brown-Gilmore*, Sean Butler, Robert Coppersmith, Richard Cranker, Gail Fitzsimmons, Elizabeth Gutierrez, Randell Hassen*, Mireya Hernandez, Benjamin Hom, John Howell, Lindsey Kimball, Randall King, Jasiel Legon, Commissioner Sandra Murman, Michael Ramsey, Jeffrey Serpico, Michael Smith*, Roy Sweatman, Sophia West

Board Members not in attendance

Ginger Clark, Steve Hooper, Paul Orvosh, Earl Rahn, Craig Richard, Yanina Rosario

Staff Present

Juditte Dorcy, Anna Munro, Phuong Nguyen, Jody Toner, Olivia Cunningham, Michelle Schultz, Maria Suarez, Johwonna Lewis, Matthew Pattabhi, Tom Laub, Nicole Beverley, Cecilia Reinberg, Laura Pearsall, Mai Russell, Joe Vitale

Board Counsel

Charley Harris

BOCC Liaison/Representatives

Kenneth Jones, Ron Barton

Guests

Ingrid Harb, Zach Sampson

The items are listed in the order of discussion.

► Indicates Board Action

Pledge of Allegiance

Board Director Tom Aderhold led the pledge of allegiance.

Public Comment

Ingrid Harb of LaunchCode spoke of the partnership with CareerSource Tampa Bay that addresses the skills gaps in Information Technology.

Recognition of Past Officers & Staff

Vice Chair Murman, on behalf of the Board of Directors and staff, expressed her thanks to the following past officers for volunteering their time, expertise, and resources: Dick Peck, John Kearney, Betsy Irizarry, Darren Veneri, and Shannon Evans.

Elizabeth Gutierrez and Sophia West joined the meeting.

Recognition of Staff

On behalf of the Board of Directors and leadership staff, the following employees were recognized for being top performers in PY 2017 – 2018: Maria Suarez, Johwonna Lewis, Matthew Pattabhi, Cecilia Reinberg, Nicole Beverly, and Tom Laub.

Maria Suarez, Johwonna Lewis, Matthew Pattabhi, Cecilia Reinberg, Nicole Beverly, Tom Laub, and Olivia Cunningham left the meeting.

Workforce Focus

- South County Job Fair will be held on August 10th from 8:30 a.m. to Noon at HCC SouthShore Campus. If you know of any employers who are hiring, please have them call Angela Lyons.
- The unemployment rate in Hillsborough County was at 3.2 percent, falling 0.5 percent from a year ago. The labor force was up by 2 percent at 737K individuals. There were a little over 23K unemployed residents in the region.
- When compared to other metropolitan areas, Tampa MSA had the highest annual job growth in financial services. While leisure and hospitality, education, and health services had the second highest job growth.

► Employment of Juditte Dorcy

A motion **to hire Juditte Dorcy as Director of WIOA Programs under the established personnel guidelines and move to affirm her current status as the Interim Executive Director at the previous approved salary of \$127,900 and for her to serve in that position until such time as the Board relief her of [those] duties or she has formalized in that role** was made by Tom Aderhold and seconded by Sean Butler. There was no further discussion. The motion passed unanimously.

Meeting Calendar

Vice Chair Murman reviewed the proposed FY 2019 Schedule of Board & Committee meetings. She added there might be changes in the future. The proposed calendar was provided in the meeting packet.

► Approval of Meeting Minutes

A motion **to approve the Board of Directors meeting minutes dated June 21, 2018**, was made by Sean Butler and seconded by John Howell. There was no further discussion. The motion passed unanimously.

A motion **to approve the Ad Hoc Nominating Committee meeting minutes dated July 11, 2018**, was made by John Howell and seconded by Roy Sweatman. There was no further discussion. The motion passed unanimously.

Overview of CareerSource Tampa Bay and Governing Board

Interim Executive Director Dorcy provided a presentation which included the mission statement, who we are, who are involved in workforce development, responsibilities of CareerSource Florida & Dept. of Economic Opportunity, local responsibilities and relationships with key stakeholders, and local responsibilities and relationships between CareerSource Tampa Bay and its governing board. A copy of the presentation was provided in the meeting packet.

Government in the Sunshine Law, Public Records & Fiduciary Duties

Board Counsel Charley Harris briefed on the do's & don'ts that comply with the Sunshine Law. Clarifications on what is considered as Public Record, and the fiduciary duties of Board Directors.

Off Agenda: Tampa Bay Partnership

Vice Chair Murman briefed on her meeting with Tampa Bay Partnership regarding their call to action to consolidate both workforce boards. She reported on her meeting that at present, the separation is necessary, and once the organization has been solidified, this matter will be considered beginning with appointing three board members from each workforce board to discuss regional opportunities.

► Third-Party Contracts

A motion **to direct staff to review and conduct an assessment on all third-party contracts, including conflict of interest and bring back a recommendation [on renewals]** was made by Sean Butler and seconded by John Howell. There was no further discussion. The motion passed unanimously.

► Local Targeted Occupations List

Special Project Director Toner presented on the Local Targeted Occupations List and reviewed the supporting data. After much discussion, the Board directed staff to include CNC Machinist and CNC Operators to the new list and to conduct further research. A motion **to adopt the hybrid 2018 – 19 Regional Demand Occupation for CareerSource Tampa comprised of the DEO 2018 – 19 Regional Demand Occupational List and the additional demand occupations to include CNC Machinist and CNC Operators** was made by John Howell and seconded by Sean Butler. The motion passed unanimously.

► **Paid Time Off (PTO) Policy**

Interim Executive Director Dorcy brief on changes that needed to be made on PTO policy. She reported on the issue at hand with employees who have accumulated up to 800 plus PTO hours. Should these hours be carried over or paid out? The total cost for PTO payout is \$320K. After much discussion, there was a consensus to adopt an interim PTO plan. **A motion to adopt an interim PTO plan for brand new employees of 120 PTO hours for the first year; for employees with accrued hours, within the legal [limits], grandfathered in the number accrued hours to be used up to five (5) years and no more hours accrued after that; and directed staff to bring back additional information on short term disability and FMLA to the Finance Committee to determine the maximum hours allowable and bring its recommendation to the Board of Directors** was made by Sean Butler and seconded by Leerone Benjamin. The motion passed unanimously.

► **Business Services Compensation**

Interim Executive Director Dorcy briefed on the incentives program for Business Services Account Executives and Recruiters. These incentives were in addition to their base salary and were earned based on established, measurable monthly goals that were developed annually by the former President/CEO and the former Business Services Director. She referred Board Directors' attention to the result of the internal control review findings by Powell & Jones. **A motion to terminate Business Services Incentives Plan effective August 31, 2018** was made by Sean Butler and seconded by Roy Sweatman. The motion passed unanimously.

After much discussion on data provided via a handout that included the following information: Compensation Survey Data of Recruiter I, II, and III positions for the Tampa Bay area; Proposed Annual Salary at 45% of 2017 incentive earned, 55% of 2017 incentive earned, 65% of 2017 incentive earned, 85% of 2017 incentive earned, and 95% of 2017 incentive earned, **a motion to approve salary adjustment of 95% of 2017 incentive earned for the Business Services Account Executives and Recruiters** was made by Sean Butler and seconded by Randall King. Interim Executive Director Dorcy clarified the salary adjustment does not include the [annual] Stipend. The motion passed unanimously.

► **Resolution of the Board of Directors RE: Tampa Bay WorkForce Alliance 401(K) Plan**

Finance Director Munro presented this item for board consideration. This resolution authorizes staff to establish Tampa Bay WorkForce Alliance's 401(k) Plan. After much discussions to include monitoring portfolio's performance, **a motion to adopt the resolution to establish Tampa Bay WorkForce Alliance, Inc. 401(k) Plan** was made by Bob Coppersmith and seconded by Jeffrey Serpico. The motion passed unanimously.

► **Nepotism Policy**

Interim Executive Director Dorcy reviewed the proposed Nepotism Policy. The proposed policy was provided in the meeting packet. After an extensive discussion, **a motion to approve the Nepotism Policy** was made by Sean Butler and seconded by Richard Cranker. The motion passed unanimously.

2018 – 2019 Planning Budget

Interim Executive Director Dorcy spoke on the 2018 – 2019 Planning Budget. The overall budgets included major program funding and other grants.

The grant award to actual expenditures report was presented. As of May 31st, CareerSource Tampa Bay has expended 65.50% of its budgets. Staff was directed to report all expenditures above \$10K to the Board of Directors.

► **2018 – 2019 Performance Metrics**

Special Projects Director Toner briefed on the proposed performance metrics for WIOA and Wagner Peyser programs. The spreadsheet included: PY 2017 – 18 Q3 performance; Five-year average performance; and proposed performance levels for PY 2018 – 19 and PY 2019 – 20. After discussion and review of the performance indicators, **a motion to approve the proposed 2018-19 and 2019-20 metrics** was made by Sean Butler and seconded by John Howell. The motion passed unanimously.

► **Auditor Review of Client Incentive Debit Cards**

Interim Executive Director Dorcy reported on the process change on issuing debit cards. For example, the cards will no longer be mailed. Recipients are required to pick up the debit cards at the centers and sign upon receipt of the card(s).

A timeline of procedural changes for other services/programs was provided as a handout. Interim Executive Director Dorcy advised these changes were made based on recommendations by DEO & DOL. Staff was directed to have a separate internal auditor for operations & programmatic compliance.

A handout on proposing an audit review of Business Services Incentive program and Supportive Services Cards Policy was provided to all members. **A motion to move forward with the audit review of the Supportive Services Cards process** was made by Lindsey Kimball and seconded by Sean Butler. The motion pass unanimously.

► **Election of 2018 – 19 Board Officers**

Ad Hoc Nominating Committee chair Roy Sweatman presented this item for board election. He reported the office of Chair-elect is vacant. Vice Chair Murman opened the floor for additional nominations. Hearing none, **a motion to elect Sean Butler as Chair, Sophia West as Treasurer, and Ginger Clark, Ph.D. as Secretary. Commissioner Murman shall continue to serve as Vice Chair and Hillsborough County [BOCC] as the fiscal agent** was made by Lindsey Kimball and seconded by Richard Cranker. The motion passed unanimously.

Vice Chair Murman thanked Interim Executive Director Dorcy for stepping up to lead this organization and is looking forward to continuing working with her.

Vice Chair Murman passed the gavel to incoming Chair Butler.

Transition Update

Ad Hoc Transition Committee Member Butler reported on progress made towards operating as a stand-alone entity as follows: 67 job descriptions have been posted for 120 board openings and 14 grant-funded positions.

► **CEO Search**

As an update on CEO Search, it was recommended that the Executive Committee participates in the selection of the CEO. **A motion to accept the recommendation for the CEO Search to begin immediately and to accept the report on the transition update** was made by Vice Chair Murman and seconded by Robert Coppersmith. The motion passed unanimously.

Incoming Chair Butler opened the floor for board members comments. Tom Aderhold thanked Hillsborough County staff Ron Barton and others for their assistance with board recruitment.

Incoming Chair Butler expressed his appreciation to Vice Chair Murman for her leadership

Board Member Lindsey Kimball suggested that this Board reviews every single process and procedure, and not assume that we continue business as usual.

Adjournment

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