

## **CareerSource Tampa Bay Minutes of October 18, 2018 Executive Committee Meeting**

**Date:** October 18, 2018, 11:00 a.m.

**Location:** CareerSource Tampa Bay Center, 9215 N. Florida Ave., Ste. 101, Tampa, FL

### **Call to Order**

Chair Sean Butler called the meeting to order at 11:00 a.m. There was a quorum present with the following Executive Committee members participating.

### **Members in attendance**

Sean Butler, Ginger Clark, Randall King, Commissioner Sandra Murman, Mike Smith, Jeffrey Serpico, Roy Sweatman, Sophia West

### **Other Board Member in attendance**

Michael Bach

### **Staff Present**

Juditte Dorcy, Anna Munro, Jody Toner, Mimi Tran, Mai Russell, Brandon Pham

### **Board Counsel**

Charley Harris

### **BOCC Liaison/Representatives**

Kenneth Jones, Ron Barton

### **Guest**

Teri Morrow, Nathan Dundes, Kristyn Brendle

The items are listed in the order of discussion.

▶ Indicates committee action

### **Public Comments**

There was none.

### **Approval of Minutes**

#### **▶ August 16, 2018 Executive Committee Meeting**

A motion to approve the minutes of August 16, 2018 Executive Committee Meeting was made by Roy Sweatman and seconded by Jeff Serpico. The motion passed unanimously.

#### **▶ August 27, 2018 Special Executive Committee Meeting**

A motion to approve the minutes of August 27, 2018 Executive Committee Meeting was made by Mike Smith and seconded by Ginger Clark. The motion passed unanimously.

#### **▶ October 1, 2018 CEO Search Committee Meeting**

A motion to approve the minutes of October 1, 2018 Executive Committee Meeting was made by Jeff Serpico and seconded by Mike Smith. The motion passed unanimously.

#### **▶ October 3, 2018 Executive Committee Meeting**

A motion to approve the minutes of October 3, 2018 Executive Committee Meeting was made by Ginger Clark and seconded by Commissioner Sandra Murman. The motion passed unanimously.

### **Chair's Report**

- On Nov 7th, a hiring event dedicated for Veterans will be held here from 10 a.m. to 1 p.m. We are still recruiting for hiring employers. So, if you know of anyone, please let Juditte know.

### Board Counsel's Report

- A date of October 25<sup>th</sup> has been confirmed for the representatives from FBI & US Attorney's office to hear the presentation from the Feb 9<sup>th</sup> Joint Ad Hoc meeting of CareerSource Tampa Bay and CareerSource Pinellas. He added representatives from DOL will be in attendance.

#### ► Provide documentations

Chairman Butler added we will be open and transparent. The following motion was made by Commissioner Sandra Murman and seconded by Roy Sweatman: **To provide all documentation needed by the federal authority.** The motion passed unanimously.

### Interim Executive Director's Report

- Representatives from DEO and DOL [Employment & Training Administration] will be on site beginning October 29<sup>th</sup> thru November 14<sup>th</sup> to review operations, review job placement of participants to include participant file reviews, and interview employers with top five job placements, staff, and participants may be requested.
- CareerSource Florida has issued a statement on October 5<sup>th</sup>. In that statement, the Board of Directors approved CareerSource Florida Ethics and Transparency Policy which requires local workforce boards to create and enforce similar policies for their region.
- An executive order has been issued to assist evacuees who were displaced by Hurricane Michael.

The Executive Committee meeting adjourned at approximately 11:25 a.m. All staff members left the meeting. The CEO Search Committee convened.

The Executive Committee meeting reconvened at approximately 11:55 a.m. All staff members returned to the meeting at that time.

### Action Items

#### ► Legal Services

Chairman Butler spoke on this item. In light of the recent development, there was a consensus to retain Charley Harris [Trenam Law] thru the investigation. **A motion to retain [Trenam Law Firm] as Board Counsel] thru the investigation and thru the transition** was made by Commissioner Sandra Murman and seconded by Randall King. The motion passed unanimously.

#### ► Medical, Dental, & Vision Renewals effective Jan 1, 2019

**Refer to page 17 of the October 18<sup>th</sup> Executive Committee meeting agenda packet.**

HR Consultant Morrow reported of 0% premium rate increase for employees medical, dental, and vision plan. **A motion to approve renewing Cigna's Medical, Dental, & Vision benefits plan for calendar year 2019** was made by Randall King and seconded by Jeff Serpico. The motion passed unanimously.

#### ► Lease Agreement: Plant City

**Refer to page 13 of the October 18<sup>th</sup> Executive Committee meeting agenda packet.**

**A motion to enter into license agreement with Hillsborough County for space at the Plant City Community Resource Center** was made by Commissioner Sandra Murman and seconded by Mike Smith. The motion passed unanimously.

#### ► Eligible Training Provider Policy

**Refer to page 14 of the October 18<sup>th</sup> Executive Committee meeting agenda packet.**

The following motion was made by Jeff Serpico and seconded by Commissioner Sandra Murman: **The following criteria be added to the local Eligible Training Providers Policy effective immediately. All pending and subsequent applications received will be required to meet the new criteria. All current training providers will be required to meet the new policy effective July 1, 2019. Staff is to notify training providers of this new policy and begin tracking performance to establish benchmark effective immediately.** The motion passed unanimously.

Region	Criteria Yellow highlight denotes new criteria	Training Duration	Individual Training Account Cap	Performance Measures LWDB Participants
CareerSource Tampa Bay	<ul style="list-style-type: none"><li>• CSF Minimum criteria</li></ul>	Up to 2 years	\$5,000 per Program Year	Maintain 80% Entered Employment Rate

	<ul style="list-style-type: none"> <li>• In business in FL for minimum of 2 years</li> <li>• Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established*</li> <li>• Limit training programs to those with a minimum entry level wage rate of \$14.63 per hour hour* (based on annual regionally adjusted wage rate)</li> </ul>		Max \$10,000 up to 2 Program Years	70% Completion Rate per Training Program*  70% Job Placement Rate*
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**Workforce Development Consultants/Strategist**

Interim Executive Director Dorcy directed members' attention to a listing of consultants provided as a handout. Upon review, there was a consensus that this matter be revisited after the incoming CEO has been placed.

**Adjournment**

The meeting was adjourned at approximately 12:35 p.m.