

CareerSource Tampa Bay Meeting of the Board of Directors

Date: January 17, 2019, 11:00 a.m.
Location: 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 Board Members participating.

Board Members in attendance

Tom Aderhold, Michael Bach, Leerone Benjamin, Sean Butler, Ginger Clark, Richard Cranker, Robert Coppersmith, Gail Fitzsimmons (via phone), Stephanie Brown-Gilmore, Elizabeth Gutierrez (via phone), Mireya Hernandez, Benjamin Hom (via phone), John Howell (Milton Moss), Randall King, Cally Kushmer, Jasiel Legon (via phone), Lindsey Kimball, Commissioner Sandra Murman, Don Noble, Earl Rahn (via phone), Michael Ramsey (via phone), Earl Rahn (via phone), Yanina Rosario, Jeffrey Serpico, Suzanne Skiratko, Michael Smith, Roy Sweatman. Paul Orvosh (via phone)

Board Members not in attendance

Michelle Calhoun, Judson Cook, Randall Hassen, April May, Sophia West

Staff Present

Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Michelle Schultz, Mai Russell, Joe Vitale, John Flanagan (via phone)

Board Counsel

David Adams
Charlie Harris

BOCC Liaison

Kenneth Jones

Others

Ryan Buckthorpe
Ron Barton
Dan McGrew

Public Comment

There was none.

The items are listed in the order of discussion.

▶ Indicates Board Action

[Staff Members were asked to leave for this session]

Presentation: Investigation of Complaints presented by Dave Adams.

Dave Adams and Charlie Harris previously conducted interviews with Board Members, Senior Management, and Midlevel Management. Results of their findings and recommendations were presented, followed by open discussion, which highlighted issues related to the transitions related to separation from CSPIN on an administrative level, and other issues related to transition.

Recommendations:

- New CEO and Board should continue to monitor the workplace culture.
- Keep the Ethics Hotline open.
- Provide professional/ leadership development training opportunities for staff.

[Staff Members returned after this session]

► **Approval of Minutes**

A motion to approve the minutes of November 15, 2018 Board of Directors meeting was made by Commissioner Murman and seconded by Tom Aderhold. There was no further discussion. The motion passed unanimously.

A motion to approve the minutes of December 20, 2018 Special Board of Directors meeting was made Commissioner Murman and seconded by Tom Aderhold. There was no further discussion. The motion passed unanimously.

► **Consent Agenda**

A motion to approve the consent agenda of December 13, 2018 Executive Committee meeting was made by Commissioner Murman and seconded by Jeffery Serpico. There was no further discussion. The motion passed unanimously.

Chair's Report

- Workforce Focus
Several Upcoming Hiring Events
Professional Candidate hiring event-March 6, 2019
General Job Fair-April 16, 2019
Internship Hiring Event- May 21, 2019
Anyone interested in participating contact Juditte Dorcy

Industries that gained jobs: Leisure and Hospitality, Financial activities, Manufacturing and constrictions.

Industries that lost jobs: Government and Administration.

- February 6, 2019- The Welcome Reception was held for John Flanagan.
- Internal Control Questionnaire
DEO clarified processes, reviewed by the CEO and signed off by the chair, internal assessments of several areas - Due ASAP
- National Association of Workforce Boards (NAWB) Forum
Meeting will be held on March 23-26, 2019 in Washington, DC. Several Executive Committee Members will be attending, results will be shared with the Board.

Interim Executive Director's Report

- Update on DOL/DEO Review
Allowed us to submit any changes
Report was provided by the DOL/DEO
No timeline for the final report was provided
- Staff Training
Wagner-Peyser, Re-Employment Services and Eligibility Assessments (RESEA) and Veterans Program – January 28th through 31, 2019 (Onsite)
Workforce Innovation and Opportunity Act (WIOA) - February 26- March 1, 2019 (Onsite)
DEO is scheduled to conduct Welfare Transition training March 25-29, 2019 and Supplemental Nutrition Assistance Program training February 19-21, 2019
- Programs Update
Working with training dollars-making sure we are enrolling youth, low-income adults, and dislocated workers. Working with Business Services to provide additional outreach. Companies included: Hard Rock and Tampa Bay Steel.

Board meeting March 2019, hope all members can attend as four DEO staff DEO will be present. They will be conducting a presentation of last year's workforce performance.

- Upcoming Annual Performance Presentation by DEO
- Upcoming Audit Schedule
 - DEO Annual Audits
 - Fiscal Audit-March 18-22, 2019
 - Programming Audit April 8-12, 2019
 - Federal shutdown should not affect the dates of the audit
 - Miscellaneous Comments/Discussions
 - Tampa Bay Builders' Association-Having a hard time finding skilled workers, suggested that Juditte meet with Jennifer Motsinger, Executive Director of Tampa Bay Builders Association that covers the TampaBay area. Need to look at their training needs and find a way to help them fill open positions.
 - Concerned that we have not reached out to the residents of Hillsborough County about our changes to CSTB. Prepared preliminary statements one for employers and one for job seekers for John to release through social media, advertising, community partners, and employers.

Action/Discussion Items

Related Party Contracts

▶ Action Item A –Tampa Tank

A two-third board approval was requested for the following contract:

- Up to \$15K for OJT/PWE
- Up to \$15K for EWT

Mike Smith declared a conflict of interest and abstained from voting. A motion **to approve the Action Item A**-was made by Commissioner Murman and seconded by Tom Aderhold. There was no further discussion. The Board approved the Related Party Contracts with Tampa Tank for OJT, PWE and EWT, by a two-third vote, when a quorum has been established. The motion passed unanimously.

▶ Action Item B–Tampa General Hospital

A two-third board approval was requested for the following contract

- Up to \$50K for OJT/PWE
- Up to \$50K for EWT

Jeff Serpico declared a conflict of interest and abstained from voting. A **motion to approve the Action Item B**- was made by Commissioner Murman and seconded by Tom Aderhold.

There was no further discussion. The Board approved the Related Party Contracts with Tampa General Hospital for OJT, PWE and EWT, by a two-third vote, when a quorum has been established. The motion passed unanimously.

▶ Action Item C McKibbon Hospitality

A two-third board approval was requested for the following contract:

- Up to \$50K for OJT/PWE
- Up to \$50K for EWT

A motion **to approve the Action Item C**- was made by Commissioner Murman and seconded by Sean Butler. There was no further discussion. The Board approved the Related Party Contracts with McKibbon Hospitality for OJT, PWE and EWT, by a two-third vote, when a quorum has been established. The motion passed unanimously

▶ Action Item D –GTE Financial- A motion **to approve the Action Item D**- was made by Commissioner Murman and seconded by Tom Aderhold. The Board approved the Related Party Contracts with GTE Financial for OJT and PWE, by a two-third vote, when a quorum has been established. There was no further discussion. The motion passed unanimously.

► Agreement with HCC to provide Career Ready Programs-

Ginger Clark declared a conflict of interest and abstained from voting.

A motion to approve entering into contract negotiations with Hillsborough Community College was made. There was a discussion about locations of the trainings.

- Can we double the training if we use both HCC and CareerSource locations? Training location- CareerSource training location not equipped to provide the training. CareerSource location is not equipped for Robotics/Mechatronics training. Ryan Buckthorpe clarified that HCC site will be used for the Robotics/Mechatronics training and CareerSource for the Welding and Soldering training.
- Is there enough demand?-Juditte clarified
- Liz asked-is it the intent of HCC to reach out to other organizations? There is an outreach plan, community partners, radio, churches, recreation centers, and libraries, etc.

A motion to **approve entering into contract negotiations with Hillsborough Community College** was made by Commissioner Murman and seconded by Tom Aderhold. There was no further discussion. The Board approved the Related Party Contracts with HCC to provide training for CareerREADY programs, by a two-third vote, when a quorum has been established. The motion passed unanimously.

► Business Association- A motion **to approve the issuance of the RFQ for Business Associations** Community College was made by Don Noble and seconded by Michael Bach. There was no further discussion. The motion passed unanimously

► Form 550 Wrap Documents- A motion **to approve of the Final Wrap Plan document** was made by Commissioner Murman and seconded by Don Noble. There was no further discussion. The motion passed unanimously.

Committee Reports

- **Finance Committee**-Sheila Doyle- Finance/Audit Committee meeting is scheduled for February 28, 2019-Action Item: Review and approve the draft financial statements for fiscal year end 2018, reviewed agreed upon procedures for the supportive service by the board.
- **AD Hoc Committee**-Looking for volunteers to be on the committee-First Action Item: RFP full compensation study. Question: Should there be a pay study done before we look at the compensation study? Sheila clarified that it will be done as part of the study.
- **One Stop Committee Presentation**
One Stop Operator presentation on the One Stop Partners Web Portal by Dan McGrew
Detailed description, benefits, and tracking ability of the "Partner Portal: and "Quick Connect Form" were discussed in the presentation.
Question-How would a new participant know who we are partnered with? Program is for internal use only, for staff review - not for the client.
January 31, 2019 deadline for partners to review
February 15, 2019 link pushed out to our partners
Additional Comments-Excited about the program-to assist clients get the services they need.
Creditable and reliable partners-How can we go about screening reliable partners?

Closing Comments

Special Recognition-Mai Russell thanking her for all of her years of dedication and service with the organization.

Adjournment

The meeting was adjourned at approximately 12:32 p.m.