



Executive Committee Agenda

- I. **Welcome and Introductions** Commissioner Sandra Murman, Vice Chair
- II. **Public Comments**
- III. **Approval of Minutes**
 - 1. Approval of Minutes - February 21, 2019 Executive Committee Page 2
- IV. **Chair’s Report** Commissioner Sandra Murman, Page 7
- V. **Board Counsel Report**..... Charley Harris
- VI. **CEO Report** John Flanagan
- VII. **Action/Discussion Items**
 - 1. By Laws / Ad Hoc – Consent ProcessJohn Flanagan, Page 12
 - 2. Summer Job Connection – Hillsborough County Agreement.....John Flanagan, Page 13
 - 3. FY 2019-2020 Schedule of Board & Committee Meetings..... Tammy Stahlgren, Page 14
 - 4. **Vendor Recommendation: IT, EDMS & Website Services.Anna Munro, Page 15**
- VIII. **Information Items**
 - 1. Interlocal AgreementAnna Munro, Page 16
 - 2. Local Board Composition & Certification.....John Flanagan, Page 17
 - 3. Public Relations/Marketing Update Doug Tobin, Page 18
 - 4. DEO Programmatic Monitoring Review Jody Toner, Page 20
 - 5. DEO EEO Review Doug Tobin, Page 21
 - 6. DEO Financial Monitoring Anna Munro, Page 23
 - 7. RFP Update Anna Munro, Page 24
 - 8. IFA Update..... Anna Munro, Page 25
 - 9. Summer Job Connection Update Jody Toner, Page 27
 - 10. Regional Targeted Occupation List (TOL) PY19-20..... Anna Munro, Page 28
 - 11. Performance Reports Jody Toner, Page 29
- IX. **Committee Reports**
 - 1. Audit & Finance Committee Sophia West
 - 2. One-Stop Committee Mike Smith
 - 3. Workforce Solutions Committee..... Michael Ramsey
- X. **Future Business**
- XI. **Adjournment**



CareerSource Tampa Bay (CSTB) Minutes of Executive Committee Meeting

Date: February 21, 2019 - 11:00 a.m.

Location: CSTB | North Tampa Center, 9215 N. Florida Ave., Ste. 101, Tampa, FL

Call to Order

Chair Sean Butler called the meeting to order at 11:01 a.m. There was a quorum present with the following Executive Committee members participating.

Members in attendance

Sean Butler, Ginger Clark (Via Conf. Call), Randall King, Commissioner Sandra Murman, Roy Sweatman, Mike Smith

Not in attendance

Sophia West and Jeff Serpico

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Anna Munro, Jody Toner, Mimi Tran, Michelle Schultz, Jeanette Morales and Joe Vitale

Board Counsel

Charley Harris

BOCC Liaison/Representative

Kenneth Jones

Guest

Michael Bach

The items are listed in the order of discussion.

▶ Indicates Committee Action

Public Comments

There were none.

▶ Approval of Minutes

▶ December 13, 2018 Executive Committee Meeting

- A motion to approve the minutes of December 13, 2018 Executive Committee Meeting was made by Randall King and seconded by Mike Smith.
- The motion passed unanimously.

▶ December 13, 2018 CEO Search Committee Meeting

- A motion to approve the minutes of December 13, 2018 CEO Search Committee Meeting was made by Randall King and seconded by Commissioner Sandra Murman.
- The motion passed unanimously.

▶ December 6, 2018 Finance Committee Meeting

▶ October 8, 2018 Workforce Solutions Committee Meeting

▶ November 7, 2018 One Stop Committee Meeting

- A motion to approve the combined minutes for: December 6, 2018 Finance Committee Meeting; October 8, 2018 Workforce Solution Committee Meeting and the November 7, 2018 One Stop Committee Meeting was made by Randall King and seconded by Commissioner Sandra Murman.
- The motion passed unanimously.

Chairman's Report

The unemployment rate is 3.1 percent. In December 2018, there was an increase in population by 1.3% over the previous year. 23,000 unemployed residents in the region. Leisure and Hospitality Industry continue to outpace the statewide growth followed by Health Services and Finance/Insurance. Declining job growth was noted in Government Services/Information. Net job growth in all industries was up by 1.7 percent.

Commissioner Sandra Murman suggested to renew the practice of releasing the CSTB Board Newsletter containing report on job statistics. It was agreed that making the information readily accessible was a good idea and that the CSTB Newsletter would be a great idea.

Key Initiatives and events

CSTB will be partnering to increase capacity for summer youth programs throughout Hillsborough County. CSTB hopes to add more than 300 youth jobs through partnerships with the Hillsborough School District, Boys and Girls Clubs of Tampa Bay and the University area CDC.

Professional Mixer scheduled for March 6, 2019 (12 employers participating).

Operational Initiative - CSTB looking at significant Service Delivery changes in the following areas: On-the-Job (OJT) policy, align policy with federal and state guidelines.

Ad Hoc Bylaws Committee - preliminary deliverables were reviewed on "Bylaws" and "Best Practices". Suggested members were Dr. Clark, Michael Bach, Roy Sweatman, Benjamin Hom, and Tom Aderhold. The Ad Hoc Comp Committee - the deliverables were wage analysis, positions - CSTB, organizational chart, market rate, and paid benefits. Committee not yet formed.

Board Counsel Report

Mr. Harris reports the next phase of the investigation process has progressed to staff interviews. There have been a number of past and current employees contacted by the DOL and FBI agencies. The focus seems to be on former employees. A total of eight staff have been contacted and interviewed (six staff from Pinellas and two from Tampa). Currently, we are not aware of any past or current Board Members being contacted.

CEO Report

John Flanagan indicated that we are hiring for key Director positions in WIOA/WTP Programs and Business Services. Additionally we are currently in the process of redesigning the organizational chart as we look at open positions and areas of need.

John Flanagan indicated that one of his core missions is to work across agencies to create one branded and marketable Summer Youth Employment Program in Hillsborough County. He shared his prior experience in Philadelphia where they served 10,000 youth through the Work Ready Philadelphia program.

CSTB is in the process of negotiating infrastructure funding agreements (IFAs), which is a mandate under the Workforce Innovation Opportunity Act with all of the federally defined required partners.

▶ **Action Item: RFP Issuance: EDMS, Website, & IT Service**

Refer to Page 15 of the February 21, 2019 Executive Committee Agenda Packet

John Flanagan introduced the need to develop an RFP for the EDMS, Website, and IT services. CSTB currently has a 5-year contract with CTS ending June 30, 2019.

The following points of discussion ensued:

- The question arose, had we considered providing these services in-house? Chairman Sean Butler pointed out that rapidly advancing technology, and maintaining an up-to-date in-house IT department would be more costly than outsourcing to technology companies.

- Committee felt that an in-house IT Liaison is needed to manage the IT contract and ensure they are accountable for services. Currently the position is not budgeted. This position will be included in next fiscal year's budget.
- Committee also recommended that the 5-year contract be shortened to a 3-year contract period.
- A motion to approve the issuance of a Request for Proposal (RFP) for the provision of EDMS maintenance, website maintenance and IT services was made by Commissioner Sandra Murman and seconded by Sean Butler.
- The motion passed unanimously.

► **Action Item: RFP Issuance: Consulting Services**

Refer to Page 16 of the February 21, 2019 Executive Committee Agenda Packet

John Flanagan introduced the need for an RFP for National Workforce Development Consulting service that will provide a detailed look at our current CareerSource Tampa Bay service delivery model. He indicated that this was a previous need and request identified by the CSTB Board of Directors. This firm will provide best practices and recommendations for changes to our Board of Directors. These will be taken into future considerations, with the goal to increase efficiency and transparency. If approved, it would be built into next fiscal year's budget.

- A motion to approve the issuance of a Request for Proposal (RFP) for Consulting Services was made by Commissioner Sandra Murman and seconded by Randall King.
- The motion passed unanimously.

► **Action Item: Support Service and Incentive Policy**

Refer to Page 17 of the February 21, 2019 Executive Committee Agenda Packet

Jody Toner introduced the changes made to the Supportive Services and Incentive Policy. Highlights of the changes included the update to procedures, eligibility, limitations and tracking safeguards put in place to ensure that CSTB is in compliance.

The prior One Stop Committee recommended a name change from "VISA", to "Support Services Card" and provided an adjustment on the CEO waiver cap up to \$1,500. They also recommended that anything above this amount would require Board Chair approval. This was included in updated language in the policy presented today, sections highlighted in yellow.

- A motion to approve the Supportive Service and Incentive Policy was made by Commissioner Sandra Murman and seconded by Randall King.
- The motion passed unanimously.

► **Action Item: Career Services**

Refer to Page 22 of the February 21, 2019 Executive Committee Agenda Packet

One Stop Committee recommended moving forward with having Career Services be managed by an outside provider. John Flanagan pointed out that this is standard practice across the United States to establish needed firewalls. He advised the committee that CareerSource Tampa Bay will have oversight over the provider.

- A motion to approve the issuance of an RFP for Career Services was made by Randall King and seconded by Commissioner Sandra Murman.
- The motion passed unanimously.

► **Action Item: Training Provider Policy**

Refer to Page 23 of the February 21, 2019 Executive Committee Agenda Packet

Anna Munro presented the updated Eligible Training Provider List (ETPL) Policy with additional performance criteria and added performance measures for completion rates and job placement outcomes. On page 25, new language was added for out-of-County / State stipulations on the approval process for training services conducted outside our region. Sean Butler wanted clarification on the language change from "timely manner" to "5 business days", he thought it was too short, but the majority consensus was that it was fine as is.

The following points of discussion ensued:

- Commissioner Sandra Murman wanted to ensure that John Flanagan was up-to-date on the need for these updates to policy. To ensure that we had a quality provider that can provide results and increase outcomes. She pointed out the 70% minimum rate they need to meet.
- Kenneth Jones wanted to point out a few recommended edits to the policy. He advised to change wording on page 29, section 8 (c.) from warn notice to a different term, additionally he indicated that the last sentence of the paragraph looked incomplete and probably should include the word “probation”, so it would read... performance thresholds will be placed on one (1) year probation. Furthermore, he suggested that we should remove the 2018 year from end of fiscal year mentions, so that the policy would become evergreen, and not require frequent adjusting. Lastly, point 14. Monitoring – It indicates “on site monitoring”, maybe other differentiation or procedure needs to be added for out-of-state monitoring since it cannot be supported as stated “on site”.
- A motion to approve the Training Provider Policy was made by Commissioner Sandra Murman and seconded by Roy Sweatman.
- The motion passed unanimously.

► **Action Item: Work-Based Training Program: On-the-Job (OJT) Policy**

Refer to Page 31 of the February 21, 2019 Executive Committee Agenda Packet

Jody Toner presented that the policy was created to establish OJT processes and procedures. CSTB conducted extensive research by reviewing draft policies, statewide and national, Local Workforce Development Board best practices. The OJT program was established to ensure the benefit to the program participant. For an employer to participate, they need to meet the business eligibility criteria. We added additional language on monitoring. The reverse referral is clearly dictated and employers cannot refer a candidate they already plan on hiring, instead they need to refer them for OJT to be considered for enrollment into WIOA eligibility before the determination of hire. Employer will also need to meet level of performance outcomes for the WIOA, WTP and OJT programs to continue to participate.

The following points of discussion ensued;

- Randall King was concerned with “layoff” wording on page 35, bullet 5, that some businesses such as apprenticeship may lose opportunities, when they typically train for a certain amount of time and are let go, so they can be picked up by another employer. John Flanagan, indicated that clear communication will be shared with employer to ensure understanding so we do not have any surprises.
- A motion to approve the Work-Based Training: On-the-Job Training Policy was made by Commissioner Sandra Murman and seconded by Randall King.
- The motion passed unanimously.

Information Items

Junior Achievement of Tampa Bay - STEM TEC 2019 Program - RFP issued by CSTB on February 9, 2016. The contract was awarded to Youth Innovative Services and Junior Achievement of Tampa Bay, Inc. The award had the provision for up to three one-year period extensions with the approval by CSTB. The summer Career Institute will run from 6/3-6/28, with an estimate of 150 participating students.

Summer Youth Employment Program (SYEP) - CSTB is excited to announce the implementation of a 2019 Summer Youth Program. CSTB is looking to partner with local community-based organizations or organizations that have existing ties in the community. Target goal is to identify 300 motivated youths that reside in Hillsborough County ages 16-18. CSTB will leverage TANF funds and target serving TANF purposes.

Temporary Assistance to Needy Families (TANF)/funding Eligibility-Individual Training Accounts

Explanation that temporary assistance to needy families requires families to meet eligibility standards outlined in federal and state law to be eligible for TANF funded benefits and/or services. WIOA program staff will determine if applicants meet TANF eligibility criteria before assigning WIOA AD/DW or Youth as a fund source for occupational skills training/ITA. In the event of a 2-year training program, customer

would be dual enrolled with TANF funds paying for year one and WIOA funds (AD/DW/Youth) paying for training costs in year two.

Performance Report

- Emsi Economy Overview - CSTB purchased Emsi analytic software. Additional information available on <https://economicmodeling.com>, about this labor market data software. This software will provide CSTB with strategic data analytics that will allow us to anticipate predicted growth in population, labor and workforce agency requirements for the future.
- Performance Dashboard - Dashboard overview of active and PY 18-19 totals as well as WIOA AD, WIOA DW, and WIOA Youth metrics was provided.
- Primary Indicators of Performance - Region 15 PY 18-19 1st QTR Update was provided – we exceeded negotiated performance in 13 of 14 measures. Met negotiated performance in 1 measure.

Wagner Peyser Demographic – Updated WP Demographics infographic was provided for period of July 1, 2018 – December 31, 2018. Comments made regarding educational levels of job seekers and the need to encourage employers to help pay for continuing education of their workers.

Committee Reports

One Stop Committee

The Committee met on February 20, 2019

Audit & Finance Committee

The Committee met on February 28, 2019

Workforce Solutions Committee

The Committee met on February 13, 2019. Reviewed two Action Items, the Eligible Training Provider and Work-based training provider policy for OJT.

Goal update: Professional Talent of Tampa Bay, 21 candidates placed with an average salary of \$29.82 an hour. 16 employer agreements and 21 served in OJTs and we are looking for those numbers to go up once we get the policy and procedures aligned to make sure we are doing everything that needs to be done.

Professional Mixer - March 6, 2019 by invitation only, 13 employers participating.

Future Business

- We need to build a relationship with all our educational partners, to find jobs once you have graduated, not exclusive to a degreed individual. Commissioner Sandra Murman referenced an article in the December Tampa Bay Times Business Section.
- Roy S. referenced the Tampa Bay Partnership Healthcare and Manufacturing initiatives.
- Dr. Ginger Clark mentioned that we need a true strategic workforce plan from a systems based approach model.

Adjournment

The meeting was adjourned at approximately 12:26 p.m.

Key Regional Workforce / Demographic Indicators

- In February 2019, the unemployment rate in Hillsborough County was 3.3 percentage points, a 0.3 percentage point reduction from February of 2018. Labor force for the region in February 2019 was 739,929, an increase of 7,685, or 1.3% over the year. There were 22,855 unemployed residents in the region in December.
- Leisure and Hospitality industry metro job growth outpaced statewide growth in December
- The Tampa-St. Petersburg-Clearwater MSA was tied for the highest annual job growth compared to all the metro areas in the state in information (+200 jobs) in February 2019.
- The Tampa-St. Petersburg-Clearwater MSA had the second highest annual job growth compared to all the metro areas in the state in professional and business services (+8,500 jobs); leisure and hospitality (+4,600 jobs); and mining, logging, and construction (+3,400 jobs) in February 2019.
- Declining job growth was noted in Government Services (1,400).

Key Initiatives/ Events

Summer Job Connection

- Summer Job Connection has opened the application process for youth and the business community effective April 1, 2019; as of April 11, 2019, 148 job seekers and 7 employers have registered prior to the formal program launch press conference on April 15th, 2019;
- A press conference is scheduled to take place on Monday, April 15th @ 2:00 PM.
- Hillsborough County Commissioners have approved additional funding in the amount of \$150,000 to provide opportunities for up to 100 youth who do not meet TANF requirements (200% of federal Poverty level based on family size). The household income eligibility for Youth and their families shall not exceed 300% of HHS guidelines.

CareerSource 2019 Job Fair

- 50 employers will attend the CSTB Job Fair on April 16th @ 10 am at the North Florida Ave. location.

NAWB Forum 2019

- 5 staff (John Flanagan, Juditte Dorcy, Sheila Doyle, Jody Toner, and Anna Munro), along with 4 Board Members (Sean Butler, Sophia West, Michael Bach and Michael Smith) attended the 2019 annual NAWB Forum.
 - Topics covered were Board Governance, Infrastructure Funding Agreements, Veterans, Youth Initiatives, Best practices, DOL technical assistance workshops, 50+ workforce training/workshop, etc.
 - John Flanagan and Juditte Dorcy attended the first of a 3 part Executive Boot Camp Series

Data Analysis - Regional Overview

Takeaways

- As of 2018 the region's population increased by 10.7% since 2013, growing by 138,062. Population is expected to increase by 7.0% between 2018 and 2023, adding 100,577.
- From 2013 to 2018, jobs increased by 12.4% in Hillsborough County, FL from 660,945 to 742,602. This change outpaced the national growth rate of 7.8% by 4.6%. As the number of jobs increased, the labor force participation rate decreased from 64.3% to 63.6% between 2013 and 2018.
- Concerning educational attainment, 19.6% of Hillsborough County, FL residents possess a Bachelor's Degree (1.0% above the national average), and 9.3% hold an Associate's Degree (1.3% above the national average).
- The top three industries in 2018 are Restaurants and Other Eating Places, Education and Hospitals (Local Government), and General Medical and Surgical Hospitals.

Supporting Data

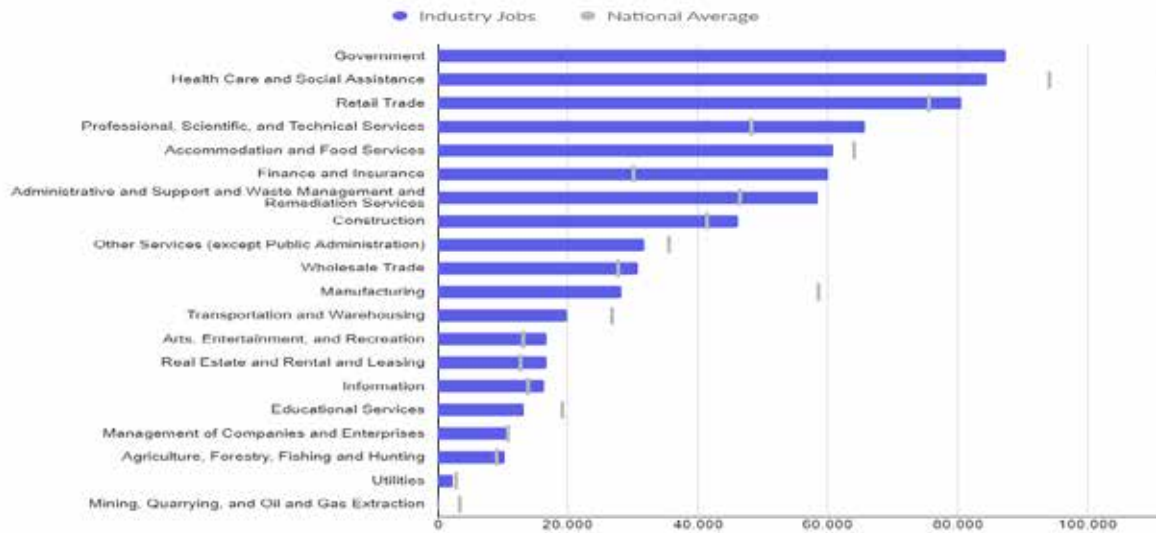
1,432,897 Population (2018) Population grew by 138,062 over the last 5 years and is projected to grow by 100,577 over the next 5 years.	742,602 Jobs (2018) Jobs grew by 81,658 over the last 5 years and are projected to grow by 43,616 over the next 5 years.	\$53.7K Median Household Income (2017) Median household income is \$3.9K below the national median household income of \$57.7K.
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	Population (2018)	Labor Force (2018)	Jobs (2018)	Cost of Living	GRP	Imports	Exports
Region	1,432,897	738,072	742,602	105.5	\$90.4B	\$59.0B	\$79.1B
State	21,296,813	10,261,849	9,564,760	101.5	\$1.0T	\$678.7B	\$658.0B

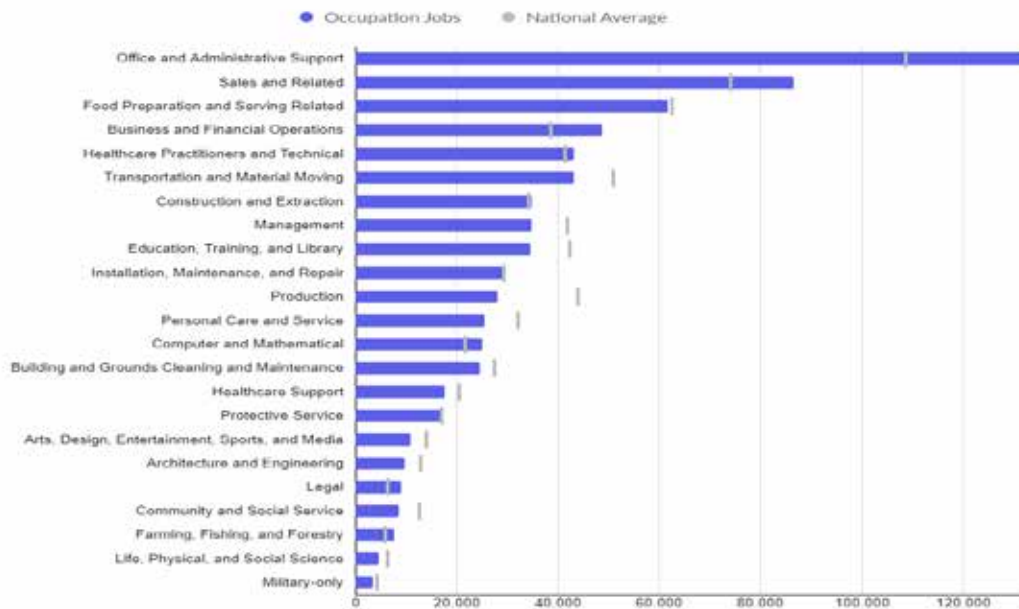
2018 Labor Force Breakdown



Largest Industries



Largest Occupations



Educational Attainment











Concerning educational attainment, 19.6% of Hillsborough County, FL residents possess a Bachelor's Degree (1.0% above the national average), and 9.3% hold an Associate's Degree (1.3% above the national average).



	% of Population	Population
Less Than 9th Grade	6.3%	61,227
9th Grade to 12th Grade	6.8%	66,893
High School Diploma	27.6%	270,109
Some College	19.1%	186,857
Associate's Degree	9.3%	91,256
Bachelor's Degree	19.6%	191,959
Graduate Degree and Higher	11.3%	110,341

Compared to R15 Employ Florida (July-Dec.) - 23.6% Bachelor & Higher

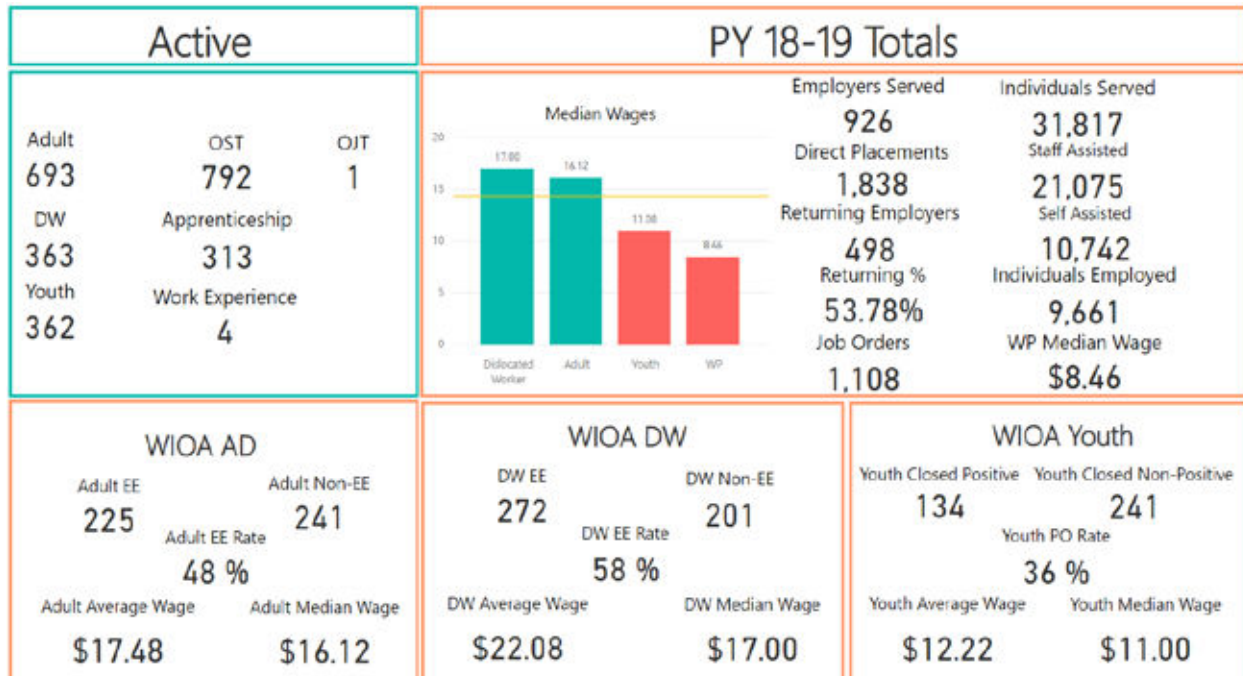
In 2017, there were 31,861 graduates in Hillsborough County, FL. This pipeline has shrunk by 1% over the last 5 years. The highest share of these graduates come from Liberal Arts and Sciences/Liberal Studies, Medical Insurance Specialist/Medical Biller, and Medical Administrative/Executive Assistant and Medical Secretary.

School	Total Graduates (2017)	Graduate Trend (2013 - 2017)
University of South Florida-Main Campus	12,462	
Ultimate Medical Academy-Tampa	8,427	
Hillsborough Community College	5,172	
The University of Tampa	2,006	
Erwin Technical College	625	
Strayer University-Florida	532	
South University-Tampa	392	
Concorde Career Institute-Tampa	312	
Fred D. Learey Technical College	275	
Altienus Career College-Tampa	241	

● Certificate
 ● Associate's
 ● Bachelor's
 ● Master's or Higher

We currently have ETPL agreements with 8 of 10 Pipeline school listed.

Program Performance Dashboard



Source: Employ Florida/OSST

Last Updated
4/6/2019



Action Item

By-Laws / Ad Hoc – Consent Process

Background:

Per the US Department of Labor, Employment and Training Administration, as it relates to issues unearthed in the course of its ongoing investigation, it was recommended that we immediately amend our By-Laws to remove the “silent consent” process we currently have as it relates to Board voting items.

The following proposed language is as follows:

All action items identified in Executive Committee, will move forward to consent agenda, and included in the structure of the full Board of Directors meeting. Any item listed on the Consent Agenda will be subject to a vote under the agenda item. A Board Member may, prior to the meeting, identify a specific item or items be removed from consent agenda, and moved into discussion during the course of the CSTB Board meeting. The individual item or items will move forward for full CSTB Board consideration and vote, in accordance with Robert’s Rules of Order, Newly Revised (RONR).

This language and process will replace the current process which is described, as follows, Under Article VII, Section 3, of the current and enforceable By-Laws:

As soon as practicable following a meeting of the Executive Committee, minutes of the meeting shall be transmitted to Members of the Board of Directors. Any Board Member shall have five (5) days from receipt of the minutes within which to request that an action of the Executive Committee be brought before the full Board. If no such request is made, the action of the Executive Committee shall stand.

Recommendation:

CareerSource Tampa Bay is recommending immediately amending our By-Laws to remove the “silent consent” process we currently have as it relates to Board voting items. All action items identified in Executive Committee, will move forward to consent agenda, and included in the structure of the full Board of Directors meeting.



Action Item

Summer Job Connection (SJC) Hillsborough County Agreement

Background:

- On 4.3.19 Hillsborough County BOCC unanimously approved the proposal to fund CareerSource Tampa Bay (CSTB) Summer Jobs Connection Program for \$150,000 which will provide up to 100 additional youth in the program. Official budget approval will occur on May 1, 2019 Hillsborough County BOCC meeting.
- CareerSource Tampa Bay staff have been working closely with Ken Jones on the details of the eligibility criteria and proposed language.

Agreement Overview:

- CSTB will provide part-time paid work experience to Hillsborough County youth between the ages of 16 to 21 to assess their skills and interests, explore careers, make sound educational decisions, and prepare to join our nation's ever-changing workforce. Youth will participate in Intake Sessions, a SJC Youth Summit and part-time paid work experience. Each youth participant will be paid \$11.00 per hour and work a maximum of 24-hours per week. Household income for eligible youth and their families shall not exceed 300% of HHS household income guidelines.
- CSTB agrees that it shall provide these services from June 10, 2019, through July 19, 2019, and that it shall not provide more than one-hundred (100) units of service under this Agreement.
- Cost reimbursement contract.
- Agreement Timeline:
 - 4.10.19 submitted to CSTB for legal review and CSTB Board approval
 - The agreement if signed would then go back to the BOCC for their approval
 - 4.18.19 CSTB Executive Committee Meeting for review and consideration
 - 5.1.19 Hillsborough County BOCC for Approval (NOTE: the agreement must be executed by CSTB before it goes back to the BOCC, if the Executive Committee approves the agreement at this meeting and Sean is approved to sign it we can take it to the May 1 BOCC meeting. If not and his ability to sign must wait until the May 16 CSTB Board meeting, we will have to wait until after that meeting before we can take it to the BOCC.)
 - 5.16.19 CSTB Board of Directors meeting

Recommendation: Staff are recommending approval of the agreement between Hillsborough County and CareerSource Tampa Bay for the Summer Paid Work Experience program.



Action Item

FY19-20 Board & Committee Schedule

Enclosed is proposed meeting schedule for fiscal year 2019-2020 for all committee meetings and bi-monthly board meetings as requested.

Recommendation:

CareerSource Tampa Bay recommends the approval for the FY 2019-2020 Board and Committee Meeting schedule.

 2019 - 2020 Schedule of Board & Committee Meetings												
	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	Mar. 2020	Apr. 2020	May 2020	June 2020
Board of Directors 11:00 a.m. – 12:30 p.m. 9215 N. Florida Ave., Tampa	18		19		21		23		26		21	
Executive Committee 11:00 a.m. – 12:00 p.m. 9215 N. Florida Ave., Tampa			5		7		9		12		14	
Finance/Audit Committee 9:00 a.m. – 10:00 a.m. 4902 Eisenhower Blvd., Tampa	30			21			30			30		
Workforce Solutions 9:00 a.m. – 10:00 a.m. 9215 N. Florida Ave., Tampa	17			16			15			22		
One-Stop Committee 9:00 a.m. – 10:00 a.m. 9215 N. Florida Ave., Tampa	24			23			29			29		
Ad Hoc Committee *	* As determined necessary by the Board Chair.											
<p>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 Tammy Stahlgren at 813-397-2070.</p> <p>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.</p>												
Collaborate – Innovate – Lead												
<small>Updated April 2019</small>												



Action Item

Vendor Recommendation: IT, EDMS and Website Services

An RFP was issued on March 22, 2019 to solicit proposals from companies to provide IT, EDMS and Website Services. This RFP was promulgated via multiple avenues, including notices in the Tampa Times and to interested bidders. The proposals were due on April 10, 2019. One proposal was received.

The Selection Committee consisting of staff members independently scored the proposal. The result of the scoring is as follows:

Proposers	Total Score (Max. points 100)
Complete Technology Systems	83

The Selection Committee is recommending entering into contract negotiations with *Complete Technology Systems*.

RECOMMENDATION

Approval of entering into contract negotiations with *Complete Technology Systems* for IT, EDMS and Website Services *contingent upon due diligence procedures required with less than three qualified respondents*.



Information Item

Interlocal Agreement between Hillsborough County and CareerSource Tampa Bay

Overview:

The Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (WIOA) authorizes expenditures of federal funds for workforce development programs in the areas of the state designated by the Governor as a Local Workforce Development Area. Chapter 445, Florida Statutes, the Workforce Innovation Act of 2000 further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas.

Hillsborough County, Florida has been designated by the Governor of the State of Florida as a Local Workforce Development Area. WIOA and the Workforce Innovation Act require the chief local elected official (LEO) of each designated Local Workforce Development Area to establish a workforce development board and to appoint its members.

CSTB has been established as the local workforce development board for Hillsborough County. Hillsborough County and CareerSource Tampa Bay have entered into a three (3) year interlocal agreement to define each party's responsibility. The current Interlocal agreement will expire June 30, 2019. Hillsborough County has provided a renewal agreement and it is currently being reviewed.



Information Item

Local Workforce Development Area Designation Local Board Composition & Certification

Overview:

Every two years CareerSource Florida must certify each local board as required under section 107, WIOA. As required under section 106 of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Florida will grant subsequent designation of a local area if the two most recent program years the local workforce development area performed successfully and sustained fiscal integrity.

As a result each Local Workforce Development Boards are informed of the upcoming application deadline for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters.

Applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters are due on or before close of business April 15, 2019. CareerSource Tampa Bay has been working closely with Hillsborough County on compiling the required information for board composition rosters and updating all required forms.

CareerSource Tampa Bay (CSTB) will submit initial documents to DEO by established deadline. Subsequently CSTB will present to Hillsborough County for signatures at their next Board of County Commissioners Meeting on May 1, 2019.



Information Item

Public Relations/Marketing Update

OVERVIEW:

CareerSource Tampa Bay added a new addition to the marketing team. Doug Tobin started as the Public Relations/Marketing Director on March 25, 2019. He joins Jeanette Morales, Marketing Communications Manager who joined CSTB January 14, 2019.

One of the goals of the marketing team will be to develop a marketing/communications plan that would be utilized to promote the agency's brand, programs and grants. The marketing plan would identify best practices to reach our targeted audience and provide measurable results. The communication plan will look at efforts to best communicate internally and externally. The plan will also look at developing an editorial calendar to communicate various programs, career fairs and other efforts through earned media/public relations.

MARKETING CAMPAIGNS:

Currently, we have the following marketing plans underway in support of CSTB:

- **Summer Job Connection:** CareerSource Tampa Bay is inviting Hillsborough County youth ages 16 to 21 to participate in a summer youth employment program. The **Young Talent Tampa Bay - Summer Job Connection** program will provide part-time paid work experience for up to 400 Hillsborough County youth that meet eligibility requirements. The marketing effort will include radio advertising, digital advertising, email marketing and organic social media promotion. Campaign will run from April-May, 2019.
- **Tech Hire:** The marketing effort includes organic social media promotion and digital advertising, targeting 17-29 year olds looking for a career in IT or Healthcare. We will also target specific zip codes that have generated positive results in the past. Campaign runs April 4 to June 30, 2019.
- **Hurricane Maria:** We are advertising on a Hispanic radio station MAXIMA 92.5 to target victims affected by Hurricane Maria. Campaign will run from April through the summer of 2019. In addition, we have executed the following marketing efforts:
 - Cynthia Diaz, Special Grant Manager participated on:
 - March 21, 2019 HPWA (Hispanic Professional Women Association) sponsorship – Presentation and networking
 - March 26, 2019 Wonderful World of Volunteering Meeting
 - Voz y Acción Puerto Rico - Association Meeting
 - Boricuas de Corazon organization have share in their social media
 - Three Facebook live event with: Tampa Underground / Somos PR Tampa
 - Direct Mailer EDDM Campaign to targeted 10 apartment complex locations in Hillsborough known to populate many evacuees – reaching more than 9,000 mail residential routes
 - Organic promotion through our social media channels
 - Current referrals received: 228 as of April 12, 2019

PUBLIC RELATIONS

The following **press releases** were released:

1. Professional Mixer (March 6)
2. Summer Job Connection (Kick-Off to the event) (April 15)
3. Annual Job Fair (April 16)

There was one **press conference** that was held for the Summer Job Connection. The press conference was held on Monday, April 15, 2019.

SOCIAL MEDIA

- Since January, 2019 we have organically increased our followers across our social media platforms by more than 300% from last QTR and nearly 200% from last year at this time.
- We sent 1/3 more messages this QTR in comparison to last QTR, but the quality of the messages provided more than double the engagement of visitors, which include likes and sharing.
- Current Social Media following:
 - Facebook: 4,766
 - Intern Facebook: 998
 - LinkedIn: 3,373
 - Instagram: 235
 - Twitter: 1,647



Information Item

DEO Programmatic Monitoring Visit

Overview:

CareerSource Tampa Bay will host the Department of Economic Opportunity (DEO) staff the week of 4/15/2019-4/19/2019 for an onsite programmatic monitoring review.

Each Program Year, DEO conducts a programmatic quality assurance review of Career Source Tampa Bay’s workforce services programs. Programs included in this review are Welfare Transition (WT), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Act (TAA), Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser (WP), Migrant and Seasonal Farmworkers (MSFW) and any Special Projects that were operational during the review period. The review period for this DEO monitoring is October 1st, 2017 through December 31st 2018.

Included in this monitoring, is a review of both participant program related files and any related policies governing the related programs.

The sample size for this monitoring is 290 which includes 260 participants and 30 Job Orders (24 regular and 6 Agriculture Job Orders).

CSTB: PY 18-19 DEO Monitoring Sample			
Program	Totals	Breakdown	Sample
WIOA	80	AD/DW	35
		Youth	15
		Special Projects	30
SNAP	52	SNAP	52
TAA	5	TAA	5
WTP	62	WTP	52
		Summer Youth	10
WP	91	Jobseekers	47
		RESEA	8
		MSFW	6
		Agriculture Job Orders	6
		Job Orders	24
		Total	290

Concluding the monitoring visit, DEO will provide an overview of any findings and other non-compliant issues that should be addressed by CSTB. A formal monitoring report is normally received within a 15 day period following the visit.



Information Item

Equal Employment Opportunity (EEO) Review

Overview:

CareerSource Tampa Bay (CSTB) completed an onsite program review conducted by the Department of Economic Opportunity.

The Florida Department of Economic Opportunity (DEO) Office for Civil Rights performed an onsite audit on Tuesday, April 9, 2019. The auditor, Stephen Huddleston with DEO visited our locations in Tampa (North Florida Avenue), Tampa Bay Career Prep Center, Brandon, Ruskin and Plant City. The administrative office on Eisenhower Boulevard was not visited.

DEO said CSTB can expect an onsite every three years followed by a desk audit annually. Prior to the audit DEO requested CSTB fill out a questionnaire that included 55 questions. In order to respond to the questions CSTB put together a team made up a program managers, information technology, marketing and facilities. The questionnaire was given to DEO electronically and by hand.

Mr. Huddleston was accompanied by two personnel from CareerSource Tampa Bay: Equal Employment Opportunity (EEO) Officer, Doug Tobin and Anacelis Collazo, Jobs and Benefits Supervisor. CSTB received good feedback during the visit.

Here are some of the suggestions we received during the visit:

1. There are new federal regulations updated in 2017 which will change some of our processes.
2. Trainings: We requested guidance on any training material that might be provided. DEO said they would send the EEO a PowerPoint presentation that could be used for training purposes.
 - a. Suggested training request on the Complaint Handbook (please see link for more information) <http://www.floridajobs.org/PDG/MSFW/EmploymentServiceComplaintResolutionSystemHandbook.pdf>
 - b. CSTB can update our process for filing complaints. Here is how the handbook reads: "An important link in the employment service complaint resolution system is the career center **where a trained complaint specialist** must be available during regular operating hours to accept jobseeker complaints. The **career center manager is responsible for the management of the complaint system, but may appoint other staff to accept and process complaints.**"
 1. We need to identify staff and ensure they are properly trained.
3. Draft report of any finding, deficiencies or observations will be sent to CSTB EEO in one to two weeks. We will then have **20 days to respond** and make required changes.
4. Continued *issues from past audits* around the state: Complaint logs not being kept in the various centers in the correct format (Employer complaints vs MSFW complaints, etc.)

5. New regulation requirement (language options) suggested that we have an area on our kiosk that ask do you speak another language and having the ability to allow customers to type this information.
 - a. DEO would also like to see a demographic report on this such as percentage of English, Spanish and other languages that customers speak. This will allow CSTB to identify trends of our customer base and react accordingly.
6. Recommendation to have a unisex restrooms. If not able, then we have to educate staff on the ability to allow someone of the opposite gender to use the restroom. This is not a requirement but a recommendation.
7. DEO and CSTB jointly inspected all message boards and agreed to make sure they are updated with our points of contact and points of contact for DEO.



Information Item

DEO Financial Monitoring

Overview:

DEO's Bureau of Financial Monitoring and Accountability (FMA) conducts periodic desk reviews as well as on-site financial monitoring each year program year. The objective and purpose of the monitoring includes but is not limited to:

- Gain an understanding of the financial management systems processes and assess whether the existing policies and procedures provide for accurate, current and complete disclosure of the financial results of each grant program.
- Gain an understanding of the internal control processes in order to assess whether the internal controls reasonably assure compliance with federal laws, regulations, and program compliance requirements.
- Determine if appropriate and sufficient cash management and revenue recognition procedures are in place and being followed, in accordance with federal and state requirements, and organizational policies.
- Determine if non-payroll related disbursements are reasonable, necessary, allocable and properly recorded in the financial records.
- Determine if purchasing/procurement transactions comply with the appropriate federal or state procurement laws, and organizational policies.

On-Site Monitoring:

The 2018-19 On-site financial monitoring took place the week of March 18th. The DEO monitor was onsite for a three (3) day period. Areas reviewed included cash management, SERA reporting, prepaid programs, etcetera. CSTB is working with DEO monitor to address a few follow-up questions and requests.



Information Item

Request for Proposals – Update

TIMELINE					
Service	IT, EDMS, Website	Legal Service	Consultant Services	Career Services	Audit Services
Approval of RFP Solicitation	February 21, 2019 Executive Committee Consent Agenda	August 16, 2018 and October 18, 2018 Executive Committee Consent Agenda	February 21, 2019 Executive Committee Consent Agenda	February 21, 2019 Executive Committee Consent Agenda	August 16, 2018 Executive Committee Consent Agenda
RFP Issuance	March 22, 2019	March 22, 2019	April 12, 2019	RFP and Timeline to be developed	RFP and Timeline to be developed
Proposal Due Date	April 10, 2019, 3 pm.	April 12, 2019, 3 pm.	May 31, 2019, 2 pm.		
Approval of Vendor	March 16, 2019	May 16, 2019	June 20, 2019		



Information Item

Infrastructure Funding Agreement

Background: Workforce Innovation and Opportunity Act (WIOA) reinforces the partnerships and strategies for job centers to provide all job seekers and workers with high quality career, training, and supportive services they need to obtain and maintain good jobs. While businesses benefit by having access to skilled workers and other HR resources, including education and training, to meet their workforce needs.

Per WIOA, all one-stop partner programs are required to contribute to the infrastructure costs, as required in 20 CFR 678.700 and 678.760, 34 CFR 361.700 and 361.760, and 34 CFR 463.700 and 463.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h). Infrastructure costs are defined as non-personnel costs necessary for [career centers] operations, including facility rentals, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the American Job Center (including planning and outreach), and may include costs associated with the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center. The sharing of these costs can be in the form of cash or non-cash contributions.

Status: We are currently in the process of meeting with each required Partner.

Partner Program	Partner Organization	Authorization/Category	Co-located at Comprehensive Center
State Vocational Rehab (VR)	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	Yes (VR has lease with DEO)
Division of Blind Services	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	No

Partner Program	Partner Organization	Authorization/Category	Co-located at Comprehensive Center
Adult Education Programs	School Board of Hillsborough County	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program	Yes
Tampa Housing Authority	Tampa Housing Authority	Employment and training activities carried out by the Department of Housing and Urban Development (HUD)	No
Hillsborough Community College	Hillsborough Community College	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	No
Youthbuild	Tampa Housing Authority	YouthBuild WIOA Sec. 171 (29 USC 3226)	No
Migrant and Seasonal Farm Worker (MSFW) Program	School Board of Hillsborough County	National Farmworker Jobs Program (NFJP), WIOA Sec. 167	No (located at Ruskin)
AARP Foundation SCSEP	AARP Foundation	Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Yes
Hillsborough County Social Services	Hillsborough County	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Yes
Job Corps, WIOA Title I, Subtitle C	Job Corps	Job Corps, WIOA Title I, Subtitle C	Yes



Information Item

Summer Job Connection (SJC) Update

- 4.1.19- Program Application launched for Youth & Employers
- Application Stats as of 4.11.19:
 - Youth: 221
 - Employers: 13 applications and 203 positions
- Extensive outreach efforts are underway by our team via community based events, job fairs at University Area CDC, Erwin Tech Open House, RNG Social event, email blasts, social media campaign, radio spots, Employ Florida Youth and Employer lists, networking contacts, business leads and much more!
- On Monday, April 15 2019, 2 p.m. CareerSource Tampa Bay, Hillsborough County Board of County Commissioners, and the Hillsborough County School District will hold a joint press conference at CareerSource Tampa Bay's Tampa Center, 9215 North Florida Avenue, Suite 101, Tampa 33612.

The press conference will kick-off the Summer Job Connection program that will employ up to 500 Hillsborough County Youth.

Business partner Nancy Stewig, Director of Human Resources with Minimise USA LLCC will be attending the event. Their organization focuses on STEM, as well as Energy Management and Conversation. They have requested a total of 10 positions:

- Energy Auditor (8)
- Administrative Assistant (2)

Key Program Dates:

- 4.15.19- Youth Registration/Intake Sessions Begin & Employer Worksite Screenings
- Youth Summit venue planning underway
- 6.10.19 – Participants first day of work
- 6.10.19 – 7.19.19: SJC Career Specialist conduct onsite weekly monitoring
- 7.19.19 – Participants last day of work

One Summer Can Change your Future – We are making connections that matter!



Information Item

Region 15 Hillsborough Regional Targeted Occupations List

Background

Each year, DEO issues a local Targeted Occupations list and CareerSource Tampa Bay develops a Regional Targeted Occupations list based on local labor market information and input from employers and CSTB Board of Directors. To qualify for the Targeted Occupations list, an occupation must have at least 80 annual openings, have a mean wage of at least \$15.23, and an entry wage of \$12.39 or appear on the Targeted Regional Occupation List of another local workforce development board. The list serves as a guide for WIOA funded eligible training providers and individual training scholarships and case managers.

Information

After a thorough analysis of the the prior PY TOL 18-19 compared to the new PY 19-20 TOL that goes into effect on 7.1.19 we determined the following changes:

ADDITIONS
Architectural and Civil Drafters
Automotive Body and Related Repairers
Human Resources Assistants, Except Payroll and Timekeeping
Pipelayers
Police, Fire, and Ambulance Dispatchers
Sheet Metal Workers
Surveying and Mapping Technicians
Teachers and Instructors, All Other, Except Substitute Teachers

REMOVALS
Computer-Controlled Machine Tool Operators, M & P
Customer Service Representatives
Emergency Medical Technicians and Paramedics
Metal and Plastic Machine Workers, all other
Nursing Assistants
Patient Care Technicians (Orderlies)
Pesticide Handlers, Sprayers, & Applicators, Vegetation
Recreational Vehicle Service Technicians
Security Guards
Home Health Aides



Performance Report

REGION 15 PERFORMANCE

Measures	PY2017-2018 4th Quarter Performance	PY 2017- 2018 % of Performance Goal Met For Q4	PY 2017-2018 Performance Goals	PY2018-2019 1st Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q1	PY2018-2019 2nd Quarter Performance	PY 2018- 2019 % of Performance Goal Met For Q2	PY 2018- 2019 Performance Goals
Adults:								
Employed 2nd Qtr After Exit	93.90	105.51	89.00	92.90	103.22	91.90	102.11	90.00
Median Wage 2nd Quarter After Exit	\$8,663	110.36	\$7,850	\$8,414	122.83	\$8,402	122.66	\$6,850
Employed 4th Qtr After Exit	90.90	106.94	85.00	90.10	108.55	91.70	110.48	83.00
Credential Attainment Rate				86.50	139.52	89.00	143.55	62.00
Dislocated Workers:								
Employed 2nd Qtr After Exit	92.80	111.81	83.00	92.90	110.60	91.80	109.29	84.00
Median Wage 2nd Quarter After Exit	\$7,512	109.66	\$6,850	\$7,723	112.74	\$7,725	112.77	\$6,850
Employed 4th Qtr After Exit	89.20	112.91	79.00	89.40	113.16	88.40	111.90	79.00
Credential Attainment Rate				87.90	129.26	87.60	128.82	68.00
Youth:								
Employed 2nd Qtr After Exit	88.70	116.71	76.00	85.80	114.40	83.70	111.60	75.00
Employed 4th Qtr After Exit	91.70	132.90	69.00	86.20	124.93	83.20	120.58	69.00
Credential Attainment Rate				84.00	111.70	86.70	115.29	75.20
Wagner Peyser:								
Employed 2nd Qtr After Exit	68.30	106.72	64.00	66.90	98.38	65.00	95.59	62.00
Median Wage 2nd Quarter After Exit	\$5,980	123.30	\$4,850	\$5,961	122.91	\$5,937	122.41	\$4,850
Employed 4th Qtr After Exit	68.80	104.24	66.00	105.08	105.08	65.10	100.15	64.00
Not Met (less than 90% of negotiated)		Met (90-100% of negotiated)			Exceeded (greater than 100% of negotiated)			

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Performance Report

STATEWIDE PERFORMANCE

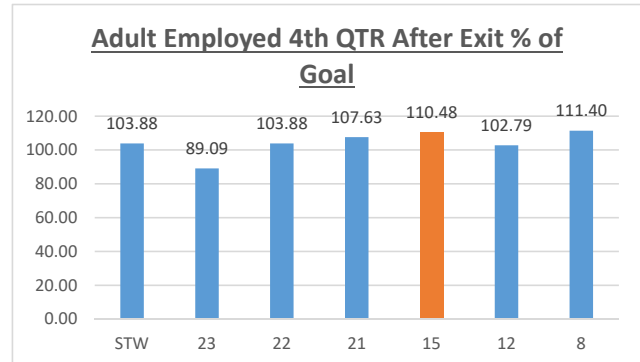
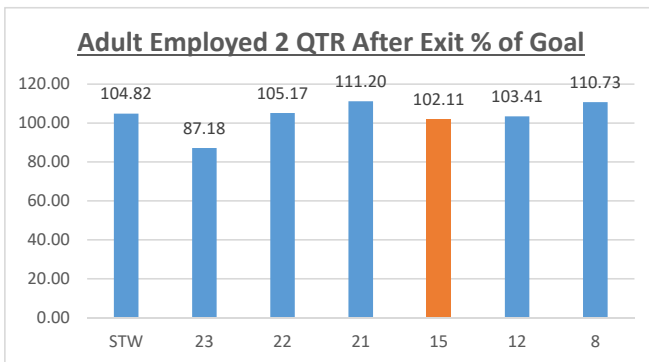
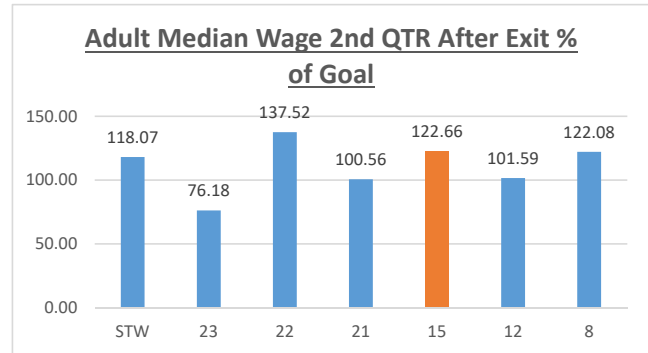
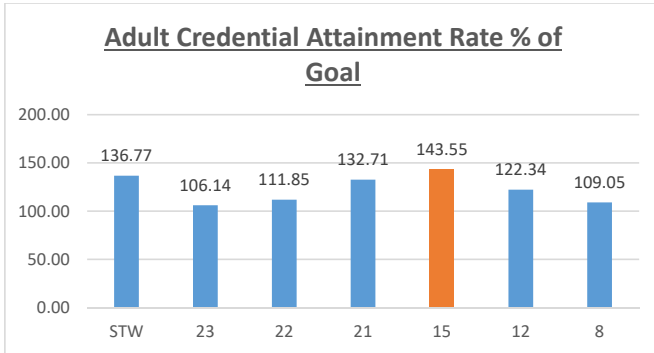
Measures	PY2017-2018 4th Quarter Performance	PY 2017- 2018 % of Performance Goal Met For Q4	PY 2017-2018 Performance Goals	PY2018-2019 1st Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q1	PY2018-2019 2nd Quarter Performance	PY 2018- 2019 % of Performance Goal Met For Q2	PY 2018- 2019 Performance Goals
Adults:								
Employed 2nd Qtr After Exit	88.40	99.33	89.00	88.70	104.35	89.10	104.82	85.00
Median Wage 2nd Quarter After Exit	\$7,605	96.88	\$7,850	\$7,800	113.87	\$8,088	118.07	\$6,850
Employed 4th Qtr After Exit	84.40	99.29	85.00	84.50	102.42	85.70	103.88	82.50
Credential Attainment Rate				84.10	135.65	84.80	136.77	62.00
Dislocated Workers:								
Employed 2nd Qtr After Exit	88.70	106.87	83.00	89.10	107.35	88.80	106.99	83.00
Median Wage 2nd Quarter After Exit	\$7,912	115.50	\$6,850	\$7,968	116.32	\$8,016	117.02	\$6,850
Employed 4th Qtr After Exit	87.50	110.76	79.00	86.80	109.87	86.20	109.11	79.00
Credential Attainment Rate				83.40	122.65	82.40	121.18	68.00
Youth:								
Employed 2nd Qtr After Exit	83.00	109.21	76.00	82.70	110.27	82.30	109.73	75.00
Employed 4th Qtr After Exit	83.10	120.43	69.00	81.00	117.39	79.70	115.51	69.00
Credential Attainment Rate				86.30	114.76	85.00	113.03	75.20
Wagner Peyser:								
Employed 2nd Qtr After Exit	66.50	103.91	64.00	65.80	106.13	64.50	104.03	62.00
Median Wage 2nd Quarter After Exit	\$5,270	108.66	\$4,850	\$5,294	109.15	\$5,307	109.42	\$4,850
Employed 4th Qtr After Exit	67.20	101.82	66.00	67.00	104.69	64.30	100.47	64.00
Not Met (less than 90% of negotiated)		Met (90-100% of negotiated)			Exceeded (greater than 100% of negotiated)			

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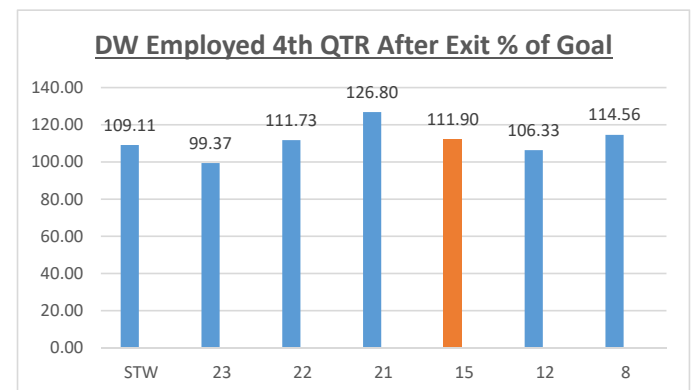
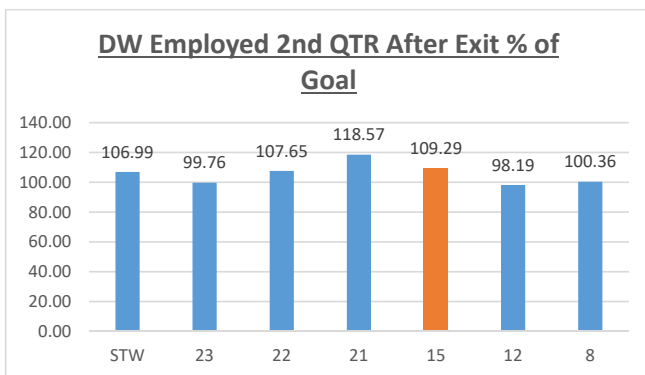
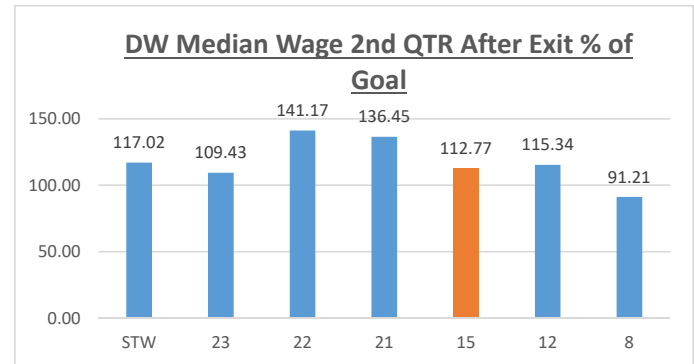
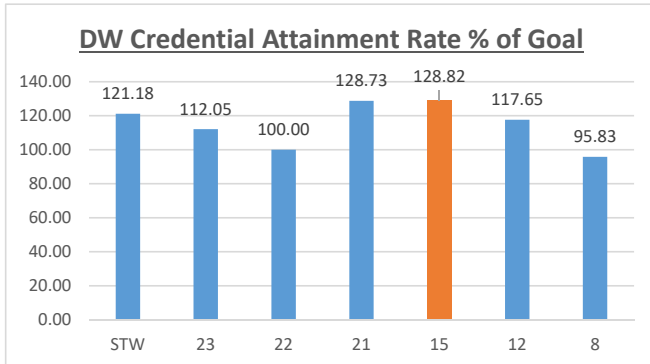


Performance Report

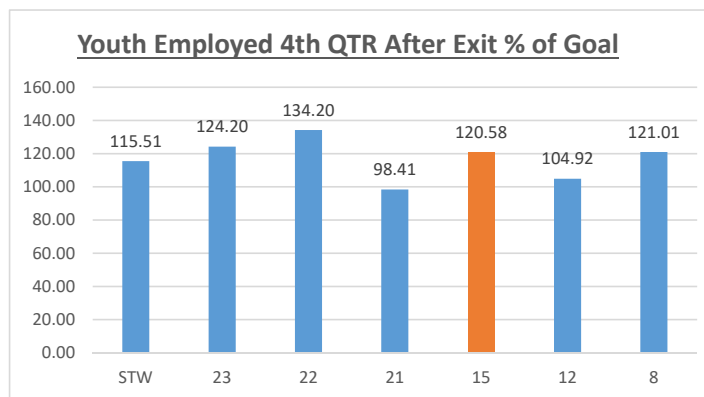
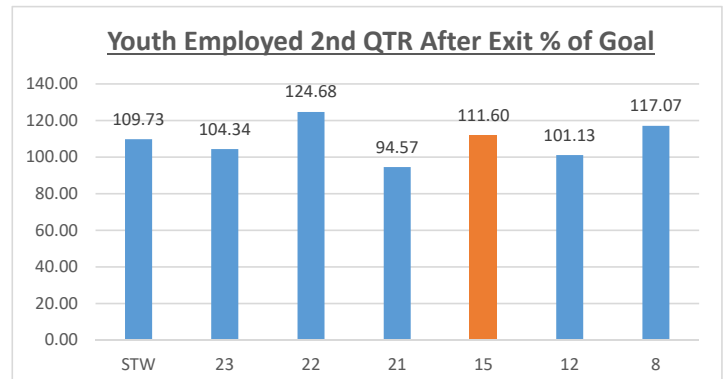
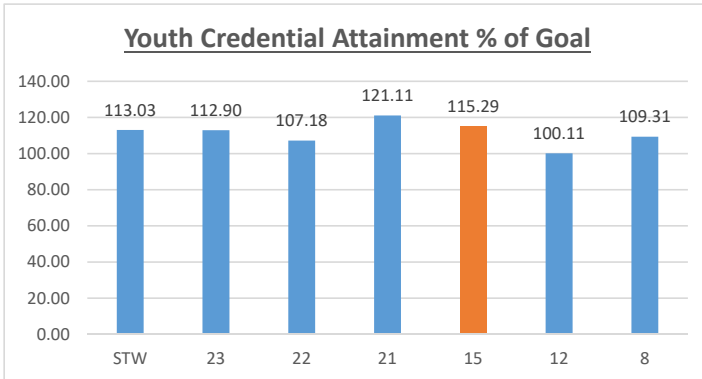
WIOA ADULT PERFORMANCE



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NOTES:



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