

**CareerSource Tampa Bay  
Minutes of Meeting of the Board of Directors**

**Date:** May 16, 2019  
**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, Stephanie Brown-Gilmore (via phone), Sean Butler, Michelle Calhoun, Ginger Clark, Richard Cranker, Gail Fitzsimmons (via phone), Elizabeth Gutierrez, Mireya Hernandez, Benjamin Hom, John Howell, Lindsey Kimball, Randall King, Jasiel Legon (via phone), April May, Earl Rahn (via phone), Commissioner Sandra Murman, Don Noble (via phone), Michael Ramsey, Yanina Rosario (via phone), Susan Skiratko, Michael Smith, and Roy Sweatman.

**Board Members not in attendance**

Judson Cook, Robert Coppersmith, Randall Hassen, Cally Kushmer, Paul Orvosh, and Sophia West.

**Staff Present**

John Flanagan, Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Michelle Schultz, Christina Witt, Doug Tobin, Tammy Stahlgren, and Joe Vitale.

**Board Counsel**

Charlie Harris

**BOCC Liaison**

Kenneth Jones

**Others**

Dan McGrew  
Nancy Brown

The items are listed in the order of discussion.

- ▶ Indicates Board Action
- Indicates Action Needed

**Public Comments**

There were none.

**Presentation: Board Recognition**

The following Board members were recognized for their services and contributions over the past year. Mike Smith, Randall Hassen, Judson Cook, and Cally Kushmer, Ken Jones, County Liaison was recognized for his outstanding professionalism and contributions' over the past Program Year.

▶ **Approval of Minutes**

- A motion to approve the minutes of March 21, 2019 Board of Directors meeting.
- Motioned: Lindsey Kimball
- Seconded: Michael Smith
- There was no further discussion. The motion carried.

### ► Consent Agenda of March 21, 2019 Executive Committee Meeting

The Following Discussion occurred

John Flanagan advised the Board that all CareerSource Tampa Bay Board meetings, consent agenda items will be identified in the agenda, and the opportunity to address items outside of consent will be afforded in the July meeting and moving forward. Additional language in By-Laws will also be added as the Ad Hoc Committee creates new proposed By-Laws for review and approval.

### Consent Agenda of March 21, 2019 Executive Committee Meeting

- **A motion to approve the Consent Agenda of April 18, 2019 Executive Committee Meeting except for the Bylaws / Ad Hoc Consent Process.**
- Motioned: Commissioner Sandra Murman.
- Seconded: Randall King.
- The motion carried. There was no further discussion.
- **A revised motion to approve the Consent Agenda of April 18, 2019 Executive Committee Meeting Bylaws / Ad Hoc Process removing the silent consent process, and consent agenda is moved to full board for approval.**
- Motioned: Commissioner Sandra Murman.
- Seconded: Tom Aderhold.
- The motion carried. There was no further discussion.

### CEO Report

#### Key Initiatives / Events

Comments by CEO John Flanagan:

We are engaged in a process of total organizational realignment. We looked at goals of programs like Business Services and looked at what their metrics were, and we are moving those metrics from specific replacement to business attraction. Currently we engage less than 1% of registered businesses in Hillsborough County. Goals for next year would be to increase the market penetration to 2% or 2,000 businesses using our services through Employ Florida, as well as other job posting assistance and job service programs. In the past years, CareerSource Tampa Bay methodology was a placement methodology – job seekers coming in the door and placing them into employment.

The issue became that CareerSource Tampa Bay does not work with enough employers to place all the people needing services, so we need to refocus Business Services to do true business engagement. We should be working with more than 1% of our business community, especially in these times where there are more jobs than people to fill them.

We will also be engaging business by industry sectors rather than zip code. In the past we also took a zip code approach where we would canvas that zip code area(s) to engage employers and job postings. We would like to create some Industry experts, so we are going to focus on Manufacturing, Healthcare, IT, Finance, Insurance, Hospitality and Tourism which are the predominate industry clusters in Hillsborough County.

We will also move away from Employed Worker Training (EWT) and move toward Incumbent Worker Training (IWT) to help businesses upscale their workforce. We can do that with significantly less documentation and eligibility standards that apply to Employed Worker Training.

Placements will occur under the WIOA and Career Services program. Those are frontline staff that work with the job seekers that come through our doors every day. They know best what is needed for a specific job placement, as well as what is required for retention. We need to be thinking about our

success in two ways. We have to be thinking about not just getting someone into a job, but also a year out, that they will still be at that job. That's a very important metric for how we should be measured in our organizational effectiveness.

### Summer Job Connection

Summer Job Connection program continues to fill participant and employer slots. To date, we have interviewed more than 672 youth applicants for over 450 placement opportunities and over 51 employers.

Craig Richard, my counterpart at Hillsborough EDC sent an email out to his investors promoting the Program to help us get over the finish line for our placements goal.

We received an additional \$500,000 in TANF funding from DEO to expand the Summer Job Connection Program.

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). We currently have 84 youth who fall into that category.

We had some really good media coverage regarding the Summer Job Connections, we spoke with the people at Morning Blend and Bay News 9 about some of the great things we do around here, they did some really great coverage on us.

Program Summit and Employer Expo for Summer Job Connection will take place on June 4, 2019 at the Double Tree Hotel – Westshore Location.

Michael Ramsey and John Flanagan attended the CareerSource Florida Executive Committee meeting where strategic budget discussions occurred, where we lobbied for our desire for talent pipeline development and youth pipeline development, this is one of their budget priorities and strategic goals going forward in the year.

### Upcoming Events:

Business Summit - We are planning a business summit in 2020, sometime in February. We'll be starting the process of looking for speakers, keynotes and industry experts, and the theme will be around engaging talent and finding your workforce.

FWDA Annual Conference in September – Jody Toner and John Flanagan will be speaking on the successes of the Summer Job connection as session presenters.

Mr. Flanagan hopes to speak at Ignite Tampa Bay event on June 6<sup>th</sup> to talk about the future workforce of the Tech Sector.

Commissioner Sandra Murman's Annual Job Fair is scheduled for Thursday August 8, 2019, from 8:30 a.m. to 12:00 p.m.

### **Chair's Report**

Chairman Sean Butler's Chair Report was provided in the packet and there was no discussion. Chair's Report can be found in the May 16, 2019 Board of Directors Meeting Agenda Packet. Refer to Pages 13 – 21 of the Agenda Packet.

**Board Counsel Report** - Charlie Harris.

No news on the investigation or interviews since last meeting.

Charlie Harris reminded the Board of the Sunshine Laws:

It is my responsibility and the person who will replace me as Board Council to remind the Board Members that part of the privilege of serving on the Board is the duty to keep mindful of the Sunshine

Law. What it means of course is that you can certainly speak to people that are on this Board with you. The Sunshine Law applies to Voting Members of the Board, not to non-voting members like John (Flanagan), myself, or other members of the staff. When you speak to Voting members of the Board, you are precluded from discussing anything that could come before the Board for a vote. So, I just want to caution you this is something that can have personal ramifications for you as a voting member, and also for the agency.

### **Action/Discussion Items**

▶ Action Item #1: FY 2019-2020 Schedule of Board & Committee Meetings.

- **A Motion to approve the FY 2019- 2020 Schedule of Board & Committee Meetings.**
- Motioned: Commissioner Sandra Murman.
- Seconded: Randall King.
  
- The motion carried, there was no further discussion.

▶ Action Item #2: FY2019 – 2020 Planning Budget.

A complete FY 2019-2020 Planning Budget Narrative was reviewed by Sheila Doyle, and can be found on pages 23-28, and the Planning Budget can be found on page 29, in the May 16, 2019 Board of Directors Meeting Agenda Packet.

- **A Motion to approve the FY2019 – 2020 Planning Budget.**
- Motioned: Commissioner Sandra Murman.
- Seconded: Randall King.
  
- The motion passed carried. There was no further discussion.

▶ Action Item #3: Cost of Living Adjustment (COLA).

- A Motion to approve the **Cost of Living Adjustment (COLA).**
- Motioned: Commissioner Sandra Murman.
- Seconded: Stephanie Brown-Gilmore.
  
- The motion carried, there was no further discussion.

▶ Action Item #4: Related Party Contracts – Enterprising Latinas Inc. (ELI).

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

The following points of discussion ensued:

The financial impact to CSTB is a little under \$12,000. This would provide one staff for 8 hours per week. The MOU would become effective May 17, 2019 after Board approval. The MOU would be good for three years, this is not a new position, rather an existing employee will co-locate once a week.

- Elizabeth Gutierrez declared a conflict of interest and abstained from voting.
- Motioned: Commissioner Sandra Murman
- Seconded: Leerone Benjamin
  
- **The Board approved the Related Party Contracts with Enterprising Latinas, by a two-third vote, when a quorum had been established.**

- The motion carried, there was no further discussion.

► **Action Item #5** Inter-local Agreement

Commissioner Murman provided a description of the Interlocal Agreement. Refer to pages 34-55 of the May 16, 2019 Board of Directors Agenda for the complete Agreement.

The following points of discussion ensued:

Charlie Harris – Board Council,

- A motion to approve the Inter-local Agreement between Hillsborough County and CareerSource Tampa Bay for the period July 1, 2019 through June 30, 2022 subject to the Indemnification Language to be resolved. Amended to reflect indemnification language for the CareerSource Tampa Bay Board.
- Motioned: Commissioner Michael Bach
- Seconded: Stephanie Brown-Gilmore

Further discussion regarding a possible conflict of interest that occurs in ARTICLE XVI, 16.1, iii, which lists the County -Personnel (name withheld), Director, Economic Development Department, as the Custodian of Public Records. Council Harris weighed in on the matter indicating it is not necessary for this person, a Board Member to abstain because he views this as a check and balance included by the county Attorney rather than a conflict, therefore the member should vote.

- The motion carried, there was no further discussion.

► **Action Item #6** Regional Targeted Occupations List PY 19-20

- A motion to approve the Regional Targeted Occupations List PY 2019-2020 as written.
- Motioned: Randall King
- Seconded: Michael Ramsey

Discussion on the motion was extensive with many viewpoints about whether CSTB should be subsidizing the training of jobseekers sought by employers who continue to pay at below living wage rates. Other discussion revolved around the fact that the red listed occupations fail to meet the previously agreed upon mean average wage of \$14.64 which was the target set by this board. The measures of DOL were discussed and how although in theory it would be nice to tell employers they are underpaying; it must be a market driven choice to pay more. It was noted that it could work against this board relative to criteria DOL judges them on, to add the red listed jobs back onto the list. There was a reminder that the substantial number of placements by CSTB in higher wage occupations will help the average wage performance metric.

The sentiment of most of the Board was that many people who need services in Hillsborough county have challenges to being employable at higher paying occupations and to avoid being left behind in a robust economy, they need the opportunity that the lower wage positions offer as a starting point upon which they can build some skills, gain some work history, and become reliable for a more desirable position in the future. A failure to get this class of worker into the marketplace now may lead to being dependent on assistance.

This discussion led to a decision that the red listed occupations should be added back on, due to ongoing demand for services in those occupations and the considerations listed above. Refer to page 60 in the Board agenda for Occupations highlighted in RED, to be reintroduced to the Regional TOL.

Due to the fact that there was already a motion to accept the RTOL as presented, that motion was voted.

- The motion failed. There were 3 yes votes in favor: Randall King, Tom Arnold, and Richard Cranker.

A second motion that represented the position of many Board members after all the discussion immediately followed the failed motion with no discussion in between.

- A motion to approve the Regional Targeted Occupations List PY 2019-2020 with the following change, reinserting all Occupations labeled in Red back on the list (refer to page 60 of the Board Agenda)
- Motioned: Commissioner Sandra Murman
- Seconded: Roy Sweatman
- The motion carried, Randall King, Tom Arnold, and Richard Cranker were opposed. No further discussion.

► **Action Item #7** Eligible Training Provider Policy

Workforce Solutions Committee Recommendation:

The Eligible Training Provider Policy will be modified to include the waiver language:

Discussion: Language to be added to the motion – “Motion to approve with the stipulation that If the CEO/Designee who is providing the waiver will provide this Board a list of any approvals they make based on this waiver provision”.

- Workforce Solutions Committee recommends approval to modify the Eligible Training Provider Policy to include the waiver language “The Chief Executive Officer and his/her designee will have the authorization to provide a waiver to approve a training program or provider that is not listed on the local EPTL or approved list of training programs based on need/justification,” with the stipulation: CEO/Designee will provide a list to the Board for any approvals that are made with this waiver provision.
- Motioned: Commissioner Sandra Murman
- Seconded: Michael Smith

Further Discussion Ensued:

Waivers are granted on a case by case basis, and their term depends on the specific training needs involved. Examples of why a waiver is necessary would be: if sought after training was not available in Hillsborough County, or if an existing program were at capacity. A training provider that has been added, can be dropped if they’re not doing a good job using noncompliance as a basis and means. This policy is already available as CareerSource Florida policy, CSTB is simply wishing to add it to their policy.

- The motion carried; Ginger Clark opposed. There was no further discussion.

► **Action Item #8** Formal Procurement: Provider of Legal Services

The following three top ranked legal firms were recommended out of the Ad Hoc Committee, for CSTB to interview and make a final selection:

Hillsborough County  
 GrayRobinson, P.A.  
 Bennet, Jacobs & Adams, P.A.

The following points of discussion ensued:

It was discussed whether it is a conflict of Interest for Hillsborough County to be considered.

- The Ad Hoc committee said they initially questioned it but was unsure.

- Charlie Harris strongly recommended to the board that he believes that it is a conflict of interest. He gave the example of the contracted Hillsborough County Commission attorney representing CSTB, sitting down across the table from the Hillsborough County Commission attorney to the County, negotiating the recent Interlocal Agreement. He reminded the board that CareerSource is a separate board, and we contract with Hillsborough County. He closed his statements with, “I would recommend to the Board, that if you’ve got two qualified firms and they’re in the running with the County, that you might consider one of those two.
- Commissioner Sandra Murman and Lindsey Kimball expressed that they do not believe it is a conflict of interest. It was stated that Hillsborough County Legal firm will save us a lot of money, they have a wide range of attorneys with different experience. They are bound by professional code. They represent a number of Boards upon which they have a seat.

Chair requested a motion to approve the Ad Hoc Committee recommendation of the three named firms to be interviewed by CSTB for a final selection.

- [Motion to approve the Formal Procurement: The Ad Hoc Committee recommends the above three named firms to be interviewed by CSTB staff for a final selection.](#)

Discussion: There was discussion about whether the CSTB staff were making the final decision, or whether their recommendation is coming back the Board for final approval?  
The Chair withdrew the motion on the table and replaced it updated.

- [Motion to approve the Formal Procurement: The Ad Hoc Committee recommends the above three named firms to be interviewed by CSTB staff, to then put forth a final recommendation for Board approval.](#)
- [Motioned: Michael Bach](#)
- [Seconded: Tom Aderhold](#)
- [The motion carried, there was no further discussion.](#)

## **Information Items**

### Information Item #1 RFP Update

Updates were provided and timelines shared on: IT, EDMS, Website; Legal Service; Consultant Services; Career Services; and Audit Services.  
Career Services procurement is being held pending the results coming in from the consultant for review.

### Information Item # 2 Performance Reports: Dashboard and WIOA Primary Indicators

Performance Dashboard - Director Toner presented recent performance measures that were positive. The dashboard created provides high level information. In accordance with the plan to reduce the underreporting of cases that should be closed, these are the people who have failed to maintain contact for the last 90 days but the jobseeker fails to complete the exit process, we have closed out 736 negative case closure exits. We have exited out 673 positive exit cases.

### Information Item # 3 Summer Job Connection

No additional update or discussion

### Information Item # 4 Public Relations/Marketing Update

Director Doug Tobin gave a brief overview of marketing campaigns, and hopes to get the new website up and running by July or August.

### Information Item # 5 Expenditure Reports for the Period Ended 3/31/2019

Members were referred to the expenditures report for review. It was explained that we are 75% through the fiscal year and have expended about 48% of our current budget, compared to about 55% expended at this time in FY18 and about 54% expended at this time in FY17.

## **Committee Reports**

### Executive Committee

Thirteen Board Members have been reappointed.

### Workforce Solutions Committee

The Committee met on May 10, 2019

Two action items were approved and discussed in today's meeting

- Eligible Training Provider Policy
- Regional Targeted Occupations List PY 19-20
- **The Committee reviewed 2019-2020 Strategic Goals. It was recommended to distribute to all Board of Directors.**

### Finance Committee

The Committees met on May 9, 2019. We discussed the following action items that were brought to the full board today.

- PY 2019-2020 Planning Budget
- Cost of Living Adjustment (COLA)

CEO Flanagan sent out a statement of work to the Finance Committee to review and approve as it relates to our Compensation Analysis, and we'll wait for the responses in order to get out bids, with an end date before open enrollment.

### Future Business of Importance

Asking for volunteers for the Ad Hoc Nominating Committee, Mr. Howell, Mr. Aderhold, and Mr. Ramsey have volunteered, there were not any other members interested in volunteering.

## **Adjournment**

The meeting was adjourned at approximately 1:05 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.