

CareerSource Tampa Bay (CSTB)

Minutes of Executive Committee Meeting

Date: June 27, 2019

Location: Career Source Tampa Bay, 9215 N. Florida Ave., Ste. 101, Tampa, FL 33612

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 (Via Conf. Call), Michael Ramsey and Sophia West.

Not in attendance

Commissioner Sandra Murman, Randall King, and Roy Sweatman.

Staff Present

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

Board Counsel

Brigid Merenda

BOCC Liaison/Representative

Kenneth Jones

Guest

None

The items are listed in the order of discussion.

▶ Indicates Committee Action

□ Indicates Action Needed

Public Comments

There were none.

▶ Approval of Minutes

▶ April 18, 2019 Executive Committee Meeting Minutes

- A motion to approve the minutes of April 18, 2019 Executive Committee Meeting.
 - Motioned: Michael Ramsey
 - Seconded: Sophia West
- There was no further discussion. The motion passed unanimously.

Chairman's Report

(Refer to Page 7 of the June 27, 2019 Executive Committee Agenda Packet for the entire Chair Report)

In April 2019 the unemployment rate in Hillsborough County was 2.8 percent, a 0.4 percentage point reduction from February 2018. Leisure and Hospitality Industry (+4.4%) and Financial Services (+3.5%) metro job growth outpaced statewide growth. Declining Job growth was noted in Government Services (-200 jobs) and other services (-200 jobs) occurred over the year.

Key Initiatives and Events

Summer Job Connection

- Summer Job Connection had its inaugural youth and business Summit on June 4, 2019, where 578 youth attended, and 572 were successfully matched to paid internship opportunities with 84 employers in Hillsborough County. We received positive feedback from both employers and job seekers related to this event. Youth placed into employment/internship started their positions on June 10, 2019.

- It was recommended to do a recap at the end of the Summer Job Connection program, possibly partnering with the county and Hillsborough County School district. Getting some positive media attention would also be a plus for CSTB.

Ignite Tampa Bay 2019 - On June 6, 2019 John Flanagan was a presenter on the topic, "How do we tackle the oncoming skills gap?" To watch video see link below:

<https://www.youtube.com/watch?v=7NgAtuFb5U&t=55s>

Board Counsel Report

Ms. Merenda reported there has been no new contact with the FBI or US Attorney's Office, or any new developments regarding the investigation. Trenam Law is on board assisting with the criminal aspect of the investigation.

- It was recommended that CSTB look at StreamLink Software's BoardMax, or Nasdaq's Boardvantage for Board Meetings. (BoardMax is the leading web-based board management software. Organizations save time and money through streamlined document management, meeting planning and real-time performance tracking.)

CEO Report

No additional updates given.

There was no discussion.

► Action Item #1: Ethics and Transparency Policy

(Refer to Page 28 of the June 27, 2019 Executive Committee Agenda Packet)

- A motion to approve the Ethics and Transparency Policy
 - Motioned: Michael Ramsey
 - Seconded: Sophia West
- There was no further discussion. The motion passed unanimously.

► Action Item #2: Formal Procurement: Vender Recommendations-Consulting Services.

(Refer to Page 23 of the June 27, 2019 Executive Committee Agenda Packet)

There were six proposals received. The Consulting Services Review Committee consisting of CSTB staff met on June 10th, 2019 to discuss their independent evaluations. A minimum score of 65 was required to be considered. The Top three Ranking firms are listed below:

Proposers	Total Score (Max. points 100)
Community Workforce Advancements	88.62
Maher & Maher	77.85
WorkED Consulting LLC	69.18

Mr. Flanagan has worked with 2 of the 3 venders before, Community Workforce Advancements in Bucks County in northwest Pennsylvania. Community Workforce Advancements has eleven previous projects nationwide, and specific services directly related to the scope of the RFP and successes listed, including 21 previous LWDB projects with contract dates and services. There are 7 examples of successes related to implementation and 4 references provided. 3 key staff with 25-40 years of workforce experience each. Resumes and bios provided. Integrated data analysis, background research and interviews. Key elements of RFP section III. Scope of Work, Specific Activities/Deliverables addressed. Detailed weekly timeline was provided by Community Workforce Advancements. Middle of the road when it comes to cost.

- The committee recommended that a summary about each respondent be made available, so all board members involved can make a better-informed decision.
- A motion to approve the recommendation of the Consulting Services Review committee and detailed summary of each respondent to be added to the Consent Agenda for full Board approval. The motion passed unanimously.

► **Action Item #3: Ad Hoc Nominating Committee 2019-2020 Board Officers.**

(Refer to Page 24 of the June 27, 2019 Executive Committee Agenda Packet)

On June 13, 2019 the Ad Hoc Nominating Committee met to discuss 2019-2020 Board Officers. A list of nominees was presented for consideration. After much discussion, and taking into consideration their experience and expertise, the following slate of nominees was created. Committee members were directed to contact these nominees asking if they are willing to serve if elected by the Board. Should any member(s) reply they are not able to serve, the alternate nominee will be contacted.

Position	Nominee	Accepted/Declined
Chair	Sean Butler	Accepted
Chair-elect	Benjamin Hom	Accepted
Secretary	Ginger Clark	Declined
Alternate Secretary	Michael Ramsey	Accepted
Treasurer	Sophia West	Accepted
Alternate Treasurer	Don Noble	Not contacted

- A motion to approve the slate of officers for Program Year 2019/2020 and move forward for full board consideration at the annual meeting in July.
 - Motioned: Michael Ramsey
 - Seconded: Sophia West
- Sean Butler abstained from voting.
- There was no further discussion. The motion carried.

Dr. Ginger Clark was thanked for her dedication and service over the past year.

Information Items

Extension of CareerSource Tampa Bay / Hillsborough County Interlocal Agreement.

(Refer to Page 25 of the June 27, 2019 Executive Committee Agenda Packet)

The Hillsborough County Board of Commissioners approved a 60-day extension of the current Interlocal Agreement, through August 29, 2019. This was done to ensure that all items outlined in the USDOL program audit are sufficiently addressed, as well as questions related to the proposed new agreement that were discussed at the May 16, 2019 BOD meeting. No particular item delayed the agreement.

By-Laws Ad Hoc Committee Update

The By-Laws Ad Hoc Committee Met on May 16, 2019 a few areas of concern warranted additional revisions. The By-Laws Ad Hoc committee agreed to conduct a thorough review of current By-Laws, review other LWDB's By-Laws and come prepared to discuss their findings. The next meeting will be held on June 27, 2019.

USDOL/DEO Audit

(A Refer to Page 25 of the June 27, 2019 Executive Committee Agenda Packet)

CareerSource Tampa Bay received the U.S. Department of Labor Employment and Training Administration Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas on May 16, 2019. John Flanagan distributed via email correspondence, an update to all Board Members. Any Board members with questions are encouraged to contact Mr. Flanagan. This will be a long process taking 9 to 18 months for completion Mr. Flanagan stated. In the future, he is recommending to hire a firm to audit files in an effort to find supporting documentation for CSTB that will reduce the financial impact of what must be repaid. CSTB staff would not have time to complete a thorough audit of the files and keep up with their current job responsibilities.

Comprehensive Compensation Analysis.

In 2018 the Finance Committee for CareerSource Tampa Bay, supported by the Board of Directors, started discussions about the need to have a comprehensive benefits review. In June 2019, the Scope of Work was completed which began the process of engaging a consultant to perform a comprehensive compensation analysis. Bids have been solicited from consulting firms to complete a comprehensive review of current employee benefits. The 9 firms will have 2 weeks to submit their bids.

- Ad Hoc Finance Committee meeting is to be scheduled in October for the consultant's presentation of compensation and benefit package options. A Special Board meeting will need to be scheduled in October for final compensation and benefit package approval, prior to open enrollment.

Public Relations/Marketing Update.

(Refer to Page 30 of the June 27, 2019 Executive Committee Agenda Packet)

Director Tobin gave an overview of the 2019-2020 Marketing Campaign.

Doug also gave an update on the following Marketing Campaigns:
Apprenticeship FLA, Hurricane Maria Campaign, Tech Hire (USF Boot Camp) and Summer Job Connection.

Public Relations - We had three stories with positive sentiment published in the month of May. The stories were about the Summer Job Connection. We are making progress on the new website. Marketing will work with the vendors to make final webpage updates and make sure forms are working. Website saw an increase in page views from March. We attribute the increase due to traffic generated by marketing efforts.

Committee Reports

One Stop Committee

The One Stop Committee meeting met on May 22, 2019. At the meeting, John Flanagan announced that the Florida Department of Economic Opportunity (DEO) released to CareerSource Tampa Bay (CSTB) the U.S. Department of Labor (USDOL) Employment and Training Administration's "Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas" (Review) dated May 15, 2019.

Future Business

Mr. Flanagan suggested having a Board retreat at the BOD meeting in September. It is recommended that September be an all-day retreat. A meeting invitation will be sent out to BOD members. We will be onboarding four new members in July.

Adjournment

The meeting was adjourned at approximately 11:44 a.m.

Minutes prepared by:

Tammy Stahlgren, Administrative Services Coordinator.