### CareerSource Tampa Bay Ad Hoc By-Laws Committee Meeting Minutes

Date:August 1, 2019Location:9215 N. Florida Avenue Tampa, FL.

### Call to Order

Michael Bach called the meeting to order at 11:02 am. There was a quorum present with the following Ad Hoc By-Laws Committee members participating.

#### Members in attendance

Michael Bach, Tom Aderhold, Don Noble and Roy Sweatman.

### Members not in attendance

Dr. Ginger Clark.

### Staff Present

John Flanagan and Tammy Stahlgren.

**Board Liaison** Kenneth Jones.

Guests None

### Public Comments

There were none

### Welcome and Introductions:

Mr. Bach welcomed and thanked the committee of their time.

### Action Item: Approval of Minutes

### June 27, 2019 Ad Hoc – By-Laws Committee Meeting Minutes

- A motion to approve the June 27, 2019 Ad Hoc By-Laws Committee Meeting Minutes.
- Motioned: Roy Sweatman
- Seconded: Tom Aderhold
- There was no further discussion. The motion carried.

**Discussion Items:** 

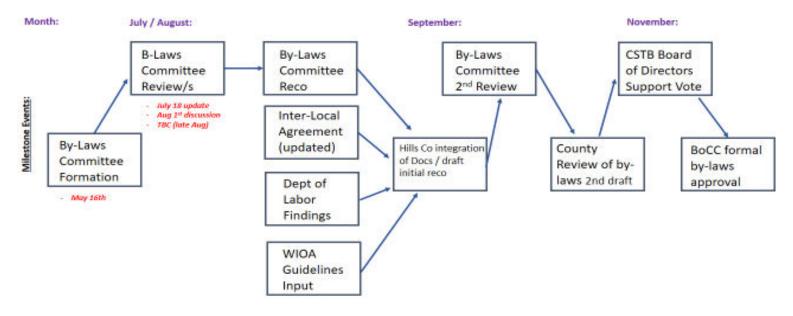
Mr. Bach reviewed the following PowerPoint presentation on the By-Laws updating process.

# **By-Laws Subcommittee Objectives**

- Ensure feedback from Dept of Labor is integrated.
- Review existing / future committee structures which support CSTB Board, its organization and constituents, to proactively serve residents of Hillsborough County
- · Follow all regulations guiding the update of by-laws

DRAFT – FOR DISCUSSION / UPDATE

# By-Laws updating process map



# Committee Structure: Review & next steps

- Our Objectives for 1-Aug sub-committee discussion:
  - · Review current Committees: their role, resources used and alignment
  - Ensure clarity of purpose, particularly between Workforce Solutions & One-Stop committees.
- Likely that our next sub-committee meeting (TBD date) will include:
  - · Review of by-article / section updates sub-committee has proposed
  - Discussion of proposed committees (Compensation & Youth) and integration into proposed by-laws
- Once we receive feedback from initial County review, sub-committee will get a further chance for comment.

# Committee Calendar: Resource Committment

2019		020 5	sche	dule (	of Bo	ard &	Com	mitte	e Mee	ting		
	Aly	Aug	Sept.	Oct.	Mov.	Dec	Jan.	Feb	Mar	Apr	May	June
Exand of Directors	7/18	1000	9/19	1000	11/21		1/16		3/19		5/21	
Enicative Committee		8/15		10/17		12/19		2/20		4/16		6/18
Personal Audit Consentition	7/25	8/22		10/24	11/26		1/30	2/27		4/30	5/28	
Workforce Selatiens		87			11/6			25			5/6	
Divertility Connection		8/21			11/20			2/19			5/20	
Ad Hoc III III Thread Inc. Tange												

### Current 2020 Calendar:

### From January 2020: Proposed Calendar:

- Where do any newly-proposed committees fit, to align with others?
- What is the timing of proposed new committee meetings?
  - Compensation: 2x / year?
  - Youth Council: 4x / year?
- Where does Workforce Performance Committee fit?

## **Current Committee Structure**

Current Committee	Rule / Purpose of Committee: This committee eakin to	# Mitgs /	Constant Staffing / Pea	Board of
Current Cummittee		terre.		Directors
Workforce Solutions	recommend policies and strategies to improve both the skill levels of the workforece and the availability of higher skilled jobs.		Juditte D Jody	
Finance	aversue development of the loadget and ensures answele tracking / monitoring / accountability for funds, it ensures adequate financial controls.	0	Shella D	
Over-Map	provide aversight on planning, operational & hours resolutions examinated with Core-Euge delivery system, including approximation and performance examinated with gravity / funding received.	a	Judy T	
Essentive	shanding investites that as a steering committee for CATH full bound. Functioning as a steering committee, the Enviroities Committee patterfiles insure for the full bound to address. Although comparing of sector-level loaders, the committee members report to the blood.	-	EED	
	aws Tale committee to merge Workforce Development and One- committee collided Workforce Performance Committee			
Workforce	recommend policies and strategies to improve both the shift levels of the workforce and the availability of higher skilled	TINC		
Performance	<ul> <li>Jobs. It reviews market information to address training celated to high skills / high wage issues and oversees conteast awwelk for service and involving previders.</li> </ul>			

Need to fully build out Workforce Performance Committee in next subcommittee discussion.

### Proposed Committee (WORKING DRAFT)

Proposed Committee:		# Mitgs / year:	Total Staffing / People Involvement:		
	Role / Purpose of Committee: This committee exists to		CSTB Staff:	Board of Directors:	
Youth	provide local youth with the tools needed to successfully create a skilled workforce and provide oppartunity for future leaders in Hilisborough County, through skill set creation and learning common traits in officitive leadership.	,			
Compensation	Review and evaluate employee performance review process, Review, evaluate and make recommendations to the Board of Directors relating to the approval of GLO and key employee pay and compensation.	2			

#### **Changes to the Current By-Laws**

Ken Jones led the discussion on changes to the current By-Laws.

The Committee members received a copy of the current By-Laws and a draft of revised By-Laws generated by the county.

The committee previously completed the review of the By-Laws through Article IV. The committee resumed discussions with Article V., and reviewed the remaining By-Laws.

There was discussion of combining the One-Stop Committee and Workforce Solutions Committee meetings. The recommendation of the committee is to merge these two committees.

There is a recommendation to combine the Audit and Finance Committee meetings. It was recommended to create an Audit sub-committee.

It was recommended that when a Board Members abstains from a vote that they should step out of the meeting until the vote is completed.

#### **Next Steps**

Committee discussion on the Standing Compensation Committee and Standing Youth Committee will be addressed at a future meeting.

Ken Jones will draft amendments to the By-Laws to reflect the Ad Hoc Committee's recommended changes. These amendments will be reviewed at a future meeting.

#### Adjournment

The meeting was adjourned at approximately 2:18 p.m. Minutes prepared by: Tammy Stahlgren, Administrative Services Coordinator.