

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

Date: August 1, 2019
Location: 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 Commitment

Current 2020 Calendar:

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. – 12:00 p.m. 32114 Florida Ave., Tampa	7/18		9/19		11/21		1/16		3/19		5/21	
Executive Committee 11:00 a.m. – 12:00 p.m. 32114 Florida Ave., Tampa		8/15		10/17		12/19		2/20		4/16		6/18
Personnel Committee 10:00 a.m. – 11:00 a.m. 1484 Southshore Blvd., Tampa	7/25	8/22		10/24	11/26		1/30	2/27		4/30	5/28	
Workforce Solutions 1:00 p.m. – 2:00 p.m. 32114 Florida Ave., Tampa		8/7			11/6			2/5			5/6	
One-Stop Committee 1:00 p.m. – 2:00 p.m. 32114 Florida Ave., Tampa		8/21			11/20			2/19			5/20	
Ad Hoc 32114 Florida Ave., Tampa												

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 these Sunshine Tampa Bay meetings, please contact Tammy Galtman at 813.267.2075.
If a person desires to appear and speak at any of the meetings, please contact the person listed in the Sunshine Tampa Bay meeting agenda at least 10 business days before the meeting. The person will need to provide a written request for the meeting, and the person will need to provide a written request for the meeting at least 10 business days before the meeting.

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:	Role / Purpose of Committee: This committee exists to...	# Mtgs / year:	Total Staffing / People Involvement: CSTB Staff:	Board of Directors:
Workforce Solutions	recommend policies and strategies to improve both the skill levels of the workforce and the availability of higher skilled jobs.	4	Julitta D Jody	
Finance	oversee development of the budget and ensure accurate tracking / monitoring / accountability for funds. It ensures adequate financial controls.	6	Shelia D	
One-Stop	provide oversight on planning, operational & issue resolutions associated with One-Stop delivery system, including operations and performance associated with grants / funding received.	4	Jody T	
Executive	standing committee that acts as a steering committee for CSTB full board. Facilitating as a steering committee, the Executive Committee prepares issues for the full board to address. Although comprising of senior-level leaders, the committee members report to the Board.	6	CEO	
<i>Proposed from the By-Laws Sub-committee to merge Workforce Development and One-Stop into a new committee entitled Workforce Performance Committee:</i>				
Workforce Performance	recommend policies and strategies to improve both the skill levels of the workforce and the availability of higher skilled jobs. It reviews market information to address training related to high skills / high wage issues and oversees contract awards for service and training providers.	TBC		

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

Proposed Committee (WORKING DRAFT)

Proposed Committee:	Role / Purpose of Committee: This committee exists to..	# Mtgs / year:	Total Staffing / People Involvement: CSTB Staff:	Board of Directors:
Youth	provide local youth with the tools needed to successfully create a skilled workforce and provide opportunity for future leaders in Millsborough County, through skill set creation and learning common traits in effective leadership.	?		
Compensation	Review and evaluate employee performance review process, Review, evaluate and make recommendations to the Board of Directors relating to the approval of CEO 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 Member 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.