

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

Date: September 19, 2019

Location: HCC Ybor Campus, 1320 E. Palm Avenue, Tampa, FL 33605

Call to Order

Chair Benjamin Hom called the meeting to order at 8:42 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance

Leerone Benjamin, Michael Bach, Rick Bennett, Michelle Calhoun, Nancy Brown Representing Mireya Hernandez, Dr. Ginger Clark, Elizabeth Gutierrez, Benjamin Hom, John Howell, Lindsey Kimball, Jasiel Legon, Steve Morey, Don Noble, Paul Orvosh (via phone), Earl Rahn (via phone), Michael Ramsey, Yanina Rosario, Roy Sweatman, and Sophia West.

Board Members not in attendance

Tom Aderhold, Stephanie Brown-Gilmore, Sean Butler, Richard Cranker, Robert Coppersmith Constance Daniels, Randall King, Eric Lund, Commissioner Sandra Murman, and Susan Skiratko.

Staff Present

John Flanagan, Juditte Dorcy, Jody Toner, Anna Munro, Christina Witt, Doug Tobin, Dan Schneckenburger, Chad Kunerth, Tammy Stahlgren, Hector Huertas, and Fabian Brathwaite.

Board Counsel

None

BOCC Liaison

Kenneth Jones

Other Present

Roy Vanderford - CWA

Mike Lawrence -CWA

Brian Mann – HCC

Hank Ennis – Hillsborough County

The items are listed in the order of discussion.

▶ [Indicates Board Action](#)

Welcome and Roll Call

Chair Benjamin Hom welcomed and thanked the board members for participating.

Public Comments

There were none.

Consent Agenda

▶ Consent Agenda

(Refer to Page 3 of the September 19, 2019 Board of Directors Agenda Packet)

1. Approval of July 18, 2019 Board of Directors Meeting Minutes
2. Approval of August 29, 2019 Special Board of Director Meeting Minutes
3. Regional Targeted Occupations List, PY 19-20 Revision
4. Removal of Training Providers
5. PY 2018 – 2019 Budget Modification No. 4
6. **Adjusted Income Level Wage Rates 2019, Item Pulled for discussion as a separate action item**
7. Eligible Training Provider Policy
8. Paid Work Experience Policy
9. Youth Requiring Additional Services Policy
10. Renewal of License, and Lease Agreements for Brandon & Ruskin locations

It was recommended to pull Item 6. - 2019 Adjusted Income Level Wage Rate, from the Consent Agenda for further discussion under a separate action item.

- **A motion to approve the Consent Agenda Items excluding Item 6. - 2019 Adjusted Income Level Wage Rate.**
- Motioned: Michael Bach
- Seconded: Don Noble

- The motion carried. There was no further discussion.

Chair's Report

(Refer to Page 39 of the September 19, 2019 Board of Directors Agenda Packet)

CEO Report

John Flanagan provided an update to the Board of Directors on his achievements over the past month which included: attended the State Local Workforce Development Conference and received a lot of good information. John Flanagan, Jody Toner, and Mike Ramsey presented on the successes of the 2019 Summer Job Connection Program. They had really good attendance for their session, and a robust conversation. Our hope is that we have laid a foundation for a model for statewide use, because much of the state suffers from a high unemployment rate for that age group.

Mr. Flanagan met with Jessica Otieno, she is our Federal Projects Officer from the DOL for our region, overseeing our corrective action plan with DOL. We should be receiving the report from DOL very soon, which will allow CSTB to start working on a strategy to a move forward.

John Flanagan attended the EMSI conference, they talked about utilizing technology to create better and more robust systems for CSTB, from a public workforce perspective. One of our responsibilities under WIOA, is to utilize technology to create a better and more inclusive program for Hillsborough County. We have close to 1.5 million people in Hillsborough County, and 780 thousand individuals of working age. CSTB served about 95,000 people last year through programs, and I want to make sure that we are able to serve all people in Hillsborough County who need services. Technology will allow us to increase the number of people we serve, not more brick and mortar locations. I was very happy to hear about the products that they will be launching that will help local areas.

Action/Discussion Items

▶ Action Item #1: 2019 – 2020 Budget Modification No. #1

(Refer to Page 42 of the September 19, 2019 Board of Directors Agenda Packet)

Anna Munro reviewed Budget Modification No. #1.

- **A Motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget for PY 2019 – 2020.**
- Motioned: Don Noble
- Seconded: Yanina Rosario

- The motion carried. There was no further discussion.

▶ Action Item #2: Approval of CPA Firm for Audit and Tax Services

(Refer to Page 47 of the September 19, 2019 Board of Directors Agenda Packet)

- **A Motion to approve CSTB to enter into contract with James Moore & Co., P.L. for audit and tax services. The engagement would be for one year with an option to renew for four (4) additional one (1) year periods.**
- Motioned: Don Noble
- Seconded: Lindsey Kimball

- The motion carried. There was no further discussion.

▶ Action Item #3: 2019 Adjusted Income Level Wage Rate
(Refer to Page 17 of the September 19, 2019 Board of Directors Agenda Packet)

CPPO Jody Toner and John Flanagan gave a brief update.

- **A Motion to approve to continue to use the PY 18-19 established wage rate of \$14. 63 per hour for Eligible Training Providers for another year during PY 19-20.**
- Motioned: Michael Bach
- Seconded: Dr. Ginger Clark

- The motion carried. There was no further discussion

Information Items

Eligible Training Provider: Waiver

No discussion occurred

Expenditure Reports for the period ended June 30, 2019

No discussion occurred

Indirect Cost Rate

No discussion occurred

Compensation and Benefits Study – Update given by Mimi Tran

The compensation benefit company will be able to provide a final draft by next Friday, we will then be able to set up a special Finance Meeting. We will also have the medical benefits available. To get everything approved by open enrollment, we may have to call a special Board of Directors meeting.

Public Relations/Marketing Update

No discussion occurred

Committee Reports

Ad-Hoc By-Laws Committee - Update given by Michael Bach

The committee has met three times since May 16th. The committee has taken a look at the current By-Laws, looking at all of the Articles. There has been some in-depth discussion around our current committees, particularly combing the Workforce Solutions and One-Stop Committees. The committee has also talked about forming a Compensation Committee and a standing Youth Committee. The committee has received additional guidance from Ken Jones and the county. The committee will soon receive feedback from the county, which integrated the Inter Local agreement, WIOA guidelines and DOL findings. The committee is hoping to have a final draft for the November Board meeting. Mr. Bach gave a shout out to Dr. Ginger Clark, Don Noble, Roy Sweatman, Tom Aderhold, and John Flanagan for their time and work on this committee.

Finance Committee - Update given by Anna Munro

No additional updates to be provided

- Next Finance Committee Meeting will be held on October 24, 2019

One-Stop Committee - Update given by John Howell

A presentation on the Online Partner Portal which is used by our mandatory partners was provided by Dan McGrew. Data from CSTB performance reports, reviewed during the meeting follow:

Career Center Traffic:

- During Program Year 18/19 (July 1, 2018 to June 30, 2019) CSTB had a total of 124,429 customers visit our CSTB Career Centers.

Job Seeker Services Summary:

- During the same period, CSTB provided a total number of 240,268 job seeker services, to 58,875 job seekers registered in Employ Florida.

Employability Skills Training:

- During PY 18-19 CSTB had a total of 7,051 job seekers participate in “employability skills” training workshops.

Placements:

- In program year 18/19 we placed a total of 10,116 unique job seekers into unsubsidized employment.
- Next One-Stop Committee meeting will be held on November 20, 2019

Workforce Solutions Committee - Update given by Jody Toner

- The committee met on August 7th, and did a deep dive on the goals. Most of the items were discussed in today’s session. We talked about the staff in-service session that was conducted on August 16th, it was the first time we came together. We closed down our centers, did some cross training, and presented some staff awards/ recognition for our team.
- Next Workforce Solutions Committee meeting will be held on November 6, 2019

Future Business

Business and Education Summit will be February 28, 2020 at the Tampa Marriot Waterfront. We will be doing break outs by sector. We are excited about moving from zip code coverage to sector based coverage. We are looking to get some pretty influential people. We have been talking to Ken Lawson about getting the governor Ron DeSantis and talked to Ron Painter about coming down to provide some support. We are looking for business representation. This summit is where we are really going to shift the perception of what CareerSource Tampa Bay will be doing moving forward.

Adjournment

The meeting was adjourned at approximately 9:11 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.