

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

Date: December 13, 2019

Location: 4902 Eisenhower Blvd., Ste. 250 Tampa, FL.

Call to Order

Michael Bach called the meeting to order at 10:00 am. There was a quorum present with the following Ad Hoc By-Laws Committee members participating.

Members in attendance

Tom Aderhold, Michael Bach, Dr. Ginger Clark (Via Phone), Don Noble (Via Phone) and Roy Sweatman.

Members not in attendance

N/A.

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 for their time.

Action Item: Approval of Minutes

► **August 29, 2019 Ad Hoc – By-Laws Committee Meeting Minutes**

- [A motion to approve the August 29, 2019 Ad Hoc By-Laws Committee Meeting Minutes.](#)
- [Motioned: Don Noble](#)
- [Seconded: Roy Sweatman](#)

- [There was no discussion. The motion carried.](#)

Mr. Bach reviewed the following.

The CSTB by-laws are being revised with the goals of:

1. Connecting with and being consistent with WIOA, Florida WIA, DEO and Hillsborough County workforce development language, policies and procedures.
 2. Be proactive, efficient and manageable.
 3. Additionally, where appropriate, revisions incorporate findings and recommendations from the recent DOL report.
- The BOCC, County Administration and CSTB Ad Hoc By-Laws Committee have reviewed proposed changes to the By-Laws. The input of these groups have been considered along with our newly-signed Interlocal agreement, the DEO / CSTB Sub-Grantee agreement, findings & recommendations from the DOL report, and By-laws from other regions (from inside and outside of Florida).

Changes to the Current By-Laws

The committee members received and reviewed each Article in the draft By-Laws which has gone through County Administration. There were lengthy discussions that occurred throughout the meeting as the committee reviewed the draft By-Laws. The sub-committee's review of current and proposed committee structures has taken into consideration the time commitment required of Board members and staff, as part of their recommended by-laws changes.

Next Steps

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. Depending upon the timing and feedback the sub-committee receives, we anticipate being in a position to provide a final recommendation for full Board approval on January 16, 2020. Alternately, the sub-committee can provide its report at the February, 2020 Executive Committee, incorporate feedback and present to Board of Directors at our March 19, 2020 meeting.

Adjournment

The meeting was adjourned at approximately 12:32 p.m.

Minutes prepared by: Tammy Stahlgren, Administrative Services Coordinator.