

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

**Date:** March 21, 2019  
**Location:** 9215 N. Florida Ave., Ste. 101, Tampa, FL

**Call to Order**

Chair Sean Butler called the meeting to order at 11:02 a.m. There was a quorum present with the following Board Members participating.

**Board Members in attendance**

Michael Bach, Leerone Benjamin, Stephanie Brown-Gilmore (via phone), Sean Butler, Michelle Calhoun (via phone), Ginger Clark, Robert Coppersmith, (via phone), Elizabeth Gutierrez, Mireya Hernandez (via phone), John Howell, Lindsey Kimball, Randall King, Commissioner Sandra Murman, Don Noble (via phone), Paul Orvosh (via phone), Michael Ramsey (via phone), Yanina Rosario, Michael Smith, Roy Sweatman.

**Board Members not in attendance**

Tom Aderhold, Judson Cook, Richard Cranker, Gail Fitzsimmons, Randall Hassen, Benjamin Hom, Cally Kushmer, Jasiel Legon, April May, Earl Rahn, Jeffrey Serpico, Suzanne Skiratko, Sophia West.

**Staff Present**

John Flanagan, Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Michelle Schultz, Joe Vitale, Jeanette Morals, Tammy Stahlgren.

**Board Counsel**

Charlie Harris

**BOCC Liaison**

Kenneth Jones

**Others**

Richard Powell  
Keantha Moore  
Maureen Castano

The items are listed in the order of discussion.

▶ **Indicates Board Action**

□ **Indicates Action Needed**

**Public Comments**

There were none.

**Presentation:**

DEO Annual Performance FY 2018-2019

*(Refer to pages 3-10 of the March 21, 2019 Board of Directors Agenda Packet)*

Presentation by: DEO Representatives Keantha Moore and Maureen Castano

The following points of discussion ensued:

- Does DEO monitor local policies established by each CareerSource location? No, they do not. DEO engages and cross collaborates with the CareerSource Florida Board, Local CareerSource Board members and Executives attend Quarterly Board Meetings of CareerSource Florida. Policies established by CareerSource Florida can be found on their website. Strategic Policy is created by CareerSource Florida and Administrative Policy is set by DEO, it establishes your day-to-day policies and they can be found on the DEO website.

- Does DEO have any numbers for apprenticeship in the state of Florida?
  - DEO representative Keantha Moore said there is a grant specifically tied to apprenticeships in Florida, we will work with John Flanagan and his team to get those numbers to you.
- In regard to the gig economy, local workforce boards have focused on getting individuals a traditional job. What have you seen local workforce boards do to help support entrepreneurs or startups in the area?
  - Some local boards are providing training to help entrepreneurs understand the impact of being self-employed and how that impacts retirement and medical insurance. We educate the gig worker what it means to be gig worker vs traditional employment. At the Federal level there no good way to capture that employment data from a performance standpoint. DEO is searching for ways to measure and evaluate performance in this area to address the gig workforce emerging trend.
- John Flanagan - Does DEO know how they are going to track placement and retention as the normal employment model changes? Some gig workers will be moving in and out of 1099 positions and re-entering employment. At some point as this trend grows, it will probably affect traditional metrics that we track.
  - Still being looked at the Federal level as to how do we report that. As a worker moves to self-employment, we can't get credit for that even though programs have started to assist entrepreneurs with startups.

Independent Audit Report - Powell and Jones

*Refer to pages 11-39 of the March 21, 2019 Board of Directors Agenda Packet*

Findings: Financially, it was successful. There were no findings or questions about costs during the audit.

The following points of discussion ensued:

- Auditor Richard Powell confirmed there were no instances of non-compliance on internal controls at any level.
- Would the increase in accounting and professional expenses from the previous year be recurring expenses?
  - No, it was explained that the majority of the expenses were a result in the increase in legal expenses, which increased due to the legal issues addressed over the past year.
- Why the significant decrease in office expenses?
  - These were a result of the prior year's lease improvements. There were renovation expenses in the North Florida/Tampa location for IT, furniture, and building updates.

#### ► Approval of Annual Financial Audit

- A motion to approve the Annual Financial Audit for the Fiscal Year Ending June 30, 2018
- Motioned: Commissioner Sandra Murman
- Seconded: Michael Bach
- There was no further discussion. The motion passed unanimously.

#### Communication with Those Charged with Governance-Richard Powell

This is a required communication between Powell & Jones CPA's office and the Board. States that the staff fully cooperated throughout the audit. Powell & Jones were not restricted from any information requested. No discussions or comments ensued.

## **Agreed Upon Procedures Report- Powell & Jones**

Mr. Powell explained the Agreed Upon Procedure Report.

The following points of discussion ensued:

- The Term “generally adequate” was explained by Mr. Powell, that prior to the audit the client provides all the requested files, however some required information may not have been found at that time. Powell & Jones had follow up action items and the necessary information or files were located and submitted by CSTB.
- Commissioner Sandra Murman had a question for the DEO representative. Is generally adequate an accepted phrase? Yes, it is language that is “audit speech” and commonly used.
- Commissioner Sandra Murman asked the DEO if there be uniform standards for using the support service cards? DEO makes recommendations to Boards and monitors the cards usage, but every area does something different.
- Commissioner Sandra Murman requested that John Flanagan write a letter to CareerSource Florida and DEO requesting DEO’s assistance to established a formal supportive service policy that would specify allowability and methodology for all LWDBs.

### ► **Agreed Upon Procedures Report**

- **A motion to approve the Agreed upon Procedures (AUP) Supportive Services Cards**
- **Motioned: Commissioner Sandra Murman**
- **Seconded: Michael Bach**
- **There was no further discussion. The motion passed unanimously.**

### ► **Approval of Minutes**

- **A motion to approve the minutes of January 17, 2019 Board of Directors meeting**
- **Motioned: Commissioner Sandra Murman**
- **Seconded: Michael Bach**
- **There was no further discussion. The motion passed unanimously.**

## **Consent Agenda of February 21, 2019 Executive Committee Meeting**

There was no discussion

## **Chair’s Report**

### Workforce Focus

December 2018 the unemployment rate in Hillsborough County was 3.1 percentage points, a 0.2 percentage point reduction from December 2017. There were 22,855 unemployed residents in December. Leisure and Hospitality industry metro job growth outpaced statewide growth in December. Declining job growth was noted in Government Services and Information. Total net job growth among all industries was 24,400, an increase of 1.7 percentage points from last year.

### Key Initiatives / Events

CSTB is in process of entering partnerships to increase capacity of Summer Youth Employment Programs throughout Hillsborough County. CSTB hopes to add approximately 500 Summer Youth employment opportunities through partnerships with agencies such as Hillsborough County School District, the Boys and Girls Club of Tampa, and University area CDC. The program will last from June 9- July 10, 2019.

John Flanagan said we need to engage our youth; we hope to provide youth employment opportunities to 500 kids this year and are looking to grow that number in years to come. The program is TANF funded, there are eligibility guidelines which include 200% poverty level based on family size. Hillsborough County has approved working with youth that may fall just outside of the eligibility guidelines. We are going into a partnership with Hillsborough County. The County is anticipating providing an additional \$100,000 to \$150,000 dollars that will serve up to 100 Youth.

John Flanagan expressed his thanks to his staff and Commissioner Murman. I would like to get commitments from board members on how they can place program youth in their specific industry.

Commissioner Sandra Murman stated she will relay to the Board of County Commissioners, the goal to get 10,000 youth to work through private sectors sponsorship in the future.

Mike Ramsey commented Superintendent Jeff Eakins is extremely excited about the program and we are committed to hiring 100 Youth.

Professional Mixer – T' Peppin Event Center, March 6<sup>th</sup>. More than 130 job seekers were able to interview with prospective employer for placement.

Board member staff will be attending the National Association of Workforce Boards Conference in Washington, D.C. March 23-26<sup>th</sup>.

There will not be an AD Hoc Compensation Committee. This responsibly will be moved to the CEO. Board Chair will establish future AD Hoc committees as deemed necessary.

The following points of discussion ensued:

- Concerns were expressed about this change. Sean explained the reason for not having this committee: low attendance, down a few board members, and low participation among some Board Members creates more burden for the active members.
- The Finance Committee will: review and research the benefits/compensation, perform benefits analysis, and report findings / recommendations.
- Board Meeting Schedule - It was decided to continue bi-monthly (every other month) meetings. Board members who have low or no attendance will be asked to resign and/or will be informed that they will not be reappointed.
- Michael Ramsey was recommended to chair the Workforce Solution Committee.

### **Board Counsel Report - Charlie Harris**

No news on the investigation or interviews since last meeting. It is too early in the process for us to inquire when the investigation will be completed.

Mr. Harris wanted to bring to the Boards attention as an informational item, a new lawsuit filed has been filed against Pinellas County for an employment-based whistle blower lawsuit. He warned that a Whistle Blower lawsuit could happen anywhere, anytime like the FMLA case in Pinellas County.

### **CEO Report**

#### Business Association Program Update

CSTB entered into relationships with 6 new business associations.

Upcoming DEO Audit Scheduled for April 8<sup>th</sup> - April 12<sup>th</sup>.

## 2017-2018 Program Year Overview presentation by John Flanagan

A twelve-slide presentation covering all the standard charts on key performance areas, comparing PY1617 to PY1718 show decreasing results. The reasons for the across the board decreases are most notably: a strong economy, which has decreased foot traffic – fewer customers are finding their way to CSTB; a restructuring of the agency itself – leading to issues within CS and staff shortages as a result of the dismantling of the combined agencies; less presence at McDill AFB – we are remedying this and will have a fulltime person on-site 5 days a week and sometimes 2 staff.

On the bright side, WIOA numbers are up significantly for Dislocated Workers Served and Youth Served. Also, WIOA Average Wages for both of these two areas are up.

Finally, due to the robust local economy, some areas of service like Welfare and SNAP are down due to decreased demand. It's good news for the people of Tampa Bay, and this allows us to refocus our efforts, get our staffing up where it needs to be, and strengthen CSTB from within during this period.

The following points of discussion ensued:

- Commissioner Sandra Murman recommended reaching out to Frank Strom at Veterans Resource Center. She believes they have an employee assistance program and this would be a good business relationship.
  - John Flanagan agreed he would reach out to Frank Strom at Veterans Resource Center.
- Discussion about reaching out to the impoverished areas and areas that may not be served by transportation. Board always looking to better align our services, as things settle down – that is an area for strategic consideration.
  - There was a request to get numbers from Plant City to see how they are doing.
- Can we start tracking emerging skills, those soft and technical skills to assess what this region will need to plan for and how CSTB and assist in the need?
- What do you see for the upcoming fiscal year funding to look like and how will that impact CSTB? Sheila Doyle reported we are waiting to get the draft back from DEO. For standards WIOA, TANF, and Wagner-Peyser, they look like level funding for next year. PY 1718 numbers may affect the budget in the following year, but that gives us time to react and try to pursue additional budget growth where possible.
- John Howell of the Division of Vocational Rehabilitation reminded that they have funding for employers who will bring individuals with disabilities on board similar to the Summer Youth Employment Program.

## Action/Discussion Items

### ▶ Related Party Contracts

#### ▶ HCC Apprenticeship Program

- A two-third board approval was requested for the following contract:
- Up to \$60,500 for the Apprenticeship Program

The following points of discussion ensued:

- The Apprenticeship program involves HCC and a number of companies in the trades occupations. The specific disciplines for this program include: carpentry, HVAC, electrician, installation worker, painter, plumber, pipe fitter, sprinkler fitter, dry wall finisher. Each individual will be able to select one area of trade to receive 10 months of apprenticeship training.
- Motion: Commissioner Sandra Murman
- Second: Michael Bach
- Ginger Clark declared a conflict of interest and abstained from voting.
- **The Board approved the Related Party Contracts with HCC for Apprenticeship Program**, by a two-third vote, when a quorum has been established.
- The motion passed unanimously.

#### ▶ HCC Soft Skills Development

- A two-third board approval was requested for the following contract:
- Up to \$59K for Soft Skills Development.

- Motion: Commissioner Sandra Murman
- Second: Michael Bach
- Ginger Clark declared a conflict of interest and abstained from voting.
- **The Board approved the Related Party Contracts with HCC for Soft Skills Development**, by a two-third vote, when a quorum has been established.
- The motion passed unanimously.

#### ▶ HCC Computer and Workplace Skills

- A two-third board approval was requested for the following contract:
- Up to \$14,355 Computer and Workplace Skills

- Motion: Commissioner Sandra Murman
- Second: Michael Bach
- Ginger Clark declared a conflict of interest and abstained from voting.
- **The Board approved the Related Party Contracts with HCC Computer and Workplace skills**, by a two-third vote, when a quorum has been established.
- The motion passed unanimously.

► **Finance Committee: Approval of 2018-2019 Budget Modifications No. 3**

The total budgeted revenue has decrease of \$280.037. Due to the following reasons:

- New Award for WIOA Soft Skills of \$100,000
  - Decrease in Welfare Transition of \$455,037
  - New Award for Tech Hire Evaluation Program of \$75,000
  - There was a decrease in expenditures of \$281.297
- 
- **A motion to approve the PY 2018-2019 Budget Modification No. 3**
  
  - **Motion: Commissioner Sandra Murman**
  - **Seconded: Michael Bach.**
  
  - **The motion passed unanimously.**

**Information Items**

Junior Achievement-STEM TEC 2019 Program

CSTB is in its 3<sup>rd</sup> and final year of the contract.

Serving 150 Students

Estimated budget \$300k-\$500K

Program runs between 6/3 -6/28

The program will end with a Junior Achievement Competition.

Summer Youth Employment Program (SYEP)

CSTB is excited to announce the implementation of a 2019 Summer Youth Employment Program.

Program runs between 6/10– 7/19.

TBARTA-Technical Advisory Group (TAG)

Tampa Bay Area Regional Transit Authority is in the process of developing a Regional Transit Development Plan and has asked CSTB and our surrounding FODT and Workforce Boards to participate as part of their Technical Advisory Group.

RFP Update

Updates were provided and timelines shared on: EDMS, Website, IT Service; Legal Services; Compensation and Benefits Study; Consulting Services; Career Services; and Audit Services.

In the process of procuring services for the Compensation and Benefits Study prior to open enrolment for 2020.

Expenditure Reports for Period Ending January 31, 2019

Members were referred to the expenditures report for review. As of January 31, 2019, CareerSource Tampa Bay has expended 58% of its budget for the Fiscal year.

**Committee Reports**

Executive Committee

No comments and no discussion.

One Stop Committee

The Committee met on February 20, 2019 and approved motions for the Supported Service and Incentive Policy, and the issuance of an RFP for WIOA / Career Services to be brought to the board. The Board voted and approved both of these Action Items this morning.

Dan McGrew gave an online presentation about the Online Portal to the One-Stop centers for the benefit of front staff to assist end-users.

Performance Dashboard - Director Toner presented recent performance measures that were positive. The dashboard created provides high level information.

### Workforce Solutions Committee

The Committee met on February 13, 2019.

Two action items were presented to the Executive Committee on February 21, 2019

- Eligible Training Providers Policy
- Work Based Training Provider Policy-OJT

#### Goals Update:

- Professional Talent of Tampa Bay: 21 candidates placed at a rate of \$29.82 per hour.
- On-the-Job Training: 16 employer agreements, 21 served YTD; \$40,170 obligated.
- Paid Work Experience: 12 employer agreements, 6 enrollments; \$21,560 obligated.
- Employed Worker Training: 14 applications received; 3 awarded.
  - Number of trainees - 58
  - Amount approved for training \$38,187
- Professional Mixer:
  - Held on Wednesday March 6<sup>th</sup> at T' Pepin Hospitality Center.
  - Attendance by invitation only-nearly 200 candidates registered.
  - Over 12 employers attended, required a minimum of 3 open positions with annual salaries of \$40,000 or more.
  - Goal to have these mixers twice a year.

### Finance Committee and Audit Committee

The Committees met on February 28, 2019. We discussed approval of the Annual Financial Audit for fiscal year ending June 30, 2018 and the 2018-2019 Budget Modification No. 3.

#### **Request for update on the Bylaws Committee formation.**

John Flanagan gave an update on the formation of the committee. The Bylaws Committee was established in the Executive Meeting and will be reaching out to that committee to start reviewing the Bylaws.

- The committee will be reviewing the recommendations of the DEO to amend CSTB Bylaw Article VIII Section 3 - Consent Agenda, which currently states: Any Board Member shall have 5 days from receipt of minutes within which to request that an action of the Executive Committee be brought before the full board. If no such request is made, the action of the Executive Committee shall stand. The DEO recommendation is to move the consent agenda approval to a full Board approval.

#### **Adjournment**

The meeting was adjourned at approximately 1:05 pm

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator