

## **CareerSource Tampa Bay (CSTB) Minutes of April 18, 2019 Executive Committee Meeting**

**Date:** April 18, 2019 - 11:00 a.m.  
**Location:** Career Source Tampa Bay, 9215 N. Florida Ave., Ste. 101, Tampa, FL

### **Call to Order**

Vice Chair Sandra Murman called the meeting to order at 11:00 a.m. There was a quorum present with the following Executive Committee members participating.

### **Members in attendance**

Ginger Clark (Via Conf. Call), Commissioner Sandra Murman, Roy Sweatman, Michael Smith, Michael Ramsey.

### **Not in attendance**

Sean Butler, Randall King, Sophia West.

### **Staff Present**

John Flanagan, Juditte Dorcy, Sheila Doyle, Anna Munro, Jody Toner, Mimi Tran, Michelle Schultz, Doug Tobin, Christina Witt, Tammy Stahlgren, Jeanette Morales and Joe Vitale.

### **Board Counsel**

Charley Harris (Via Conf. Call).

### **BOCC Liaison/Representative**

Kenneth Jones.

### **Guest**

None.

The items are listed in the order of discussion.

▶ **Indicates Committee Action**

□ **Indicates Action Needed**

### **Public Comments**

There were none.

### ▶ **Approval of Minutes**

#### ▶ **February 21, 2019 Executive Committee Meeting Minutes.**

- A motion to approve the minutes of February 21, 2019 Executive Committee Meeting
- Motioned: Michael Smith
- Seconded: Michael Ramsey
- There was no further discussion. The motion passed unanimously.

### **Chairman's Report**

In February 2019 the unemployment rate in Hillsborough County was 3.3 percent, a 0.3 percentage point reduction from February 2018. Leisure and Hospitality Industry continued to outpace the statewide growth in December. Declining job growth was noted in Government Services.

### Key Initiatives and Events

#### Summer Job Connection

- Summer Job Connection has opened the application process for youth and the business community.
- Press Conference was held Monday April 18, 2019.
- Hillsborough County Commissioners have approved additional funding in the amount of \$150,000 to provide opportunities for up to 100 youth who do not meet the TANF requirements.

CareerSource April 16, 2019 2019 Job Fair was well attended.

### **Board Counsel Report**

Mr. Harris reported there has been no new contact with the FBI or any new developments regarding the investigation.

## **CEO Report**

### **Summer Jobs Connection Program**

There have been over 300 applicants (with 200 slots filled) and approaching 20 employers. Our goal is to get the youth engaged in different industry sectors in the community. A special thanks went out to Mike Ramsey and Hillsborough County School District for their support.

We will be presenting the FY 19-20 Budget at the next Finance Committee meeting held on May 9<sup>th</sup>. Expected presentation at full board meeting on May 16, 2019. We will be making changes to the Business and Program Services, which will affect the budget.

### **► Action Item: Bylaws / Ad Hoc –Consent Process**

*Refer to Page 12 of the April 18, 2019 Executive Committee Agenda Packet*

- A motion to approve to amend the Bylaws (to remove the “Silent consent” process and move to a full board approval).
- Motioned: Michael Ramsey.
- Seconded by Roy Sweatman.
- There was no further discussion. The motion carried.

❖ **Approved on Consent Agenda 5-16-19 at the Board of Directors Meeting**

### **► Action Item: Summer Job Connection (SJC) Hillsborough County Agreement**

*Refer to Page 13 of the April 18, 2019 Executive Committee Agenda Packet*

- Commissioner Sandra Murman declared a conflict of interest and abstained from voting.
- A motion to approve the Summer Job Connection - Hillsborough County Agreement.
- Motioned: Michael Smith.
- Seconded: Michael Ramsey.
- There was no further discussion. The motion carried.

❖ **Approved on Consent Agenda 5-16-19 at the Board of Directors Meeting**

### **► Action Item: FY 19-20 Board and Committee Schedule**

*Refer to Page 14 of the April 18, 2019 Executive Committee Agenda Packet*

- The FY-19-20 Board and Committee Schedule was not approved. The Board members preferred to keep the Board and Executive Committee meetings offset every other month as they are presently. Schedule will be adjusted to accommodate the request. The revised schedule to be presented at the next Board of Directors Meeting scheduled for May 16, 2019.

### **► Action Item: Vendor Recommendations: IT, EDMS and Website Services**

*Refer to Page 15 of the April 18, 2019 Executive Committee Agenda Packet*

There was only one proposal received. CSTB has a Due Diligence Policy which requires certain procedures when there are less than three qualified respondents. Therefore, CSTB will reach out to the businesses to get feedback on why more proposals were not submitted. We believe that was because of our very specific requirements within the RFP. It was noted the Complete Technology Systems is considered a small business.

- It was recommended that CSTB look at our future contracts to make sure we complying with any requirements to consider small business / minority business inclusion. It was suggested that we consult with our new legal services provider on this issue when they are selected.

- A motion to approve entering into contract negotiations with *Complete Technology Systems* for IT, EDMS, and Website Services.
- Motioned: Michael Ramsey.
- Seconded: Michael Smith.
- There was no further discussion. The motion carried.

❖ **Approved on Consent Agenda 5-16-19 at the Board of Directors Meeting**

▶ **Action Item:** Local Workforce Development Area Designation Local Board Composition & Certification  
Refer to Page 17 of the April 18, 2019 Executive Committee Agenda Packet

Applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters are due on or before close of business April 15, 2019. CareerSource Tampa Bay has been working closely with Hillsborough County on compiling the required information for board composition rosters and updating all required forms.

CareerSource Tampa Bay (CSTB) will submit initial documents to DEO by established deadline. Subsequently CSTB will present to Hillsborough County for signatures at their next Board of County Commissioners Meeting on May 1, 2019.

- A motion to approve the Local Workforce Development Area Designation Local Board Composition & Certification.
- Motioned: Michael Ramsey.
- Seconded: Michael Smith.
- There was no further discussion. The carried.

❖ **Approved on Consent Agenda 5-16-19 at the Board of Directors Meeting**

#### Information Items

##### **Interlocal Agreement between Hillsborough County and CareerSource Tampa Bay**

Refer to Page 16 of the April 18, 2019 Executive Committee Agenda Packet.

This will be an Action Item presented to the Full Board on May 16, 2019.

*[Approximately 11:23 a.m. Commissioner Sandra Murman excused herself, Mike Ramsey assumed the Chair Responsibility]*

#### Public Relations / Marketing Update

(Refer to Page 18 of the April 18, 2019 Executive Committee Agenda Packet) Presentation followed the Agenda closely.

#### DEO Programmatic Monitoring Review

Audit conducted week of 4/15/19-4/19/19. DEO will provide an overview of any findings and other non-compliant issues that should be addressed by CSTB approximately 15 days after the audit. A preliminary report will be available of next week.

#### DEO EEO Review

The Florida DEO Office for Civil Rights performed an onsite audit on April 9, 2019. Due to new federal regulations updated in 2017, there will be minor changes in some of our processes. A draft report of any finding, deficiencies or observations will be sent to CSTB EEO in one to two weeks. CSTB will have 20 days to respond to make required changes.

#### DEO Financial Monitoring

The 2018-19 On-site financial monitoring took place the week of March 18<sup>th</sup>. The DEO monitor was onsite for a three (3) day period. Areas reviewed included cash management, SERA reporting, prepaid programs,

etcetera. CSTB is working with DEO monitor to address a few follow-up questions and requests. Currently not aware of any issues or concerns, when a full report is received it will be shared.

#### Request for Proposal Update

No changes from timeline table published in the agenda.

#### Infrastructure Funding Agreement (IFA) Update

We are currently in the process of meeting with each required partner. We will be reaching out to Mike Ramsey of Hillsborough County School Board and the Second Chance REO Program through Tampa Bay Academy of Hope.

#### Summer Job Connection Update

394 Youth Applications received and 23 Employer Applications offering 215 Positions so far.

Three Benefits that will come from the program

- Gives Business and the community an opportunity to gauge the talent pipeline and gets the Youth involved and excited (from a business perspective) on what Hillsborough County has to offer. There is still a skills gap, more people retiring than people who are available to fill the positions. How do we get these youths focused on these positions where there are needs today and in the future?
- Give Youth opportunity to explore what is available and get them laser focused on primary jobs. They will get exposure to priority occupations that will set them on a path to prosperity and success.
- CSTB will be able to effectively tell the community the benefits we provide to the community, not just from a business engagement perspective, but how we work with our participants.
- We help folks are having difficulty entering the workforce system, but our value lies in the connections we make in building the talent pipeline for employers that are looking 5/10/15 years down the road.

Measurements of success for the Summer Job Connection

- Youth readiness portfolio
- 90% completion rate
- 40:1 Youth to Counselor Ratio
- 13+ Career Counselors
- Weekly Monitoring
- Worksite training & Mentoring.
- Post Program Surveys for Employer and Youth

#### Regional Targeted Occupation List (TOL) PY 19-20

CSTB will be vetting the Regional Targeted Occupation list (there may be changes). This will be an Action Item for the Workforce committee to review.

#### Performance Reports

2<sup>nd</sup> Quarter - WIOA exceeded performance indicators goals in all 14 measures.

Statewide Performance Report – The state is exceeding their requirements and CSTB is exceeding the State's performance in 11 categories.

#### **Committee Reports**

##### One Stop Committee

No discussion

##### Audit & Finance Committee

No discussion

##### Workforce Solutions Committee

Michael Ramsey will be the chair of the Workforce Solutions Committee.

New Hire Update

Christina Witt has been hired as the Programs Director.

National Association of Workforce Boards (NAWB) Forum NAWB Conference was attended by CSTB staff and a couple Board Members. The consensus was that the conference and breakout sessions were informative and several ideas were brought back to be discussed / explored / adopted at CSTB.

**Adjournment**

The meeting was adjourned at approximately 12:26 p.m.

Minutes prepared by  
Tammy Stahlgren Administrative Services Coordinator.