

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

Date: February 21, 2020
Location: 4902 Eisenhower Blvd., Suite 250, Tampa, FL 33634

Call to Order

Michael Bach called the meeting to order at 9:01 a.m. 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, Don Noble, and Roy Sweatman

Members not in attendance

N/A

Staff Present

John Flanagan and Tammy Stahlgren

Board Liaison

Kenneth Jones

Legal Counsel

Jennie Tarr

Others Present

None

Public Comments

There were none.

Welcome and Introductions:

Mr. Bach welcomed and thanked the committee for their time.

- ▶ Indicates Committee Action
- Indicates Action Needed

Action Items

Action Item #1: Approval of Minutes

▶ January 16, 2020 Ad Hoc By-Laws Committee Meeting Minutes

- A motion to approve the January 16, 2020 Ad Hoc By-Laws Committee Meeting Minutes.
 - Motioned: Dr. Ginger Clark
 - Seconded: Roy Sweatman
- There was no discussion. The motion carried.

▶ Action Item #2 CSTB Draft By-Laws

Ken Jones led the meeting. He explained that all suggested changes from the last meeting have been incorporated into the new draft document. The committee was directed to follow along by reviewing the red line Draft By-Laws version as they discussed changes line by line.

The following were highlights of the meeting:

- Section 4.4 Powers Regarding a Director and Staff. The Director is an employee of CareerSource Tampa Bay. It was clarified that the Board shall have the authority to suspend with or without pay the Director or designated person...
- The CEO shall have the authority to direct the Board to suspend, with or without pay, or remove the Director, Interim Director or the designated person responsible for the operational and administrative functions of CSTB for cause.
 - The Director's contract will need to be revised to match the language in the new draft By-Laws
- Section 9.1 Quorum: A quorum of the Board and Committee shall consist of at least 40% of the actual appointed membership.
 - It was recommended to track attendance (excused/unexcused) of all Board and Committee Meetings.
- Section 9.3 Conflict of Interest: When an issue presents as a possible or perceived conflict of interest to a Board or committee member, said member shall verbally disclose the conflict of interest and abstain from voting, leave the room during discussion and vote on said issue. A conflict of interest form will be completed and submitted to the Administrative Services Coordinator and will be included in the minutes of the meeting
 - Jennie Tarr recommended sending our existing conflict of interest form to her for review.
- A motion to approve the Draft By-Laws and present them to the Executive Committee for approval.
 - Motioned: Don Noble
 - Seconded: Tom Aderhold
- The motion carried.

Information Items

Information Item # 1 CareerSource Tampa Bay Current By-Laws

Information Item # 2 CareerSource Tampa Bay BOD Committee Appointments

Adjournment

The meeting was adjourned at approximately 10:27 a.m.

Minutes prepared by: Tammy Stahlgren, Administrative Services Coordinator.