

**CareerSource Tampa Bay  
Workforce Performance Committee Meeting Minutes**

Date: August 4, 2021  
Location: ZOOM Meeting

**Call to Order**

Chair Rick Bennett called the meeting to order at 9:02 a.m. There was a quorum present with the following Workforce Performance members participating. Gary Hartfield, CEO/Owner of Serenity Village Inc. was welcomed to the committee. He was appointed to the Board on July 1, 2021.

**Workforce Performance Committee Members in Attendance**

Tom Aderhold, Rick Bennett, Stephanie Brown-Gilmore, Richard Cranker, Gary Hartfield, and Jason Woody.

**Workforce Performance Committee Members Not in Attendance**

John Howell, Steve Morey, and Gil Schisler.

**Staff**

John Flanagan, Anna Munro, Dr. Byron Clayton, Michelle Schultz, Chad Kunerth, Jennifer Wilson, Kay Jefferson, Don Shepherd, Doug Tobin, and Tammy Stahlgren.

**BOCC Liaison**

Ken Jones.

**Others in attendance**

Nicole Beverley, Trevor Stout, and Tere Formilus.

**Public Comments**

There were none.

**The agenda items are listed in the order of discussion.**

▶ Indicates Committee Action

□ Indicates Action Needed

**Action Items**

▶ **Action Item #1 Approval of Minutes – May 5, 2021, Workforce Performance and Special Youth Development Meeting**

*(Refer to pages 2-5 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

- A motion to approve the May 5, 2021, Workforce Performance and Special Youth Development Meeting minutes.
  - Motioned: Tom Aderhold
  - Seconded: Jason Woody
- The motion passed unanimously.

▶ **Action Item #2 Approval of Training Programs**

*(Refer to pages 6-7 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

- A motion to approve new training programs (Hillsborough Community College and Concorde Career Institute).

- Motioned: Tom Aderhold
- Seconded: Stephanie Brown-Gilmore

- The motion passed unanimously.

The following discussion ensued

The “average wage at placement” and “entry wage” are below the threshold. These wage rates are based on an average, and if the training enrollees go through the Concorde course they probably will be hired at a higher wage. We limit new training programs to 12 enrollees until performance is established.

▶ **Action Item #3 Waiver - Approval of Training Vendor**

*(Refer to pages 8-9 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

- A Motion to approve a new training vendor (Ana G. Mendez University).
  - Motioned: Tom Aderhold
  - Seconded: Richard Cranker
- The motion passed unanimously.

▶ **Action Item #4 Waiver - Approval of Training Provider Performance Moratorium**

*(Refer to pages 10-11 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

DEO has notified us that they are establishing their own thresholds for training providers. They are currently working on guidance and procedural documentation. CSTB will provide this guidance to the Board once it is finalized.

- A Motion to table this action item until we get more guidance from DEO.
  - Tom Aderhold
  - Jason Woody
- The motion passed unanimously.

**Information Items**

Information Item # 1 PY 2020-2021 Workforce Performance Strategic Goals update given by Chad Kunerth

*(Refer to pages 12-22 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

Year To Date Numbers were not available in the packet but were reviewed at the meeting.

**Objective 5:** Host employer focused and sponsored events-based trends and interests.

| In-House Recruitments          |    |     |
|--------------------------------|----|-----|
| Reporting Period: Q4 PY 2021   |    |     |
| Activities                     | Q4 | YTD |
| # of IHR's and Job Fairs       | 3  | 5   |
| # of Employers Participating   | 44 | 46  |
| # of Job Seekers Participating | 41 | 59  |
| <b>Virtual Job Fairs</b>       |    |     |

| Reporting Period: Q4 PY 2021   |     |       |
|--------------------------------|-----|-------|
| Activities                     | Q4  | YTD   |
| # of VJF's and Job Fairs       | 3   | 14    |
| # of Employers Participating   | 176 | 452   |
| # of Job Seekers Participating | 653 | 3,698 |

No discussion occurred.

Information Item # 2 One Stop Operator update given by Nicole Beverley  
*(Refer to pages 23-24 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

#### Highlights

- 566 Connections were made using the CareerSource Tampa Bay Agency Quick Connection Form, 149 new connections made May 2021 through June 2021.
- Quarterly Partner meeting held via Zoom on 6/16/2021, next meeting is 9/15/2021.
- Secret Shopper Report for June 2021 – 77% satisfaction for in-person customer experience and 70% satisfaction for the telephone customer experience.
- Welcome Center added.

No discussion occurred.

Information Item # 3 Training Program update given by Chad Kunerth  
*(Refer to page 25 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

No discussion occurred.

Information Item # 4 Approved Training Providers: Renewal Agreements given by Chad Kunerth  
*(Refer to page 26 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

Information Item # 5 Training Program Subsequent Eligibility Criteria given by Chad Kunerth  
*(Refer to pages 27-28 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

No discussion occurred.

Information Item # 6 Training Vendor Outcome Report PY 20-21 given by Chad Kunerth  
*(Refer to pages 29-31 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

No discussion occurred.

Information Item # 7 Summer Job Connection 2021 update given by Jennifer Wilson  
*(Refer to page 32 of the August 4, 2021, Workforce Performance Committee Agenda Packet)*

No discussion occurred.

### **Reports- Industry Insights**

#### Economic Development Insight

No update provided.

#### Educational Partners

No update provided.

### Other Industry Sectors

No update provided.

### **Future Business**

Vision 2021 Summit – Shaping the Future of Workforce is scheduled for October 8, 2021.

### **Others News**

New Brandon Center Opened. Ribbon Cutting Ceremony, great location and strategic move.

Dr. Byron Clayton, Chief of Community & Talent Development joined CareerSource Tampa Bay on Monday, August 2, 2021.

Skills Gap Analysis is being conducted.

### **Adjournment**

The meeting was adjourned at 10:12 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.