



CSTB Board of Directors Meeting Minutes

CareerSource Tampa Bay
Aug 19, 2021 at 11:00 AM EDT

Attendance

Members Present (Remote):

Tom Aderhold, Michael Bach, Dr. Vanity Barr-Little, Richard Bennett, Warren Brooks, Stephanie Brown-Gilmore, Sean Butler, Richard Cranker, Elizabeth Gutierrez, Gary Hartfield, John Howell, Geordie Hyland, Jim Junecko, Lindsey Kimball, Karen Koundourakis, Dr. Brian Mann, Donald Noble, Gil Schisler, Roy Sweatman, Thayne Swenson, Sophia West

Members Absent:

Andrea Cichon, Constance Daniels, Benjamin Hom, Pat Kemp, Randall King, Ian Lieberman, Steve Morey, Richard Padilla, Jason Woody, Ocea Wynn

Staff Present (Remote):

Wesley Barr, Luna Clarke, Byron Clayton, Sheila Doyle, John Flanagan, Kay Jefferson, Chad Kunerth, Anna Munro, Shalanda Ross, Michelle Schultz, Don Shepherd, Tammy Stahlgren, Doug Tobin, Michelle Zieziula

Board Liason Present (Remote):

Ken Jones

Board Counsel Present (Remote):

Mary Helen Farris

Guests Present (Remote):

Nancy Brown - Division of the Blind, Nicole Beverley - EDSI

I. Call to Order, Roll Call and Welcome

Vice Chair Michael Bach called the meeting to order at 11 a.m.

There was a quorum present.

Welcome to our 2 new Board Members that joined the Board July 1, 2021.

- Gary Hartfield, CEO, Serenity Inc.
- Brian Mann, Associate Vice President, Associate Science Program, Hillsborough Community College

II. Pledge of Allegiance

Don Noble led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Consent Agenda (Presenters: Michael Bach)

Approval of May 20, 2021 Board of Directors Minutes.

Approval of New Training Programs.

Approval of New Training Vendor.

Audit and Tax Engagement Letter for Fiscal Year Ending June 30, 2021.

Motion:

To approve all of the items on the Consent Agenda.

Motion moved by Sean Butler and motion seconded by Donald Noble. Motion carried.

V. Chair's Report (Presenters: Michael Bach)

Highlights

- New Brandon Center - Ribbon Cutting Ceremony took place July 27, 2021. We appreciate all of the Board members who attended the event and participated.
- Vision 2021: Shaping the Future of Work - All Board members are encouraged to participate in the event which is scheduled for October 8, 2021.
- Non - CSTB Board Members can be appointed to the Youth Development Committee and the Workforce Performance Committee. If anyone is interested in serving on these two committees, they need to complete an application and submit it to Tammy Stahlgren. Applications will be reviewed and appointed by the Board Chair. Felicia Bell was recently appointed to serve on the Youth Development Committee.
- There's a lot of improvement locally and nationally in the employment rates and statistics.

The Labor force locally is up over 53,000 jobs YTD, and the nation has added an average of 832,000 jobs per month over the last three months.

Locally, the biggest gains are in professional and business services, and leisure and hospitality, which is a sector that had been lagging behind. 75% of the jobs lost nationally since the pandemic began in March 2020 have been recovered.

VI. Board Counsel Report (Presenters: Mary Helen Farris)

Nothing to report to the Board at this time.

VII. CEO Report (Presenters: John Flanagan)

Highlights

- Dr. Byron Clayton joined CSTB as the Chief of Community and Talent Development.
- Special recognition plaques will be presented to Dr. Ginger Clark, Mireya Hernandez, Felicia Bell, and Nikita Patel as a token of appreciation of their leadership and commitment while serving on the CareerSource Tampa Bay Board. Their last day on the Board was June 30, 2021.
- An American Rescue Plan funded workforce training agreement is being considered by Hillsborough County. If approved for funding, we will need to hold a Special Executive Committee meeting in September to approve the agreement.
- The Conference of US Mayors scheduled for August 31st- September 4th has been cancelled due to the increase of COVID-19 cases.
- CSTB centers have been affected by COVID-19. We lost Julius Colle, a great staff member, and we have had several staff quarantined over the past couple of weeks.

VIII. Presentation - Sunshine Laws and Public Records (Presenters: Mary Helen Farris)

Mary Helen gave a presentation on Florida's Sunshine and Public Records laws, then offered to provide additional training and guidance to CSTB staff on how to handle public records requests, and how to handle in person requests of individuals who wish to enter our buildings to observe and/or video record. These individuals are commonly referred to as "First Amendment Auditors."

IX. Action / Discussion Items

A. CareerSource Policies (Presenters: Wesley Barr)

The following Administrative Policies were reviewed and recommended for approval:

Common Exit Policy.

Limited English Proficient Services Policy.

Rapid Response Program Administration Policy.

Motion:

To approve the CareerSource Tampa Bay Board Policies: Common Exit Policy; Limited English Proficient Services Policy; and Rapid Response Policy.

Motion moved by Gil Schisler and motion seconded by Tom Aderhold. Motion carried.

B. Related Party Contract - McKibbon Hospitality (Hyatt House Tampa Airport Westshore) (Presenters: Anna Munro)

- Benjamin Hom was identified as having a conflict of interest and was notified prior to the meeting.
- Benjamin Hom completed and submitted a Voting Abstention Form.
- Benjamin Hom was not present at the meeting.

Motion:

To approve the procurement of the Hyatt House as the venue and accommodations to host the End of Program Celebration for the 2021 Summer Youth Leadership Academy for an amount not to exceed \$2,740.40. Notification of which will be sent to DEO and CareerSource Florida.

Motion moved by Warren "Scott" Brooks and motion seconded by Gil Schisler. Motion carried.

C. Related Party Contract - Hillsborough County Public School and Ana G. Mendez University (Presenters: Anna Munro)

- Warren "Scott" Brooks was identified as having a conflict of interest and was notified prior to the meeting.
- Warren "Scott" Brooks completed and submitted a Voting Abstention Form.
- After Warren "Scott" Brooks verbally abstained, he was placed in a virtual waiting room during the discussion and vote.

Motion:

To approve the related party contract with Hillsborough County Public Schools with notification to DEO and CareerSource Florida.

Motion moved by Gil Schisler and motion seconded by Geordie Hyland. Motion carried.

X. Information Items

A. Performance Dashboard (Presenters: Chad Kunerth)

1. Performance Dashboard - Program Year 20-21 (Presenters: Chad Kunerth)

The Dashboard represents the entirety of program year 20-21.

Highlights

- 2315 individuals served through the WIOA Program.
- 368 individuals served through the Adult and Youth and Dislocated Worker.
- 1460 individuals served through Occupational Skills Training .
- 1133 individuals through work based training (i.e. work experience apprenticeships, or on the job trainings).
- The trends for this year have been an increase in employer activity and a decrease in customer/job seeker activity for the year.
- Job orders have increased.
- We have seen a decrease in the total number of job seekers exiting the program.
- There were 417 individuals that exited the WIOA program.

2. Performance Dashboard - Program Year 21-22 through 8-11-2021

No Discussion.

B. Summer Job Connection (Presenters: Jennifer Wilson)

We had a successful Summer Job Connection Program.

Highlights

- 2,487 SJC Youth applications received.
- 142 SJC Employer applications received.
- 1,050 Positions Filled.
- Everyone is invited to attend the SJC Year End Celebration Awards Ceremony scheduled for Friday, August 27, 2021 from 5 p.m. - 7 p.m.

C. Training Vendor Outcome Report PY 20-21 (Presenters: Chad Kunerth)

Highlights

- 8 Training programs are meeting all 3 criteria.
- 13 Training Programs are meeting 2 criteria.
- 18 Training Programs are meeting 1 criteria.
- 10 Training Programs are meeting 0 criteria.

D. Public Relations and Marketing Update (Presenters: Doug Tobin)

Public Relations and Marketing End of the Program Year Report provided.

Highlights

- 227 positive stories published about CSTB in the past year.
- 51.76% increase in page views to the CSTB website with over 1.2 million page views.
- Website users increased 53.58% over the previous year.
- Social media online engagements increased 46% from a year ago.
- 37.5% increase in total press releases.
- Youth rebranding and website rebuild anticipated completion by September 15, 2021.

E. WIOA Primary Indicators of Performance: PY 2021 July 20-June 21 (Presenters: Chad Kunerth)

LWDB 15 - CSTB Measures

- Exceeding in 6 measures.
- Meeting 6 measures.
- Not meeting 6 measures.

Statewide Measures

- Meeting or exceeding in all statewide measures.

XI. Committee Reports

A. Youth Development Committee Meeting (Presenters: Tom Aderhold)

The Youth Development Committee met on August 18, 2021.

Felicia Bell was our first community member appointed to the committee.

Doug Tobin gave us an update on youth rebranding and the website rebuild. The new name will be "Tampa Bay Hires" and the new tagline "Hire Now. A Higher Tomorrow."

The next Youth Development Committee meeting is scheduled for November 18, 2021.

B. Workforce Performance Committee (Presenters: Richard Bennett)

The Workforce Performance Committee met on August 4, 2021.

There were two items reviewed and approved during today's BOD meeting.

1. Approval of Training Programs.
2. Waiver - Approval of Training Vendor.

There was one item tabled at the committee meeting.

1. Waiver - Approval of Training Provider Performance Moratorium.

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.

The next Workforce Performance Committee meeting is scheduled for November 4, 2021.

XII. Future Business

- CSTB Board of Directors Annual Retreat Agenda Survey has been emailed to all BOD members. Please complete the on-line survey by using the provided link, and submit by Friday, August 20th.
- HR Committee will be meeting in September and October to work on Succession Planning, Employee Benefits, and the Employee Handbook.

XIII. Adjournment

The meeting was adjourned at 12:18 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.