



# Executive Committee Meeting Minutes

CareerSource Tampa Bay  
Sep 16, 2021 at 11:00 AM EDT  
@ Zoom Meeting

## **Attendance**

### **Members Present (Remote):**

Tom Aderhold, Michael Bach, Sean Butler, Lindsey Kimball, Steve Morey, Donald Noble, Sophia West.

### **Members Absent:**

Richard Bennett, Benjamin Hom, Pat Kemp.

## **Attendance**

### **Members Present (Remote):**

Saleema Bennett, Dr. Byron Clayton, Sheila Doyle, John Flanagan, Kay Jefferson, Chad Kunerth, Barry Martin, Anna Munro, Michelle Schultz, Don Shepherd, Tammy Stahlgren, Doug Tobin, Jody Toner, Michelle Zieziula.

### **Board Counsel Present (Remote):**

Mary Helen Farris

### **Board Liasion Present (Remote):**

Ken Jones

#### I. Call to order, Welcome and Roll Call (Presenters: Michael Bach)

Vice-Chair Mike Bach called the meeting to order at 11:00 a.m. There was a quorum present.

#### II. Pledge of Allegiance (Presenters: Tom Aderhold)

Tom Aderhold led the Pledge of Allegiance.

#### III. Public Comments

There were none.

#### IV. Approval of Minutes

##### A. June 17, 2021 Executive Committee Meeting (Presenters: Michael Bach)

### **Motion:**

To approve the minutes of the June 17, 2021, Executive Committee meeting.

Motion moved by Donald Noble and motion seconded by Tom Aderhold. Motion Carried.

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

- Unemployment numbers are trending the right direction, down about a half a point, both across the US, Florida, and Tampa Bay and the CareerSource area.
- 76% of all the jobs that were lost a year ago have been recovered.
- The country is recovering at about 750,000 jobs per month.
- There are 52 million contingent workers in the US, this is down a little over last year and about 35% of the workforce across the nation is considered contingent workers.
- September is Workforce Development Month.

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

Nothing to report to the committee..

VII. CEO Report (Presenters: John Flanagan)

- Elizabeth Ventura is our new Program Director. Elizabeth started with EDSI on September 7, 2021.
- We are excited to hold a CSTB Board Retreat. It will be held in-person at Tampa Marriot Water Street on Tuesday, September 28, 2021. One of the topics that will be covered is the new REACH Act.
- Center Traffic continues to pick up. Pin number reset traffic has declined.
- One Stop Operator - The Secret Shopper evaluation was conducted on August 18, 2021, at Brandon Center and earned a score of 99%.
- 2021 Florida Workforce Professional Summit. We nominated 4 people for awards. Our nominee CDC of Tampa, won the Barbara K. Griffin Workforce Excellence Award. Our own Don Shepherd won the Workforce Professional Champion Award.
- Business and Education Summit has been postponed to January 10, 2022.
- SJC Year End Celebration Awards Ceremony was held on August 27, 2021. Mr. Flanagan presented the awards to the participants.

- Through our partnership with Hillsborough County, Commissioner Gwen Myers has supported CSTB's ACE program. We have 20 or 22 people in that cohort, it is an earn and learn program where we're working with education providers and employers. We are trying to start a cohort with Pepco Air Convergence for aircraft technicians and retrofiters. The program is going well. Thanks to Commissioner Myers for all of her work.

## VIII. Action items

### A. 2021 -2022 Budget Modification No. 1

**Motion:**

To approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Tom Aderhold and motion seconded by Lindsey Kimball.  
Motion carried.

The following discussion occurred about a concern in the decrease to the Veterans Programs. This Veterans funding runs from Oct to Sept. The amount included in the original budget was an estimate of anticipated carry-forward funding into the new fiscal year. CSTB is currently working on a veterans grant "Get There Faster" from CareerSource Florida. This will expand and enhance training and employment services for veterans, transitioning service members, and eligible military spouses in Hillsborough County. CSTB is also working to increase our presence at MacDill Airforce base.

### B. 2022 CSTB Health Plan Approval for 2022 (Presenters: Barry Martin, Michael Bach)

**Motion:**

To approve to continue with CIGNA and current health plans with the proposed rate increases (Medical – 0%, Dental – 2.5% and Vision 3%).

Motion moved by Sophia West and motion seconded by Steve Morey. Motion carried.

### C. CSTB Local Workforce Development Area and Board Governance (Presenters: Jody Toner)

**Motion:**

To approve the CareerSource Tampa Bay Local Workforce Development Area and Board Governance policy and requesting Executive Committee level approval to execute policy based on time sensitivity for implementation.

Motion moved by Tom Aderhold and motion seconded by Steve Morey. Motion carried.

Current By-Laws meet the requirements of this policy revision. Discussion occurred about amending our current By-Laws to include the new details and requirements: The revision on the policy goes into greater detail about new member Board Orientation requirements, which includes specific content as well as requirements for annual board training. It is suggested to reconvene the Ad Hoc By-Laws committee to enhance our By-Laws to include the requirements listed.

#### IX. Information Items

##### A. Performance Dashboard PY 21-22 (Presenters: Chad Kunerth)

Dashboard as of September 8, 2021.

Our "staff assisted" number is up 6% for the same time last year, this is a really good sign. The last program year we were down 30% for staff assisted, so that that number was trending down for quite a while and it's nice to see an increase in the staff assisted services.

1539 active WIOA participants.

354 WIOA participants that are enrolled in Work Based Learning, either through Paid Work Experience, Apprenticeships, or on the job training.

We have all positive exits so far this year with WIOA. 6 entered into employment for WIOA Adult, 3 for the Dislocated Worker and 1 positive outcome for Youth. A nice increase overall in WIOA enrollments. We are up in Youth and up in Dislocated Worker compared to the same time last year.

##### B. 2021-22 DEO ICQ and Assessment (Presenters: Anna Munro)

There was no discussion.

#### X. Committee Reports

##### A. Finance Committee

- The Finance Committee last met on August 26, 2021

- The Committee reviewed and approved the 2021-2022 Budget Modification No. 1. This item was approved today.
- Next meeting is scheduled for October 28, 2021.

XI. Future Business

Report next meeting: Steve Morey and Lindsey Kimball to speak about how well our area is tending to economic development and the impact that it is having.

XII. Adjournment

The meeting was adjourned at approximately 12:01 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

- A. Next Executive Committee Meeting December 16, 2021