



Human Resource Committee Meeting Minutes

CareerSource Tampa Bay
Oct 27, 2021 at 11:00 AM EDT

Attendance

Members Present (Remote):

Michael Bach, Richard Bennett, Sophia West

Members Absent:

Andrea Cichon

Attendance

Members Present (Remote):

Sheila Doyle, John Flanagan, Barry Martin, Tammy Stahlgren, Michelle Zieziula

Board Liaison Present (Remote):

Ken Jones

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

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

II. Pledge of the Allegiance (Presenters: Michael Bach)

Chair Michael Bach led the pledge of allegiance.

III. Public Comments (Presenters: Michael Bach)

There were none.

IV. Action Items

A. Approval of Minutes - September 8, 2021 Special Human Resource Meeting (Presenters: Michael Bach)

Motion:

To approve the minutes of September 8, 2021, Special Human Resource Committee meeting.

Motion moved by Sophia West and motion seconded by Richard Bennett. Motion carried.

V. Discussion Items

A. CSTB Handbook and CEO Evaluation Update (Presenters: Barry Martin)

We have contracted with GrayRobinson, PA to review our current handbook We will bring back proposed changes to the committee.

CEO/President evaluation update: We have contracted with Robert Newman and Associates.

They are working on the following:

- An evaluation methodology to evaluate John Flanagan.
- Direct report evaluation.
- Executive Committee evaluation.
- Self assessment.

Next Steps:

- Schedule meeting with Board Chair to review process and then schedule a Special Executive Committee meeting.

B. CEO Succession Planning (Presenters: Michael Bach)

Chair Michael Bach led the lengthy discussion on succession planning for the Executive Director (CEO/President) of CSTB position and Board members.

There are currently no concerns with John Flanagan, CEO/President of CareerSource Tampa Bay.

The objective of the CEO succession plan: BOD Confidence that CSTB has a starting point for succession plan, for both it's Executive Director and Board of Directors.

Next Steps:

Kens Jones and Michael Bach to schedule a meeting to review the process.

C. HR Update (Presenters: Barry Martin)

HR is currently working on the following:

- Filling current open positions.
- Transitioning 401k plan from ADP to John Hancock.
- Health Benefits - Moving from Employee Navigator to Paylocity.
- Internal succession planning process.

VI. Adjournment

The meeting was adjourned at 12:13 p.m.

Minutes submitted by Tammy Stahlgren, Administrative Service Coordinator.