



Workforce Performance Committee Meeting

Minutes

CareerSource Tampa Bay
Nov 3, 2021 at 9:00 AM EDT

Attendance

Members Present (Remote):

Tom Aderhold, Richard Bennett, Gary Hartfield, John Howell, Robert Blount, III, Steve Morey, Jason Woody

Members Absent:

Stephanie Brown-Gilmore, Richard Cranker, Gil Schisler

Attendance

Members Present (Remote):

Wesley Barr, Saleema Bennett, Melissa Carroll, John Flanagan, Chad Kunerth, Anna Munro, Don Shepherd, Tammy Stahlgren, Doug Tobin, Jody Toner, Jennifer Wilson, Michelle Zieziula

Guests Present (Remote):

Nicole Beverley - EDSI, Tere Formilus - EDSI, Trevor Stout - EDSI

Board Liaison Present (Remote):

Ken Jones

I. Call to order, Welcome and Roll Call (Presenters: Richard Bennett)

Chair Rick Bennett called the meeting to order at 9:01 a.m. There was a quorum present.

Welcome Robert Blount, President, Abe Brown Ministries to the Committee. He was appointed to the Board on September 22, 2021.

II. Pledge of Allegiance (Presenters: Tom Aderhold)

Tom Aderhold led Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action / Discussion Items

- A. Approval of Minutes - August 4, 2021 Workforce Performance Committee Meeting (Presenters: Richard Bennett)

Motion:

To approve the minutes of August 4, 2021 Workforce Performance Committee Meeting.

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

- B. Approval of New Training Vendor - CNA Training & Testing Center dba Career Training Institute (Presenters: Melissa Carroll)

Motion:

To approve the CNA Training and Testing Center training provider application and training programs.

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

- C. Approval of New Training Vendor - Ultimate Medical Academy (Presenters: Melissa Carroll)

Motion:

To approve Ultimate Medical Academy training provider application and training programs.

Motion moved by Steve Morey and motion seconded by Gary Hartfield. The motion carried.

- D. Approval of New Training Vendor - Academy of Applied Technology (Presenters: Melissa Carroll)

Motion:

To approve the Academy of Applied Technology training provider application and training programs.

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

- E. Approval of New Training Vendor - Suncoast Career Academy, Inc. (Presenters: Melissa Carroll)

Motion:

To approve the Suncoast Career Academy, Inc. training provider application and training programs.

Motion moved by Jason Woody and motion seconded by John Howell. The motion carried.

- F. Approval of New Training Vendor - Tampa Medical College (Presenters: Melissa Carroll)

Motion:

To approve the Tampa Medical College training provider application and training programs.

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

- G. Approval of New Training Vendor - Herzing University (Presenters: Melissa Carroll)

Motion:

To approve the Herzing University training provider application and training programs.

Motion moved by Gary Hartfield and motion seconded by Steve Morey. The motion carried.

- H. Approval of Training Programs (Presenters: Melissa Carroll)

Motion:

To approve Hillsborough Community College, Hillsborough Technical Colleges and Concorde Career Institute training programs.

Motion moved by John Howell and motion seconded by Jason Woody. The motion carried.

V. Information Items

- A. One-Stop Operator Update (Presenters: Nicole Beverley)

Committee members were invited to attend the Community Resource Fair scheduled for November 16, 2021. The Community Resources Fair is being held to learn about resources available in Hillsborough County that may help jobseekers in their employment, career development, and social service needs. To learn more about the event, residents can go to the following website: www.careersourcetampabay.com/ResourceFair

- B. PY 21-22 Workforce Performance Strategic Goals Update (Presenters: Chad Kunerth)

This document was created to support individual CSTB Strategic Plan Dashboard users as they review and interact with the Dashboard tool and seek to better understand the methodology for how metrics are calculated and reported. Mr. Kunerth conducted a high level overview of the various sections on the dashboard.

View the live dashboard: [Strategic Goals Live Dashboard Link](#)

No discussion occurred.

- C. Contact Center Dashboard (Presenters: Chad Kunerth)

New live Dashboard for the Contact Center was reviewed.

No discussion occurred.

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

The Strategic Goals for Public Relations and Marketing were highlighted and reviewed.

Marketing is updating the existing marketing and communication plan. Ongoing. The first step we are taking is to hire a Marketing/PR firm to assist with strategy. We are in the final stages of contract development with Vistra Communications. Vistra will assist the VP of Marketing/Public Relations in developing a strategic marketing/outreach plan for the program year 2021-22.

Upcoming event: January 10, 2022 - Vision 2022 and Tampa Bay Summer Hires kick-off.

No discussion occurred.

- E. Updated CSTB Policies (Presenters: Wesley Barr)

On-the-Job training policy and the CSTB Paid Work Experience Policy has been modified.

No discussion occurred.

- F. CSTB PY 21-22: Internal Program Monitoring Update (Presenters: Wesley Barr)

No discussion occurred.

- G. DEO Quality Assurance Report Program Years 2020-2021 (Presenters: Wesley Barr)

There were 11 findings and 6 ONI's. This was a decrease from last year. The CSTB Corrective Action Plan (CAP) was submitted to DEO on October 27, 2021. The team is conducting training to prevent future findings in those areas.

No discussion occurred.

H. Training Program Updates (Presenters: Melissa Carroll)

No discussion occurred.

VI. Future Business

There was none.

VII. Adjournment

The meeting was adjourned at 9:54 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.