



# Executive Committee Meeting Minutes

CareerSource Tampa Bay  
Dec 16, 2021 at 11:00 AM EST  
@ Zoom Meeting

## **Attendance**

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

Tom Aderhold, Michael Bach, Richard Bennett, Sean Butler, Benjamin Hom, Steve Morey, Commissioner Myers, Don Noble, Sophia West

### **Members Absent:**

Lindsey Kimball

## **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, Jennifer Wilson, Michelle Zieziula

### **Guests Present (Remote):**

Robert Newland - Newland Associates, Juan Pujol - Newland Associates, Nicole Beverley - EDSI, Trevor Stout - EDSI

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

Mary Helen Farris

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

Ken Jones

I. Call to order, Welcome and Roll Call (Presenters: Benjamin Hom)

Ben Hom 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. September 16, 2021 Executive Committee Meeting (Presenters: Benjamin Hom)

### **Motion:**

To approve the minutes of the September 16, 2021, Executive Committee meeting.

Motion moved by Tom Aderhold and motion seconded by Commissioner Myers. Motion Carried.

B. October 18, 2021 Special Executive Committee Meeting

**Motion:**

To approve the minutes of the October 18, 2021, Special Executive Committee Meeting.

Motion moved by Michael Bach and motion seconded by Tom Aderhold. Motion Carried

V. Chair's Report (Presenters: Benjamin Hom)

No discussion occurred.

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

Nothing to report to the committee.

VII. CEO Report (Presenters: John Flanagan)

Highlights

- Welcome Commissioner Gwen Myers to the Board. She was appointed to the Board on November 18, 2021. She will serve on the Executive Committee and Finance Committee.
- Vision 2022 - Shaping the Future of Work - We would like to invite you to Vision 2022. The CareerSource Tampa Bay Business and Education Summit is scheduled for January 10, 2022.

VIII. Action items

A. CEO Review Process

Presenters: Barry Marten, Robert Newland, President and CEO, and Juan Pujol, Senior Consultant, of Newland Associates.

**Motion:**

To approve the CEO Performance Evaluation 360-degree review forms for the 2020 and 2021 Performance Review period, and the CEO Annual Review process beginning the first week in January.

Motion moved by Commissioner Myers and motion seconded by Tom Aderhold.  
Motion Carried.

A lengthy discussion occurred about time lines.

- The survey will be sent out the first week of January and the committee members will be asked to return the survey by the 3rd week of January.
- The responses will be tabulated by Newland Associates.
- A Special Executive Committee will be scheduled to review the output of the evaluation.
- It is the job of the Executive Committee to set the goals for the President/CEO.

B. RFP Issuance: Outsourced IT Service Provider (Presenters: Sheila Doyle)

**Motion:**

To approve issuance of Request for Proposal (RFP) for the provision of IT Services.

Motion moved by Commissioner Myers and motion seconded by Tom Aderhold.  
Motion Carried.

C. Succession Planning Pathway - Executive Director and BOD (Presenters: Michael Bach)

**Motion:**

To table this conversation.

Motion moved by Sean Butler and motion seconded by Tom Aderhold. Motion Carried

A lengthy discussion occurred about succession planning for the position of Executive Director:

Mr. Flanagan said he looked at the position rather than the person when he thought of succession planning for his position. The SVP Chief Impact officer or the VP of Business and Community Development positions would be a natural progression. He is unsure if either person would be interested in succession

planning. The next step after he has identified the potential candidates is to identify two or three development action plans and report updates to the Board.

The following discussion occurred about succession planning for the BOD.

The By-Laws are the responsibility of the Chief Executive Officer of Hillsborough County. The By-Laws read that the Ad Hoc By-Laws committee is to be used by the board to make any recommendations or suggestions for By-Laws revisions. The findings in DOL report found that the CareerSource Tampa Bay Board was overstepping its boundaries in their past processes and considerations regarding By-Laws. In consideration of the findings in the DOL report, the Executive Committee agreed that the appropriate way to revise the By-Laws was by forming an Ad Hoc By-Laws Committee.

The committee recommended reconstituting the Ad Hoc By-Laws committee. This Committee will be tasked with making recommendations for Succession Planning for the Executive Director and BOD members, Career Pathways and new stipulations in the REACH Act. We are seeking 5 Board members and 2 non-members on the committee. The Executive Committee decided on the following: Mike Bach (Chair), Tom Aderhold, Roy Sweatman, Don Noble, Mary Helen Farris, Ken Jones. Chair Hom will decide on one additional person to serve on the committee. Ken Jones and Mary Helen Farris will serve on the committee but will not have voting privileges.

We will schedule an Ad Hoc By-Laws Committee meeting in January to continue the conversation.

#### IX. Information Items / Discussion Items

##### A. Strategic Goals Data Dictionary (Presenters: Chad Kunerth)

High Level overview of the Live Strategic goals dashboards were reviewed.

The Florida Department of Revenue has a new hire table that in the beginning of of this Program Year was in a format that could not be used with Employ Florida. As a result, placement services were not recorded for individuals who obtained employment (verified through new hire table) and were within 180 days from the last date of service. CSTB has matched those individuals who can have a placement service recorded and have recorded those numbers in our placement numbers. DEO has indicated plans to go back and record those missed placement services for all regions in the state but to date, this has not occurred. Going

forward we're getting good data it's just a matter of capturing those placements that weren't captured while it was down.

X. Committee Reports

No committee reports provided.

XI. Future Business

There was none.

XII. Adjournment

The meeting adjourned at approximately 12:25 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.