



Board of Directors Minutes

CareerSource Tampa Bay
May 19, 2022 at 11:00 AM EDT

Attendance

Board Members Present:

Dr. Vanity Barr-Little, Richard Bennett, Gary Hartfield, Benjamin Hom, Geordie Hyland, Randall King, Donald Noble

Board Members Present (Remote):

Michael Bach, Warren Brooks, Stephanie Brown-Gilmore, Sean Butler, Elizabeth Gutierrez, John Howell, Robert Blount III, Jim Junecko, Ian Lieberman, Dr. Brian Mann, Steve Morey, Gwen Myers, Richard Padilla, Gil Schisler, Roy Sweatman, Thayne Swenson, Sophia West, Jason Woody, Ocea Wynn

Board Members Absent:

Tom Aderhold, Andrea Cichon, Richard Cranker, Constance Daniels, Karen Koundourakis, Audrey Ziegler

Attendance

Staff Present:

Rich Beynon, Luna Clarke, Dr. Byron Clayton, John Flanagan, Chad Kunerth, Anna Munro, Don Shepherd, Tammy Stahlgren, Doug Tobin, April Torregiante, Michelle Zieziula

Staff Present (Remote):

Saleema Bennett, Melissa Carroll, Sheila Doyle, Kay Jefferson, Barry Martin, Michelle Schultz, Jennifer Wilson

Guests Present:

Graham Hadley

Guests Present (Remote):

Nicole Beverley - EDSI, Trevor Stout - EDSI

Board Liaison Present (Remote):

Ken Jones

Board Counsel Present (Remote):

Katherine Benson

- I. Call to Order, Welcome, and Roll Call (Presenters: Benjamin Hom)
Ben Hom called the meeting to order at 11:01 a.m. There was a quorum present.
- II. Pledge of Allegiance (Presenters: Donald Noble)
Don Noble led the Pledge of Allegiance.

III. Public Comments (Presenters: Benjamin Hom)

There were none.

IV. Consent Agenda (Presenters: Benjamin Hom)

- A. Approval of Minutes - February 17, 2022 Board of Directors Meeting (Presenters: Benjamin Hom)
- B. Approval of Minutes - February 18, 2022 Ad Hoc By-Laws Meeting (Presenters: Benjamin Hom)
- C. Approval of Minutes - May 3, 2022 Nominating Committee Meeting
- D. 2021 - 2022 Budget Modification No. 3
- E. Audit and Tax Engagement Letter
- F. Approval of New Training Provider - Net Synergy Virtual Solutions LLC dba LT3 Academy
- G. Approval of New Training Programs

Motion:

To approve the consent agenda as presented.

Motion moved by Gil Schisler and motion seconded by Donald Noble. Motion Carried.

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

Due to a full agenda the Chair's report was not reviewed.

VI. Board Counsel Report (Presenters: Katherine Benson)

Nothing to report at this time.

VII. CEO Report (Presenters: John Flanagan)

Mr. Flanagan gave a brief update on New Business Development highlights, Grants highlights, and the United States Department of Labor Report.

VIII. Action/Discussion Items

- A. 2022-2023 Planning Budget (Presenters: Sheila Doyle)

Motion:

To approve the PY2023 Planning Budget in order to provide to the CSTB Board and Hillsborough BOCC for their approvals and allow for required submission to

the State Workforce Board and Department of Economic Opportunity for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2022.

Motion moved by Donald Noble and motion seconded by Gil Schisler. Motion Carried.

B. 2022-2023 CSTB Board and Committee Schedule (Presenters: John Flanagan)

Motion:

To approve the PY 2022-2023 Schedule of Board and Committee Meetings.

Motion moved by Gil Schisler and motion seconded by Gwen Myers. Motion Carried.

The Board suggested considering spacing out the committee meetings so certain months aren't so heavy in meetings. It was suggested to change the times of the Board of Directors and Executive Committee meetings to the morning. A survey will be sent out to the board members asking for their availability and preference for meeting times.

C. PY 2022-2023 Board Officers (Presenters: Benjamin Hom)

Background:

On May 3, 2022, the Nominating Committee met to discuss the slate of Board Officers for PY 2022-2023. The committee reviewed eligibility and term requirements of: the CSTB officer slate, the current BOD subcommittee assignments, officers' terms, and attendance records. After much discussion, and taking into consideration specific Board of Director experiences and expertise, the slate of nominees was created.

Presentation of Nominees:

As it states in our By-Laws, a slate of nominees for Officers shall be presented to the Board for a vote at CSTB's annual meeting. Prior to voting on the slate of nominees, nominations shall be accepted from the floor.

Motion:

A Motion to approve the slate of officers as presented for PY 2022-2023.

Motion moved by Richard Bennett and motion seconded by Gwen Myers. Motion went into discussion, after which this motion was amended.

The following discussion ensued:

Pursuant to a board members request for explanation of how the Nominating Committee selected the nominee for the Chair position, the following details were provided: they wanted an individual having the knowledge and background with Workforce Development; a history with and deep knowledge of the Department of Labor findings; understanding what our insurance carrier decides to cover or not cover and what our next steps should be; factors involving CSTB entering into a new era evolving the REACH Act; and familiarity with the ramifications to this Workforce Board of consolidation of Workforce Boards at the state level.

The Chair asked for any self-nominations. There was one self-nomination: Michael Bach nominated himself for the Board Chair position.

A lengthy discussion occurred regarding concerns expressed relating to selecting a Board Chair who has previously served in that capacity.

Motion:

To accept the two nominees, Sean Butler and Michael Bach, as candidates for Chairman of the Board of CSTB, to be decided by a roll call vote.

Motion moved by Gwen Myers and motion seconded by Sophia West. After discussion on abstentions from voting, all members present (in-person and virtually) voted and Sean Butler was elected to the Chair position for PY2022-2023.

Notes:

During the roll call vote three board members chose to abstain from the vote. Legal Counsel Katherine Benson provided information regarding a Sunshine Law requirement that all board members present must cast a vote, unless there is a conflict of interest that allows for abstention. One board member took issue with the legal opinion of Board Counsel, however they ultimately voted. The other two abstentions did not contest the Counsel's recommendation and cast their votes.

A roll call vote was conducted to determine the Chair-elect.

Sean Butler received 18 votes and Mike Bach received 5 votes.

Record of votes:

Tom Aderhold - Absent
Michael Bach - Michael Bach
Dr. Vanity Barr-Little - Michael Bach
Rick Bennett - Sean Butler
Robert Blount - Sean Butler
Warren "Scott" Brooks - Sean Butler
Stephanie Brown-Gilmore - Sean Butler
Sean Butler- Sean Butler
Andrea Cichon - Absent
Richard Cranker - Absent
Constance Daniels - Absent
Elizabeth Gutierrez - Michael Bach
Gary Hartfield - Sean Butler
Benjamin Hom - Sean Butler
John Howell - Sean Butler
Robert "Geordie" Hyland - Sean Butler
Jim Junecko - Not present during vote
Randall King - Sean Butler
Karen Koundourakis - Absent
Ian Lieberman - Sean Butler
Dr. Brian Mann - Sean Butler
Stephen Morey - Sean Butler
Gwen Myers - Sean Butler
Don Noble - Michael Bach
Richard Padilla - Not present during vote.
Gil Schisler - Sean Butler

Roy Sweatman - Sean Butler

Thayne Swenson III - Sean Butler

Sophia West - Michael Bach

Jason Woody - Not present during vote.

Ocea Wynn - Sean Butler

Audrey Ziegler - Absent

Motion:

A motion to approve the remaining slate of officers as presented by the Nominating Committee: Don Noble - Vice Chair, Commissioner Myers - 2nd Vice Chair, Gary Hartfield - Treasurer, Steve Morey - Secretary.

Motion moved by Michael Bach and motion seconded by Randall King. Motion Carried.

D. Approval of Vendor and Contract Recommendation (Presenters: Anna Munro)

Motion:

To approve Resultant, LLC. as the managed service provider and upon successful negotiations, CSTB to enter contract.

Motion moved by Gil Schisler and motion seconded by Gary Hartfield. Motion Carried.

E. Approval of Workforce Services Contracts (Presenters: Anna Munro)

Motion:

To approve to extend (1) One-Stop Operator contract (2) Career Services contract and (3) WIOA Adult & Dislocated Worker and Business Services contract for the period July 1, 2022 to June 30, 2023, and upon successful negotiations, to enter contract.

Motion moved by Donald Noble and motion seconded by Gary Hartfield. Motion Carried.

F. Approval of Copier Replacement Solicitation (Presenters: Anna Munro)

Motion:

To approve to solicit quotes from qualified vendors to replace copiers, as needed, in CSTB's administrative office and career center locations and select a vendor for recommendation to CSTB's board of directors.

Motion moved by Richard Bennett and motion seconded by Gil Schisler. Motion Carried.

G. Related Party Paid Work Experience (PWE) Agreements (Presenters: Anna Munro)

Related Party PWE Agreement:

Hillsborough County School Board, amount not to exceed \$506,688.

- Warren Scott Brooks has been identified as having a conflict of interest and was notified prior to the meeting.
- Warren Scott Brooks has completed and submitted a Voting Abstention Form.
- Warren Scott Brooks was not present during the vote and discussion.

Motion:

To approve Hillsborough County School Board's estimated Paid Work Experience for the renewal year beginning January 1, 2022, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Randall King and motion seconded by Geordie Hyland. Motion Carried.

Related Party PWE Agreement:

Tampa Housing Authority, amount not to exceed \$34,944.

- Stephanie Brown Gilmore was identified as having a conflict of interest and was notified prior to the meeting.
- Stephanie Brown Gilmore has completed and submitted a Voting Abstention Form.
- Stephanie Brown Gilmore verbally abstained.
- Once Stephanie verbally abstained she was placed into a virtual waiting room during discussion and vote.

Motion:

To approve the Paid Work Experience Agreement with Tampa Housing Authority through December 31, 2025, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Gil Schisler and motion seconded by Steve Morey. Motion Carried.

Related Party PWE Agreement:

City of Tampa, amount not to exceed \$244,640.

- Ocea Wynn has been identified as having a conflict of interest and was notified prior to the meeting.
- Ocea Wynn has completed and submitted a Voting Abstention Form.
- Ocea Wynn was not present during the vote and discussion.

Motion:

To approve Paid Work Experience Agreement with City of Tampa through December 31, 2024, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Donald Noble and motion seconded by Gil Schisler. Motion Carried.

Related Party PWE Agreement:

Tampa General Hospital, amount not to exceed \$62,400.

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

Motion:

To approve the Paid Work Experience Agreement with Tampa General Hospital through December 31, 2025, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Donald Noble and motion seconded by Gil Schisler. Motion Carried.

Related Party PWE Agreement:

Hillsborough Community College, amount not to exceed \$124,800.

- Dr. Brian Mann was identified as having a conflict of interest and was notified prior to the meeting.
- Dr. Brian Mann has completed and submitted a Voting Abstention Form.
- Dr. Brian Mann verbally abstained.
- Once Dr. Brian Mann verbally abstained he was placed into a virtual waiting room during discussion and vote.

Motion:

To approve the Paid Work Experience Agreement with Hillsborough Community College through December 31, 2025, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Donald Noble and motion seconded by Dr. Vanity Barr-Little.
Motion Carried.

Related Party PWE Agreement:

Enterprising Latinas Inc., amount not to exceed \$12,480.

- Elizabeth Gutierrez has been identified as having a conflict of interest and was notified prior to the meeting.
- Elizabeth Gutierrez has completed and submitted a Voting Abstention Form.
- Elizabeth Gutierrez was not present for the vote or discussion.

Motion:

To approve enter contract with Enterprising Latinas, Inc. contingent upon successful completion of Paid Work Agreement and DEO and CareerSource Florida approval.

Motion moved by Donald Noble and motion seconded by Gil Schisler. Motion Carried.

H. Related Party MOUs (Presenters: Luna Clarke)

Related Party Memorandum of Agreement (MOU):

The Tampa Bay Economic Development Council, amount not to exceed \$195,000.

- Stephen Morey was identified as having a conflict of interest and was notified prior to the meeting.
- Stephen Morey has completed and submitted a Voting Abstention Form.
- Stephen Morey verbally abstained.
- Once Stephen Morey verbally abstained he was placed into a virtual waiting room during discussion and vote.

Motion:

To approve the MOU with The Tampa Bay Economic Development Council, contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Richard Bennett and motion seconded by Gil Schisler. Motion Carried.

Related Party Memorandum of Agreement (MOU):

Enterprising Latinas Inc., amount not to exceed \$15,000.

- Elizabeth Gutierrez has been identified as having a conflict of interest and was notified prior to the meeting.
- Elizabeth Gutierrez has completed and submitted a Voting Abstention Form.
- Elizabeth Gutierrez was not present for the vote or discussion.

Motion:

To approve the MOU with Enterprising Latinas, Inc., contingent upon the approval of DEO and CareerSource Florida.

Motion moved by Donald Noble and motion seconded by Gary Hartfield. Motion Carried.

Related Party Memorandum of Agreement (MOU):

Hillsborough Community College, amount not to exceed \$30,000.

- Dr. Brian Mann was identified as having a conflict of interest and was notified prior to the meeting.
- Dr. Brian Mann has completed and submitted a Voting Abstention Form.

- Dr. Brian Mann verbally abstained.
- Once Dr. Brian Mann verbally abstained he was placed into a virtual waiting room during discussion and vote.

Motion:

To approve the MOU with Hillsborough Community College, contingent upon the approval of DEO and CareerSource Florida

Motion moved by Gil Schisler and motion seconded by Gary Hartfield. Motion Carried.

I. Related Party Training Provider and Program ITAs (Presenters: Luna Clarke)

Related Party Training Provider and Program ITA's

Hillsborough County School Board, amount not to exceed \$162,948:

New Training Program ITA's: \$102,948.

Continuing Training Programs: ITA's \$60,00.

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

Motion:

To approve through June 30, 2023, Hillsborough County School Board renewal as a Training Provider Program and ITA, contingent upon DEO and CareerSource Florida approval.

Motion moved by Donald Noble and motion seconded by Randall King. Motion Carried.

Related Party Training Provider and Program ITA's:

Hillsborough Community College, amount not to exceed \$1,007,550.

New Training Program ITA's: \$707,550.

Continuing Training Programs ITA's: 300,000.

- Dr. Brian Mann was identified as having a conflict of interest and was notified prior to the meeting.
- Dr. Brian Mann has completed and submitted a Voting Abstention Form.
- Dr. Brian Mann verbally abstained.
- Once Dr. Brian Mann verbally abstained he was placed into a virtual waiting room during discussion and vote.

Motion:

To approve through June 30, 2023, Hillsborough Community College renewal as a Training Provider Program and ITAs, contingent upon DEO and CareerSource Florida approval.

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

IX. Presentation - Board Member Recognition and Appreciation (Presenters: John Flanagan)

The following exiting Board Members were thanked by John Flanagan for fulfilling their term of service and in appreciation were provided plaques: Randall King, Dr. Vanity Barr-Little, Jason Woody, Richard Padilla, Ian Lieberman, and Karen Koundourakis.

Ben Hom was presented a plaque in appreciation for completing his term as CSTB Board Chairman, but will remain on the Board, serving as Immediate Past Chair.

X. Information Items

Due to time constraints Information items were not covered.

- A. PY 21-22 Strategic Goals Dashboard Update
- B. WIOA Primary Indicators of Performance: PY 21-22 (July 2021-March 2022)
- C. Training Provider Outcome Report: PY 21-22 (April 2021-March 2022)
- D. Tampa Bay Hires Update
- E. Special Grants Update
- F. Marketing and Public Relations Update
- G. One-Stop Operator Update
- H. Adjusted Lower Living Standard Income Level for 2022
- I. Region 15 Quality Assurance Monitoring Review Program Year 21-22

- J. CSTB Policies Update
- K. CSTB Bylaws Update
- L. Expenditure Reports for Period Ending March 31, 2022

XI. Committee Reports

Due to time constraints committee reports were not covered.

- A. Finance Committee
- B. Youth Development Committee
- C. Workforce Performance Committee

XII. Future Business

Convene a Special Board of Director (BOD) meeting to approve the Regional Targeted Occupation List (TOL).

XIII. Adjournment

The meeting was adjourned at 12:37 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.