



Human Resource Committee Meeting Minutes

CareerSource Tampa Bay
May 25, 2022 at 3:30 PM EDT

Attendance

Members Present (Remote):

Michael Bach, Richard Bennett, Andrea Cichon, Sophia West

Attendance

Staff Present (Remote):

Barry Martin, Tammy Stahlgren

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

Chair Michael Bach called the meeting to order at 3:31 p.m. There was a quorum present.

II. Public Comments (Presenters: Michael Bach)

There were none.

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

Chair Michael Bach led the pledge of allegiance.

IV. Action Items

- A. Approval of Minutes - October 27, 2021 Human Resource Meeting (Presenters: Michael Bach)

Motion:

To approved the minutes of October 27, 2021 Human Resource Meeting

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

V. Other Administrative Matters

There were none.

VI. Discussion Items

- A. CSTB Succession Planning (Presenters: Barry Martin)

1. Discussion of Internal Succession Planning Process being designed and implemented at CSTB

The following documents were referenced during the meeting:

- CSTB Succession Plan
- CSTB Succession Plan Replacement Chart
- CSTB Succession Plan Employee Development Form
- Bank Retail Division Overall Assessment

Mr. Martin provided the committee a draft copy for review / discussion pertaining to Tampa Bay Succession Planning and Management Program Institution. This is being modelled after work previously done by Mr. Martin at a former employer as no current template exists within CareerSource Florida regions. Mr. Martin laid out his initial thinking as relates to how CSTB Succession Planning might be developed and that it will include which roles will have succession identified as well as the factors which being considered as part of the Succession Planning exercise. As part of the draft document review, discussion around the importance of EDSI Succession was discussed. Mr. Martin also shared some key metrics underpinning the importance of this initiative, including:

- CSTB presently averages 3.7 years experience on the CSTB ELT (Executive Leadership Team).
- 40% of CSTB staff are between 5-10 years tenure. 46% of staff are less than 2 years tenured.

The Committee expressed its appreciation to Mr. Martin for this undertaking and expressed this initiative as a critical component of an overall HR Plan for CSTB. It is likely the newly-named HR Committee may see the next iteration of this Succession Plan and Management Program before or at the planned October, 2022 HR Committee meeting.

CTSB Handbook status was requested of Barry Martin. CSTB is planning to engage a consultant to review the current handbook to include edits / additions that include the EDSI changes. It is estimated that the October, 2022 HR Committee will have this as an Agenda item for review.

Mr. Martin reported that currently CSTB is experiencing a 27-29% voluntary turnover rate with existing CSTB staff.

Committee Chair advised that the HR Committee is not scheduled to meet again until sometime in October, 2022 and will likely include a new slate of officers when the new Board of Director terms begin in July, 2022.

Committee Chair Michael Bach expressed his thanks to the HR Committee members for their work on this, our inaugural HR Committee and indicated that CSTB Chair will soon announce the committee members for next term. Committee Chair also thanked Barry for his work piloting this first-ever Succession Planning and Management Program draft.

VII. Adjournment

The meeting adjourned at 4:03 p.m.

Minutes submitted by Michael Bach, Committee Chair and Tammy Stahlgren, Administrative Service Coordinator.