



# Executive Committee Meeting Minutes

CareerSource Tampa Bay  
Jun 16, 2022 at 11:00 AM EDT  
@ Zoom Meeting

## **Attendance**

### **Members Present:**

Benjamin Hom

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

Tom Aderhold, Michael Bach, Sean Butler, Commissioner Gwen Myers, Don Noble, Sophia West, Audrey Ziegler

### **Members Absent:**

Steve Morey

## **Attendance**

### **Staff Present:**

Rich Beynon, Dr. Byron Clayton, Sheila Doyle, John Flanagan, Kay Jefferson, Chad Kunerth, Anna Munro, Tammy Stahlgren, April Torregiante, Michelle Zieziula

### **Staff Present (Remote):**

Saleema Bennett, Barry Martin, Michelle Schultz, Don Shepherd, Doug Tobin, Jennifer Wilson

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

Maritza Morels - EDSI, Nicole Beverley - EDSI

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

Mary Helen Farris

### **Board Liasion 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 (Presenters: Benjamin Hom)

A. March 17, 2022 Executive Committee Meeting Minutes

**Motion:**

A motion to approve the March 17, 2022 Executive Committee meeting minutes.

Motion moved by Sean Butler and motion seconded by Commissioner Gwen Myers. The motion carried.

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

Mr. Hom reviewed the Chair's report, adding we are seeing our lowest unemployment numbers since pre-pandemic. There is a new concern on the horizon with increased inflation, gas prices and housing. Entry level positions pay rate doesn't support the basic necessities of the people available to hire.

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

There was nothing to report to the committee.

VII. CEO Report (Presenters: John Flanagan)

Mr. Flanagan reviewed his CEO report that was included in the agenda packet. No discussion occurred.

VIII. Action items

A. Ad-Hoc Committee (Presenters: John Flanagan)

**Motion:**

To approve the Chairman of the Board of Directors to appoint an Ad Hoc Committee to address system assets, and possible relocation of our Comprehensive Center on 9215 N. Florida Avenue to a space that better aligns with the needs of a modern workforce system.

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

The following discussion ensued.

- Purpose of the Ad Hoc Committee is to investigate how and where we deliver our services and report back to this committee.
- Ad Hoc Committee members need to have knowledge of Hillsborough County demographics and some other cultural and economic indicator knowledge.
- CSTB support staff will assist in providing the appropriate demographics data and foot traffic data for current centers. Community partners like CDC and Bullard foundation will be asked for input.
- The 9215 North Florida location is our Comprehensive Center that is mandated by legislation.

**Motion:**

Added to the original motion:

To allow the Ad Hoc Committee to bring back recommendations and suggestions to the Executive Committee, looking at totality of the entire organization and the North Florida Avenue space.

Motion moved by Commisioner Gwen Myers and motion seconded by Donald Noble. The motion carried. Mike Bach did not support the motion.

Opposition: It was noted for the record that Mike Bach feels that we need to look at all the centers. He also feels that the research should align with the organization's strategic plan.

- B. Establish Goals and Key Performance Indicators for the Chief Executive Officer (Presenters: Benjamin Hom)

It was the decision of the committee to have Mr. Flanagan present during the vote and discussion.

**Motion:**

To approve the Goals and Key Performance Indicators for the Chief Executive Officer in the time period of Program year 2022.

Motion moved by Commisioner Gwen Myers and motion seconded by Sean Butler. Motion went into discussion, after which this motion was amended.

The following discussion ensued:

A lengthy discussion occurred about the smart goals:

- Mr. Flanagan's evaluation period will be shifted to align with the fiscal year.
- Once the current program year closes, baseline numbers will be added to the goals and then be published.
- The smart goals are not weighted. Each goal is equally important.
- Exit interviews are not included in the satisfaction surveys.
- Mr. Flanagan will incorporate an update on his performance measures into his CEO report.

#### CEO Reports.

A lengthy discussion occurred about contractor EDSI's performance.

- It was the consensus of the committee that EDSI's performance should not be included as a smart goal on Mr. Flanagan's KPI.
- The committee was reminded that the program was outsourced based on a recommendation of the DOL Findings. Outsourcing wasn't the decision of Mr. Flanagan or the Board and the CSTB Board chooses the contractor.
- It is the expectation of the Board that as the CEO sees challenges with a contracted provider's performance, that they have no control over, those are brought forward for discussion.
- The Board receives quarterly reports on EDSI's performance and the reports are also reviewed at the Workforce Performance Committee quarterly meetings and in their yearly report.

After the discussion the motion was amended to approve the four goals with just one change, adding the baseline numbers.

#### **Motion:**

To approve the four proposed goals with the addition of baseline numbers .

Motion moved by Commisioner Gwen Myers and motion seconded by Donald Noble. The motion carried. Mike Bach opposed the motion.

#### Opposed:

Mr. Bach disagreed with the motion stating a need for more baseline data and that an annual qualitative assessment for EDSI should be a goals metric for the CEO.

### IX. Information Items

- A. PY 21-22 Strategic Goals Dashboard Update (Presenters: Chad Kunerth)

Chad Kunerth provided a high level overview of the live Strategic Dashboard.

B. Updated CSTB Policies (Presenters: April Torregiante)

The following 5 policies were revised.

1. Apprenticeship
2. Incumbent Worker Training
3. Employer Worker Training
4. On the Job Training
5. Eligible Training provider list

All CSTB policies can be viewed in full on the CSTB website, (<https://www.careersourcetampabay.com/reports-and-publications/>) located under the “Reports and Publications section under “About Us”

No discussion occurred.

C. Adjusted Income Level Wage Rate for 2022 (Presenters: April Torregiante)

On May 27, 2022 DEO released the Adjusted Lower Living Standard Income Level Wage Rates for 2021.

The DEO MMR PY 22-23 for CSTB wage rate for placements is \$16.25 per hour (based on a family size of three). This represents a significant increase over the prior PY, which was \$15.40 per hour based on a family of three.

No discussion occurred.

X. Committee Reports

There were no committee updates

XI. Future Business

Special Board of Directors meeting scheduled for June 27, 2022.

XII. Adjournment

The meeting adjourned at 12:21 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.