



Board of Directors Minutes

CareerSource Tampa Bay
Feb 14, 2023 at 9:00 PM EST

Board Members Attendance

Present:

Members: Meredith Abel (remote), Commissioner Hagan (remote), Tom Aderhold (remote), Michael Bach (remote), Warren Brooks (remote), Stephanie Brown-Gilmore (remote), Sean Butler (remote), Andrea Cichon (remote), Graham Hadley (remote), Gary Hartfield (remote), Benjamin Hom (remote), John Howell (remote), Robert Blount, III (remote), Jim Junecko (remote), Steve Morey (remote), April Neumann (remote), Donald Noble (remote), Julie Renderos (remote), Roy Sweatman (remote), Sophia West (remote), Jermaine White (remote), Ocea Wynn (remote), Mercedes Young (remote), Audrey Ziegler (remote)

Absent:

Members: Elizabeth Gutierrez, Dr. Brian Mann, Thayne Swenson

Staff Attendance

Present:

Members: Saleema Bennett (remote), Luna Clarke (remote), Dr. Byron Clayton (remote), Leondra Foster (remote), Sheila Doyle (remote), John Flanagan (remote), Chad Kunerth (remote), Barry Martin (remote), Anna Munro (remote), Michelle Schultz (remote), Don Shepherd (remote), Tammy Stahlgren (remote), Doug Tobin (remote), April Torregiante (remote), Michelle Zieziula (remote)

Guests: Paul Casebolt -EDSI (remote), Corinne LaRoche - James Moore (remote), Ben Clark - James Moore (remote)

Board Counsel: Mary Helen Farris (remote)

Board Liaison : Ken Jones (remote)

I. Call to Order, Welcome, and Roll Call (Presenters: Sean Butler)

Board Chair Sean Butler called the meeting to order at 9:00 a.m. There was a quorum present.

He welcomed and introduced the following new board members:

Meredith Abel was appointed to the Board in January. She is a council member in Temple Terrace.

April Neumann was appointed to the Board in November. She is the Executive Vice President, Workforce Transformation at Ultimate Medical Academy.

Commissioner Ken Hagan was appointed to the Board in November. He is a County Commissioner for Hillsborough County.

II. Pledge of Allegiance

Tom Aderhold led the Pledge of Allegiance.

III. Public Comments (Presenters: Sean Butler)

There was none.

IV. Consent Agenda (Presenters: Sean Butler)

- A. Approval of Minutes - November 10, 2022 Board of Directors Meeting
- B. 2022 - 2023 Budget Modification No. 3
- C. Approval of New Training Provider

Motion:

To approve the Consent Agenda as presented.

Motion moved by Benjamin Hom and motion seconded by Mercedes Young.
Motion carried.

V. Chair's Report (Presenters: Sean Butler)

The chair's report was briefly reviewed. There was no discussion.

VI. CEO Report (Presenters: John Flanagan)

John Flanagan, CEO gave a brief overview of the CEO Report. The entire report can be found in the meeting packet. No discussion occurred.

VII. Action/Discussion Items

- A. Required Communication and Acceptance of Annual Financial Statement Audit for the Fiscal Year ended June 30, 2022 (Presenters: James Moore Company)
Ben Clark presented audit details.

Motion:

To accept the annual financial statement audit for the fiscal year ended June 30, 2022.

Motion moved by Gary Hartfield and motion seconded by Audrey Ziegler. Motion carried.

- B. Acceptance of Form 990 for fiscal year ending June 30, 2022 (Presenters: James Moore)
Corinne LaRoche presented.

Motion:

To accept the IRS Form 990 - Return of Organization Exempt from Income Tax, for the fiscal year ending June 30, 2022.

Motion moved by Julie Renderos and motion seconded by Gary Hartfield. Motion carried.

Discussion

Chair, Sean Butler recommended that for best practices adherence, prior to future meetings we should send this document to the board members and ask them to sign and return an acknowledgment that they have read and reviewed it. This is our most important document that the community sees and is open for public review on the internet.

- C. WIOA Dislocated Worker Funds Transfer Approval (Presenters: Sheila Doyle)

Motion:

To approve the funds transfer from WIOA Dislocated Worker Program to the WIOA Adult Program.

Motion moved by John Howell and motion seconded by Julie Renderos. Motion Carried.

- D. Agency Reserve Fund (Presenters: Sheila Doyle)

Motion:

To approve the request for the withdrawal of \$73,320 from CSTB's Agency Reserve fund as required by the Community Foundation of Tampa Bay.

Motion moved by Tom Aderhold and motion seconded by Mercedes Young. Motion carried.

- E. Approval of Direct Service Provider Extension (Presenters: Anna Munro)

Motion:

To approve the request to extend CareerSource Tampa Bay's designation as a direct provider of services through June 30, 2026.

Motion moved by Donald Noble and motion seconded by Tom Aderhold. Motion carried.

- F. Financial Disclosure Policy (Presenters: Anna Munro)

Motion:

To approve the Financial Disclosure Policy.

Motion moved by Jim Junecko and motion seconded by Sophia West. Motion carried.

- G. Ex-Offender/Returning Citizen Workforce Training Program Agreement (Presenters: Anna Munro)

Motion:

To approve the Ex-Offender/Returning Citizen Workforce Training Program Agreement.

Motion moved by Audrey Ziegler and motion seconded by Mercedes Young. Motion carried.

- H. Approval of Youth Service Provider

Presenters: Anna Munro

Motion:

To approve to engage Junior Achievement 3DE as a provider of WTP Youth services, and subject to successful negotiations enter in contract.

Motion moved by Tom Aderhold and motion seconded by April Neumann. Motion carried.

The following discussion ensued:

Lengthy discussion occurred around the need to be more inclusive of the Hispanic student population.

Each Hillsborough Public Schools Principal has to agree to participate in the program. As a board we can't tell schools what to do but we try to influence them on what options are out there.

CSTB is talking to Addison Davis and Scott Brooks about what schools can be included next year to ensure the Hispanic student population has access to this program.

Mr. Flanagan is on the board of Junior Achievement and will bring forward recommendations to look at schools with a higher Hispanic student population be given an opportunity to participate in this program.

I. Related Party - Ultimate Medical Academy Renewal of Training Provider Agreement (Presenters: Luna Clarke)

Ultimate Medical Academy renewal of Training Provider Agreement, amount not to exceed \$42,000.00.

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

Motion:

To approve the attached renewal agreement for the period January 1, 2023 through June 30, 2024 for an amount not to exceed \$42,000, contingent upon DEO and CareerSource Florida approval.

Motion moved by Mercedes Young and motion seconded by Donald Noble.
Motion carried.

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

There was nothing new to report at this time.

IX. Presentation - Public Records (Presenters: Mary Helen Farris)

Mary Helen provided a brief presentation on Public Records. The entire presentation can be found in the agenda packet.

It was recommended to send Mary Hellen Farris, CareerSource Tampa Bay's Public Records Policy for her to review and make any recommendations as needed.

X. Information Items

Board Chair asked the board members if they had any questions about any of the information items. The only information item that was requested to be reviewed was Information Item: REACH Q1 Performance Review.

A. WIOA Primary Indicators of Performance: PY 22-23 July 22-September 22

B. REACH Q1 Performance Review (Presenters: Chad Kunerth)

Mr. Kunerth reviewed our 1st Quarter letter grades for Program Year 2022-2023. All 7 measures were reviewed showing our rank in each area. We received an A average (94.07) making us the fourth highest performing board in the state. We are happy with how the measures are going.

- C. Marketing and Public Relations Update
- D. One-Stop Operator Update
- E. Expenditure Reports for the Period Ending December 30, 2022

XI. Committee Reports

Committee reports were not reviewed.

- A. Career Pathways Committee
- B. Workforce Performance Committee
- C. Youth Development Committee

XII. Future Business

There was none.

XIII. Adjournment

The meeting adjourned at 10:19 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.