



Board of Directors Minutes

CareerSource Tampa Bay

Nov 16, 2023 at 9:00 AM EST

Attendance

Present:

Members Remote: Meredith Abel, Roy Sweatman, Stephanie Brown-Gilmore, Sean Butler, Joseph Eletto, Robert Blount, III, Jim Junecko, Dr. Brian Mann, Donald Noble, Julie Renderos, Thayne Swenson, and Mercedes Young

Members in person: Gary Hartfield, Benjamin Hom, Mitchell Allen, Brian Nathan Sophia West, and Audrey Ziegler

Absent:

Members: Elizabeth Gutierrez, Commissioner Ken Hagan, Warren Brooks, John Howell, April Neumann, Jermaine White, Ocea Wynn

Attendance

Present:

Members: Maritza Morales, Saleema Bennett, Melissa Carroll (remote), Dr. Byron Clayton (remote), Sheila Doyle, John Flanagan, Chad Kunerth (remote), Barry Martin, Anna Munro, Mario Rodriquez, Michelle Schultz, Don Shepherd (remote), Tammy Stahlgren, Doug Tobin, April Torregiante, Michelle Zieziula

I. Call to Order, Welcome, Roll Call, and Remarks

Vice Chair, Donald Noble called the meeting to order at 9:00 a.m. There was a quorum present. He introduced and welcomed new board members Mitchell Allen and Brian Nathan to the board.

II. Pledge of Allegiance (Presenters: Donald Noble)

Donald Noble led the Pledge of Allegiance.

III. Public Comments

There were none

IV. Consent Agenda (Presenters: Sean Butler)

- A. Approval of Minutes -August 17, 2023, Board of Directors Meeting (Presenters: Sean Butler)
- B. Approval of Minutes -October 16, 2023, Special Board of Directors Meeting
- C. Approval of New Training Provider (Presenters: Anna Munro)
- D. WIOA Dislocated Worker Fund Transfer Approval (Presenters: Sheila Doyle)

- E. 2023 - 2024 Budget Modification No. 1
- F. 2023 - 2024 Budget Modification No. 2
- G. 2024 Health Plan Renewal and Pricing

Motion:

To approve the consent agenda as presented.

Motion moved by Mitchell Allen and motion seconded by Gary Hartfield. The motion carried.

V. CEO Report (Presenters: John Flanagan)

John Flanagan provided updates on several important aspects of the organization, including transition working groups, litigation with Westchester, new finance and paperless filing software, and a coaching and mentoring program. The CEO also highlighted the organization's high score on the Reach Act (95.51 A), which places the Region as the 8th highest performing in the state.

In his last official meeting as a member of Career Source Tampa Bay, Mr. Flanagan offered his thanks to the board, particularly Sean Butler, Donald Noble, Gary Hartfield, and Benjamin Hom for their leadership and guidance in his almost five years as CEO and President of CSTB.

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

Mary Helen Farris discussed changes to board meeting agendas to make them more strategic and less operational.

VII. Action/Discussion Items

- A. CSTB Policies and Procedures Review and Revision (Presenters: Michelle Schultz)

Motion:

To approve staff to proceed with revisions to CSTB Policies and Procedures upon confirmation of compliance with all relevant federal and state policies, procedures, and guidance.

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

Sean Butler joined the call at approximately 9:28 a.m. Donald Noble continued to chair the meeting.

The board was reassured that removing and revising the policies will not effect the guardrails that were put in place over the past five years, and will be in full compliance with federal, state, and local laws.

B. Related Party Work-Based Learning (WBL) Agreement (Presenters: Anna Munro)

Related Party: On-the-Job Training:

C.S West and Associates, amount not to exceed \$5,000.

Sophia West has been identified as having a conflict of interest and was notified prior to the meeting.

Sophia West has completed and submitted a Voting Abstention Form.

Sophia West was present at the meeting, but left the room during the vote and discussion.

Motion:

To approve the On-the-Job WLB Agreement with C.S Associates for an amount not to exceed \$5,000

Motion moved by Benjamin Hom and motion seconded by Julie Renderos.

Motion carried.

C. Executive Compensation (Presenters: John Flanagan, Barry Martin)

The Grantee-Subgrantee Agreement between Florida Commerce (Fka Department of Economic Opportunity) and CareerSource Tampa Bay states that:

No Changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

Michelle Zieziula was recently promoted from Senior Vice President (SVP) & Chief Impact Officer (CIO) to Senior Vice President (SVP) & Chief Operating Officer (COO). Michelle's role has expanded to overseeing and aligning day to day programmatic operations, programmatic policies and streamlining internal programmatic processes with the Organization's strategic vision effective July 1, 2023.

Motion:

To approve the Chief Operating Officer's salary of \$179,000.00, retroactive to July 1, 2023, to comply with the requirement of Florida Commerce's Grantee-Subgrantee agreement.

Motion moved by Julie Renderos and motion seconded by Meredith Abel. Motion carried. Mercedes Young opposed the motion based upon the lack of information in order to make a good decision.

Discussion prior to the vote:

A Compensation Analysis was completed for Michelle Zieziula's position, as well as all positions at CareerSource Tampa Bay.

VIII. Committee Reports

A. Career Pathways Committee (Presenters: Dr. Byron Clayton)

The Career Pathways Committee met on October 11, 2023. In this meeting we focused on project updates for the majority of the meeting. Updates provided on the progress of eleven different projects that we're working on. We highlighted three of those projects. The 1st project was the Career Journey Workshop for avid students in the Hillsborough County Public School system. The 2nd project was the Alliance for Workforce Innovation that focuses on employers and the 3rd project that was the career workshops for Department of Juvenile Justice youth that were getting ready to pilot in one of their residential facilities in Hillsborough County.

Dr. Byron Clayton presented three initiatives and sought the opinion of the participants on prioritizing them. The initiatives were Career Journey Workshops, Alliance for Workforce Innovation, and a workshop series for DJJ Youth. The participants voted in a poll, and the results showed that Career Journey Workshops were the most preferred/urgent initiatives, followed by DJJ Youth, and Alliance for Workforce Innovation.

B. Workforce Performance Committee (Presenters: Chad Kunerth)

The Workforce Performance Committee met on November 2, 2023. The committee approved four training programs to be added to the CareerSource Tampa Bay approved Training Provider and Program list. Those training programs are bus driver training and commercial Class B training at Career Tech. Cybersecurity Support Technician training at Computer Coach and the Bachelor of Science in Nursing at USF. The Committee also viewed a presentation on the Veterans program and reviewed the provision of services provided to individuals with disabilities.

C. Youth Development Committee

Presenters: April Torregiante

The Youth Development Committee met on November 8, 2023. They discussed upcoming initiatives and received updates on various programs.

D. Finance Committee

Presenters: Gary Hartfield and Sheila Doyle

The Finance Committee has met twice since the last meeting, September 7, 2023, and November 2, 2023. They discussed the 2023-2024 Budget Modifications # 1 and #2, that were voted on and approved today in the Consent Agenda.

E. Human Resource Committee (Presenters: Benjamin Hom)

The Human Resource Committee met on November 9, 2023.

Two items were discussed: updates on the "compensation study," and "healthcare renewal" which was voted on and approved today in the Consent Agenda. The compensation study will be finalized early next year.

IX. Get There Faster Presentation (Presenters: Saleema Bennett)

An overview of the Get There Program was reviewed.

X. Information Items

Informational Items were included for the board members to review. No discussion occurred.

A. 2023-24 Internal Control Questionnaire (ICQ) and Assessment

B. One Stop Operator (OSO) PY23-24 Q1 Report

C. PY 23-24 Strategic Metrics Dashboard Update

D. Expenditures September 30, 2023

XI. Future Business

There was no future business.

XII. Adjournment

Closing remarks by John Flanagan: "I have to recognize the team here, from executive leadership to the people that work with our businesses and job seekers every day. They're the reason that this organization is in the place that it is right now, I'm just a lucky beneficiary of their effort, their intelligence, and their drive. So thanks everybody. It's been a great five years. I look forward to seeing what happens in the next five years. I'll be following this organization pretty closely. To the Board, thank you."

The meeting adjourned at 10:14 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.