



Human Resource Committee Meeting Minutes

CareerSource Tampa Bay
10/30/2025 3:00 PM EDT

Committee Members

Present:

Members: Mitch Allen (remote), Elisa Caro, Commissioner Flowers (remote), Barclay Harless (remote), Gary Hartfield (remote), Jeremy Robinson, Sophia West (remote)

CareerSource Tampa Bay Staff

Sheila Doyle, Tammy Stahlgren, Barry Martin, Dolores Martinez

Hub International

Anne Maria Grabetz (remote), Craig Urquart (remote)

I. Call to order, Welcome, and Roll Call (Presenters: Elisa Caro)

Elisa Caro, Madam Chair called the meeting to order at 3:02 p.m. There was a quorum present.

II. Public Comments (Presenters: Elisa Caro)

There were none.

III. Action Items

A. Employee Handbook Change (Presenters: Barry Martin)

Motion:

To approve

(1) The Employee Handbook name change from CareerSource Hillsborough Pinellas to CareerSource Tampa Bay, and

(2) The updated language to the Conflicts of Interest policy in the Employee Handbook establishing a defined dollar value limiting the acceptance of gifts to not exceed \$25.00 in value.

Motion moved by Gary Hartfield and motion seconded by Barclay Harless.

Motion carried.

B. Health Plan Renewal Process for 2026

Barry Martin outlined the health plan renewal process for 2026, introducing representatives from HUD International, Craig Urquhart and Anne Marie Grabetz.

After evaluating proposals from United Healthcare and Cigna, Cigna offered a more favorable increase in costs and additional incentives for Medical, Dental and Vision coverage. CIGNA proposed a level funded plan for the Medical Plan and other incentives which could result in future savings for the organization.

A staff survey was conducted in July 2025, and the results were discussed outlining the dissatisfaction with United Healthcare due to prescription management challenges, limited formulary options, higher costs at non-preferred pharmacies, and service issues.

Motion:

To approve the selection of CIGNA to provide Medical, Dental and Vision Insurance Plans and UNUM to continue to provide Life Insurance plans to CareerSource Tampa Bay for the 2026 Plan Year.

Motion moved by Gary Hartfield and motion seconded by Barclay Harless.
Motion carried.

IV. Discussion Items

V. Adjournment

The meeting adjourned at 3:27 p.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.