

**CareerSource Pinellas  
Executive Committee Meeting  
Minutes of September 6, 2017**

**Date:** September 6, 2017, 11:00 a.m.

**Location:** 13805 58<sup>th</sup> Street North

**Call to Order**

Chairman Aundre Green called the meeting to order at 11:00am. There was a quorum present with the following Executive Committee members participating.

**Committee Members in attendance**

Tom Bedwell, Jack Geller, Aundre Green, Sandy Ho, Michael Mikurak, Lenne Nicklaus-Ball, Commissioner Welch (phone)

**Committee Members not in attendance**

Dr. Robert Arnold, Karla Leavelle, William Price

**Staff Present**

Edward Peachey, Kristin Dailey, Haley Loeun, Don Shepherd, Michelle Schultz, Jennifer Brackney, Luna Jean-Pierre, Howard Nguyen

**Guest(s)**

Charley Harris, Andrea Henning

**Action Item 1 – Approval of Minutes**

The minutes of the August 2, 2017, Executive Committee meeting were presented for approval.

Motion: Jack Geller

Second: Tom Bedwell

*The minutes were approved as presented. The motion carried.*

**Action Item 2 – Employee Safety Manual**

Enclosed is the proposed “Employee Safety Manual” for CareerSource Pinellas and CareerSource Tampa Bay. The manual is a guide to safety policies and procedures to maintain a safety-conscious work environment and meets the requirements of State and Federal safety regulators that require employers to have a series of health and safety policies tailored to the hazards of the workplace.

Adopting this safety manual will allow CareerSource Pinellas and CareerSource Tampa Bay to claim a percentage discount on our workers compensation insurance premium.

Motion: Tom Bedwell

Second: Jack Geller

*The Executive Committee recommends the approval of the proposed Employee Safety Manual OJT Standard Operating Procedure. The motion carried.*

### **Action Item 3 – Employee Benefits Coverage**

Our organization's benefit year ends December 31, 2017. In preparation for this new benefit year, staff recently met with Cigna, our benefit provider and Arthur Gallagher, our benefit consultant. During this meeting we reviewed the demographics of the staff who selected benefits, the claim history for the past year, the use of emergency rooms vs urgent care centers, the loss ratio for our organization, etc. During this meeting, Cigna was not able to give staff a definitive renewal proposal because all the claim factors had not yet been considered by their underwriting department. Staff received the initial renewal notice from Cigna on Friday, August 25, 2017 with an overall increase of 14.41% (see attachment A). Your staff and staff of Arthur Gallagher were successful in negotiating with Cigna to reduce this increase to 8% overall (see attachment B). Industry trends show average increases for the January 1, 2018 benefit year in the 7% - 15% range for plans that are performing as expected. Per Arthur Gallagher, there's considerable nervousness among medical carriers due to the uncertain future of the Affordable Care Act. Uncertainty, more often than not, results in conservative underwriting and thus higher renewals. Arthur Gallagher went on to advise staff that it is prudent at this stage to lock in this reasonable renewal based on our claims and trend. As staff must conduct an open enrollment for all benefit eligible staff during the month of November to prepare for any individual changes in time for the January 1, 2018 effective date, a decision on the provider of these benefits must be made in early October to ensure agreements are signed and benefit summaries prepared in time for the open enrollment.

Motion: Jack Geller  
Second: Tom Bedwell

*The Executive Committee recommends extending the organization's contract with Cigna for one year at an overall increase of 8%. The motion carried.*

### **Action Item 4 – 2017/2018 Workforce Solutions Strategic Plan**

#### **Goal I Provide Employers with a Skilled Workforce**

Objective 1 Provide workforce resources to employers.

Objective 2 Identify training opportunities for targeted occupations.

Objective 3 Develop Labor Market Information.

Objective 4 Develop a Regional Targeted Occupations List.

#### **Goal II Develop Effective Employer Based Workforce Programs**

Objective 1 Increase participation in the On the Job Training (OJT) and Paid Work Experience (PWE) programs.

Objective 2 Encourage employer involvement in the Local Employed (EWT) and Incumbent Worker Training (IWT) programs.

Objective 3 Connect employers with the Florida Flex Program administered by CareerSource Florida.

Objective 4 Encourage employer participation in the internship and apprenticeship programs.

#### **Goal III Effectively Market and Brand Services and Programs**

Objective 1 Develop innovative strategies and outreach materials to market various programs.

Objective 2 Host employer focused and sponsored events based on trends and interest.

Objective 3 Encourage participation with partners within the community.:

Motion: Jack Geller

Second: Mike Mikurak

*The Executive Committee recommends approval of the 2017 - 2018 Workforce Solutions Strategic Plan. The motion carried.*

### **Action Item 5- 2017/2018 One Stop Strategic Plan**

#### **Goal 1:**

#### **Provide Job Seekers with Expanded Access to Employment and Training Services.**

##### **Objective 1: Provide a wide range of workforce resources to job seekers.**

###### **Strategy**

- Support open access to the Resource Room, materials, and maintain qualified staff to meet the needs of local job seekers.
- Promote CareerSource Specialized Programs and Services to all job seekers.

##### **Objective 2: Maximize the use of technology and online services to meet job seeker needs.**

###### **Strategy**

- Support Employability Skills Workshops for local job seekers in multiple media such as center workshops, ATLAS eCourses and other applications available.
- Improve the effectiveness of partnerships through technology such as electronic referrals, automation of job seeker registration in Employ Florida (EF) and data sharing.
- Research and identify additional resources and services available with the community or other government agencies to adopt within our centers.

#### **Goal 2:**

#### **Provide Effective Workforce Programs Aligned with Demand Industry Sectors.**

##### **Objective 1: Increase participation in Occupational Skills Training (OST).**

###### **Strategy**

- Enroll job seekers into training programs that lead to careers in targeted occupations with an emphasis on career pathway opportunities in the following industries:
  - Healthcare
  - Manufacturing
  - Information Technology
  - Financial & Professional Services
- Educate staff and community on the use of Eligibility Training Provider List (ETPL) approved training providers and targeted occupations or

training programs under WIOA.

**Objective 2: Increase enrollments in Apprenticeship and Pre-Apprenticeship Programs.**

**Strategy**

- Establish an Apprenticeship team to identify additional partnership opportunities and build referrals.
- Promote apprenticeship training and pre-apprenticeship programs to prepare job seekers for career opportunities.

**Objective 3: Increase enrollments in short-term Career-Ready programs.**

**Strategy**

- Sustain and expand career-ready programs in targeted occupations.
- Conduct effective outreach strategies through a variety of media to support pre-vocational training.

**Goal 3:**

**Effectively Manage Key Workforce Development Performance.**

**Objective 1: Manage workforce development performance through monitoring and analysis of performance reports.**

**Strategy**

- Monitor performance measures under local reporting, Monthly Management Report (MMR), Common Measures and Performance Modeling.
- Analyze all programmatic monitoring to include internal, contracted board, DEO or external monitoring such as USDOL.

**Objective 2: Evaluate the effectiveness of programs/services.**

**Strategy**

- Complete a demographics and caseload review by program and center location to include asset mapping.
- Utilize a variety of methods to evaluate customer satisfaction and gather feedback for evaluation and continuous process improvement.

Motion: Jack Geller

Second: Mike Mikurak

*The Executive Committee recommends approval of the 2017 - 2018 One Stop Strategic Plan. The motion carried.*

**Other Administrative Matters**

None at this time.

**Public Comments**

None were made.

**Adjournment**

The meeting was adjourned at 11:33 AM.