

**CareerSource Pinellas
Minutes of Executive Committee Meeting
03/07/2018**

Date: March 7, 2018 at 11:00am
Location: 13805 58th Street North

Call to Order

In Chairman Geller's absence, Michael Mikurak 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, Commissioner Patricia Gerard (phone), Karla Leavelle (phone), Michael Mikurak, Lenne Nicklaus, William Price (phone).

Committee Members not in attendance

Dr. Bob Arnold (phone), Jack Geller, Sandy Ho

Staff Present

Edward Peachey, Jennifer Brackney, Alice Cobb, Luna Clarke, Joseph Calhoun.

Board Counsel: Charles Harris

Guest (s): Whitney Creech - Office of Comm. Gerard

Marion Hale - Johnson Pope

Jewel White- Pinellas County Attorney

Mark Puente and Zachary Sampson- Tampa Bay Times

Chair's Report

- Mr. Michael Mikurak provided the chairman's report, which was distributed as the Newsletter handout.

Action Items

1. Approval of Minutes

The minutes of the February 14, 2018 Executive Committee meeting were presented for approval.

Motion: Tom Bedwell

Second: Patricia Gerard

The minutes were approved as presented. The motion carried.

2. Approval of Minutes

The minutes of the February 28, 2018 Executive Committee special meeting were presented for approval.

Motion: Tom Bedwell

Second: Karla Leavelle

The minutes were approved as presented. The motion carried.

3. Approval of 2016-2020 Workforce Services Plan: 2-year Modification

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and submit, in partnership with the local chief elected

official, a comprehensive four-year plan to the State. CareerSource Pinellas' 2016-2020 Local Workforce Services Plan was developed in accordance with Instructions provided by the Florida Department of Economic Opportunity. It was approved by this Local Workforce Board (February 3, 2016) and the Board of County Commissioners (February 23, 2016). Regulations require states and LWDBs to regularly revisit and recalibrate the plan strategies in response to changing economic conditions and workforce needs.

On January 4, 2018, DEO has issued a directive to all Workforce Boards to submit a two-year modification to the 2016 – 2020 Local Workforce Services Plan. CareerSource Pinellas requested and was granted an extension for submittal, the modification to the local plans is due no later than close of business on April 13, 2018. The modification must be reviewed, posted for 30-day public comment, and approved by the Local Workforce Development Board and the Board of County Commissioners.

Motion: Tom Bedwell

Second: Patricia Gerard

The Executive Committee recommends approval of the Local Workforce Services Plan: Two - Year Modification. Subsequently, it will be forwarded to the Pinellas Board of County Commissioners for final approval. The motion carried.

4. Approval of Training Providers Renewal Agreements

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. These agreements have previously been administered annually with a three-year renewal period contingent upon Workforce Solutions, Executive Committee and Board of Directors approval. This process requires a significant amount of staff time. Training providers are also required to provide annually:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students
- Provide Training Provider Renewal Application
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information
- Provide a copy of a valid license from the Commission for Independent Education (CIE)
- Provide current Liability Insurance with CareerSource Pinellas listed
- Provide a copy of completed W-9 form
- Remain in compliance with performance, financial and other mandated requirements

Staff periodically monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Training providers that are determined to have performance issues or other issues, are brought to the committee and board throughout the year for review and potential removal.

***denotes two-third board approval is required.**

TRAINING PROVIDERS

| |
|---|
| Access Computer Training (Hillsborough) |
| ATA, Career Institute of Florida, (Hernando) |
| BizTech Learning Centers, Inc., (Pinellas) |
| Center for Technology Training |
| Central Florida Heat and Frost Insulators J.A.C. (RA) |
| Concorde Career Institute, (Hillsborough) |
| Eckerd College * |
| Florida School of Traditional Midwifery, (Alachua) |
| Galen College of Nursing, (Pinellas) |
| IEC- Independent Electrical Contractors, FAAC |

| |
|---|
| International Union of Operating Engineers (RA) |
| Ironworkers (RA) * |
| Jersey College, (Hillsborough) |
| LaSalle Computer Learning Center, (Hillsborough) |
| Masonry (RA) |
| National Aviation Academy, (Pinellas) |
| New Horizons Computer Learning Center, (Hillsborough) |
| Pinellas County Schools, COE & SACS CASI (includes Community Adult Education & Pinellas Technical Education Centers - PTEC) * |
| Plumbers and Pipefitters and HVAC, local union 123 (RA) * |
| Rasmussen College |
| Refrigeration & Air Conditioning Contractors (RACCA) (RA) |
| Roadmaster Drivers School, Inc., (Hillsborough) |
| RV Training Center, (Pinellas) |
| Schiller International University, (Pinellas) |
| Science and Technology Education Innovation Center, (Pinellas) |
| Southern Technical Institute, Pinellas Park, (Pinellas) |
| St. Petersburg College, SACS – COC * |
| Sullivan Cogliano Training Centers,(Miami-Dade) |
| Tampa Truck Driving School, Inc. |
| Ultimate Medical Academy (Hillsborough) Online Only |
| Ultimate Medical Academy (Pinellas) |
| University of South Florida / Innovative Education, SACS |
| Utica College |

Motion: Patricia Gerard
Second: Lenne Nicklaus

The Executive Committee recommended approval to enter into agreements with the training providers listed above. Agreements will have a one year term with the option to renew for three additional years. Institutions will be required to submit the information listed above annually prior to renewal. The motion carried.

JATC - Tampa Area Electrical JATC, (Hillsborough),FAAC (RA) *

*denotes two-third board approval is required

Motion: Lenne Nicklaus
Second: Patricia Gerard

Board Director Thomas Bedwell declared a conflict of interest & abstained from voting.

The Executive Committee recommended approval to enter into an agreement with JATC – Tampa Area Electrical, FAAC (RA). The agreement will have a one year term with the option to renew for three additional years. Institutions will be required to submit the information listed above annually prior to renewal. The motion carried.

Other Administrative Matters

Board Counsel and Chairman Geller recently met with Sheriff Gualtieri. More details about that meeting will be provided to the Board, at the upcoming March 21st meeting.

Information Items

The minutes of the February 21, 2018 Joint Informational Workshop were presented as an informational item. No voting was required, as no actions were taken.

Committee Reports

- The Audit Committee did not meet. The next meeting will be scheduled on an as-needed basis.
- The Finance Committee did not meet. The next meeting is scheduled for April 24, 2018.
- The next One Stop Consortium meeting is scheduled for May 24, 2018.
- The next Workforce Solutions meeting is scheduled for May 15, 2018.
- Volunteers have been working on the “Butterfly Garden”, as well as painting the outside decking. The next Science Center Committee is scheduled for May 25, 2018.
- The joint Ad Hoc Committee first met on February 9th. Bill Price chaired the meeting, and the meeting was focused on placement policies and practices of both regions. The Ad Hoc members made various recommendations, which were brought forth to the regions’ respective Executive Committees for further discussion. Another Ad Hoc committee will be scheduled soon to address the organizational structure around “shared services” and to review the interim staffing plan.

Interim Director’s Report

- We have been working as a team to provide services during the interim transitional period. In the interim, we have: hosted several staff meetings, created a “draft” interim organizational chart, started to review job activities for the business services team. We plan to focus on programs operations next week and continue to move forward with providing quality services to CareerSource customers.
- Management has reached out to staff to identify any issues/concerns. Staff is welcome to contact Ms. Brackney and Chairman Geller with any concerns.
- HR best practices have been reviewed and our HR department has put together an “Employment of Relatives Disclosure” form, which will be distributed to staff on an annual basis for update.
- The current Business Services team incentives plan is under review.
- Staff has been supportive of one another and of management, during this interim period. They have also maintained the overarching goal of providing the customers with the best services.

Committee Members Comments

-Board Counsel addressed a comment regarding the status of Mr. Peachey’s employment. Final action on Mr. Peachey’s termination has not been taken, and the matter will be voted on at the upcoming Board meeting. HR should continue to pay Mr. Peachey through the date until a decision has been finalized.

-Though other components have been added (i.e: shared services staff review), the responsibility of the Ad Hoc Committee is still to look into the allegations made by the Sheriff and to get a determination from DEO that answers the placement questions.

Adjournment

The meeting was adjourned at 11:22 A.M.