



CareerSource Pinellas Board Orientation

July 18, 2018
Real Time Record



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Agenda

9:00 am

Welcome - Jack Geller, CSPIN Board Chair

9:05 am

Welcome & Introductions - Jennifer Brackney

9:20 am

Who Are We? -Jennifer Brackney

9:30 am

Organizational Structure & Overview of Recent Events - Jennifer Brackney

9:45 am

Interactive Activity - Milo Paich, Collaborative Labs

10:00 am

Overview of Programs & Services - Jennifer Brackney

10:10 am

Interactive Activity - Milo Paich, Collaborative Labs
Introduce Next Speaker, Charles Harris, Attorney, TRENAM Law

10:15 am

Sunshine Law - Charles Harris, TRENAM LAW
Introduce Next Speaker, Shila Salem, DEO – Jennifer Brackney

10:30 am

DEO Perspective - Shila Salem, DEO

10:45 am

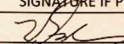
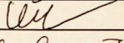
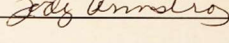

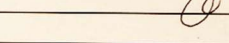
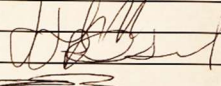

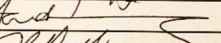
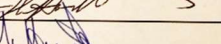
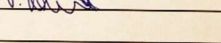
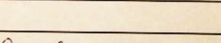
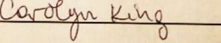
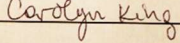
Board Committees/Interactive Activity - Milo Paich, Collaborative Labs

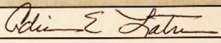


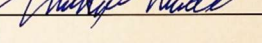
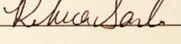
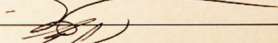
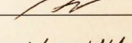
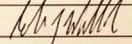
11:00 am

Wrap-up/Thank you - Jennifer Brackney

Attendees:

CareerSource Pinellas
Board Orientation
Meeting Date: July 18, 2018 Location: Epicenter (Collaborative Labs)

Voting Members	
NAME	SIGNATURE IF PRESENT
Vivian Amadeo	
William Apple	
Jody Armstrong	
Dr. Robert Arnold	
Justin Bean	
Candida Duff	
James England	
Celeste Fernandez	
David Fetkenher	
David Fries	
Jack Geller (Chair)	
Comm. Patricia Gerard	
Michael Gliner	
Barclay Harless	
Andrea Henning	
John Howell	
Mark Hunt	
Michael Jalazo	
Jack Jarrell	
Carolyn King	
Samuel Kolapo	

Voting Members	
Adrian LaTrace	
Dr. William Law	
Karla Leavelle	
Russell Leggette	
Kim Marston	
Kay McKenzie	
Michael Meidel	
Ronald Morgan	
Debbie Passerini	
Rebeca Sarlo	
Chad Simpson	
Scott Wagman	
Zachary White	
Kenneth Williams	
Glenn Willocks	
GUESTS	
Charles Harris (Board Counsel)	
Shila Salem (DEO)	
Andrew Collins (CSF)	



Welcome and Objectives



Milo Paich, Facilitator, Collaborative Labs: Good morning and welcome! I'm your facilitator today. Thank you for coming. Before we get started, I'd like to introduce our Collaborative Labs team: we have Karin, our documenter, Michael, our technologist, and Jonathan, our illustrator, who will capture a visual depiction of what we talk about today. I'll turn it over to Jack now.



Jack Geller, Board Chair, CareerSource Pinellas: You didn't come to listen to me, and we have a lot to get through, so I'll keep it short. Welcome and thank you for coming. I'll turn it over to Jennifer.



Jennifer Brackney, Interim Executive Director, CareerSource Pinellas: Good morning, we have a full agenda today! We have some new members here from the Board. Let's do introductions; tell us who you are, what you do, and why you're involved with CareerSource Pinellas (CSPIN).



Shila Salem, Florida Department of Economic Opportunity: We provide technical assistance, guidance, and training to local Boards across the state.



Russell Leggette, Director of Marketing, Florida Pipe Trades: This is my second year on the Board, we give a hand to raise folks up the economic ladder.



Mark Hunt, Executive Director, Career Technical and Adult Education for Pinellas County Schools: We are involved to help with the career education pipeline for community members to find education to lead them to a career.



Bill Apple, Precision Building & Mechanical: We are a commercial licensed A/C contractor in four states. This is my second meeting for the Board. I got on the Board to find a way to give back.



John Howell, Area Director, Division of Vocational Rehabilitation: We are a state agency to help people with disabilities go back to work.



Candida Duff, H&T Global Circuits: We are a local manufacturing company in St. Petersburg, I'm on the Board because I think there are different opportunities and ways to provide support.



Charles Harris, Board Council and Lawyer, TRENAM Law



April Torregiante, Special Projects Director with CareerSource Pinellas: I'm here to assist with projects and help out in any way that I can to help our residents become self-sufficient.



Donald Shepard, Programs Director, CareerSource Board Staff



Zach White, Vice-President Homeless Empowerment Program: We are a large non-profit focused on housing for homeless. My interest here is getting more in tune with workforce development efforts and impacting the community.



James England, England Brothers Construction: I saw a need for workers in this area and I'm here to learn how I can help.



Kay McKenzie, Check Before Hire: We're a pre-employment screening company.



Andrea Henning, Executive Director of Collaborative Labs and Workforce Institute, St. Petersburg College: I'm here to help equip individuals in the community to reach their full potential with training and skills to experience growth in community.



Mike Gliner, Senior Vice-President of The Judge Group: We're a global staffing company, I do consulting of how to streamline operations and help people get back to work.



Adrian LaTrace, Owner/Operator of Boyd Industries: We are a manufacturer of dental operatory equipment, I've been in manufacturing for 30 years. My passion about workforce development is in the industrial side, I find a lack of industrial talent. We need a strong workforce in Pinellas County to continue in this industry.



Glenn Willocks, Vice-President of HR at Tradewinds: I've been hiring for 15 years in Pinellas County and we've worked with CareerSource Pinellas for a lot of that time and anything we can give back would be great.



Vivian Amadeo, Director of Human Resources, Don Cesar: I'm here because I wanted to give back to the community and it's been hard in our industry to find qualified people willing to do the job.



Patricia Gerard, Pinellas County Commission Representative: I've only been here seven months, but I look forward to working with you all.



Rebecca Sarlo, Ultimate Medical Academy: My interest in serving is that we produce healthcare professionals and we want to better understand how to work with Board and move people in to healthcare field.



Barclay Harless, Bank of OZK (formerly Bank of the Ozarks): I've served on various education boards and I'm here to give back.



Bill Law, Retired St. Petersburg College President: I spent a long career working on workforce-related programs, my interest is to continue to do that.



Scott Wagman, HW Properties (paint manufacturing and commercial real estate investor): I'm here to help this organization through troubled waters.

Jack: Welcome, everyone. I'm extremely excited you all are here; we have a big job and we have a good group to get it done.


Who Are We?



Jennifer: We are a Florida not-for-profit corporation. The name "CareerSource Pinellas" and logo is used for our agency and we are abbreviated as "CSPIN." We are one of 24 regions in Florida, known as Pinellas County. We serve from Tarpon Springs to St. Pete Beach. There are 76 full-service centers in Florida, we have one full-service, one administrative office, and three satellite centers.

Who Are We?

WorkNet Pinellas, Inc. is a Florida Nonprofit Corporation and a 501 (C)(3) organization.



For business and logo purposes, the agency is referred to as CareerSource Pinellas (CSPIN).


Who Are We?

1 of 24 Regional Workforce Boards

Pinellas County

7th Largest in Florida

Population: 916,542



One-Stop Career Centers


- **1 Full Service Career Center**
 - ❖ South County
- **1 Administrative Office**
 - ❖ EpiCenter
- **3 Satellite Centers**
 - ❖ Gulf-to-Bay
 - ❖ Tyrone
 - ❖ Tarpon Springs

CareerSource Florida Network Directory
75 Full Service and 27 Satellite career centers(5) and 2 Business centers(1)



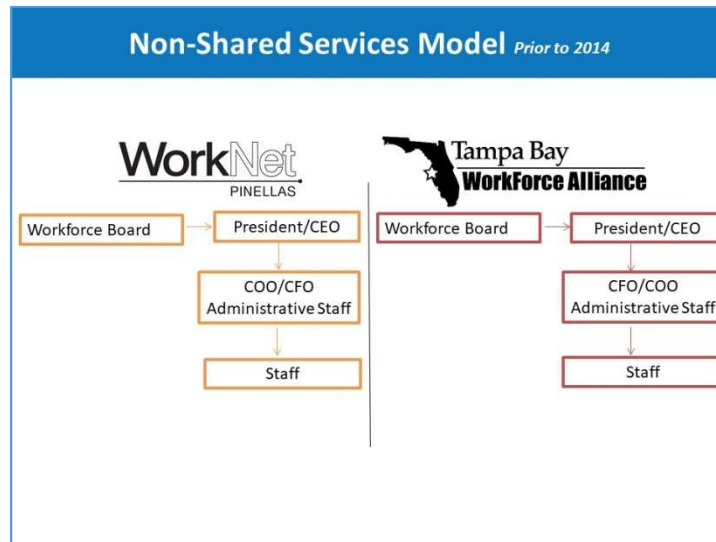
Programs & Funding

- Workforce Innovation & Opportunity Act (WIOA)
- Wagner-Peyser
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Trade Adjustment Act (TAA)
- Other Direct and Special Projects



Organizational Structure & Overview of Recent Events

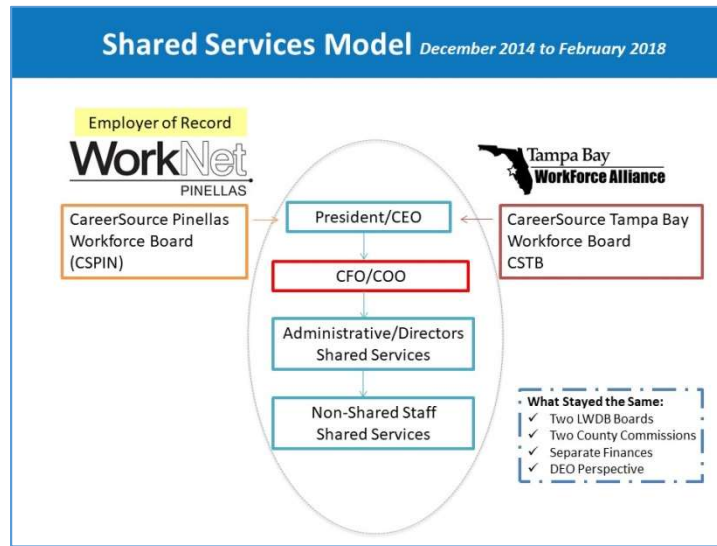
Jennifer: In order to better understand where we are today, we need to take a look back to 2014 when we had a non-shared services model. WorkNet Pinellas and Tampa Bay WorkForce Alliance each had their own Board and staff.



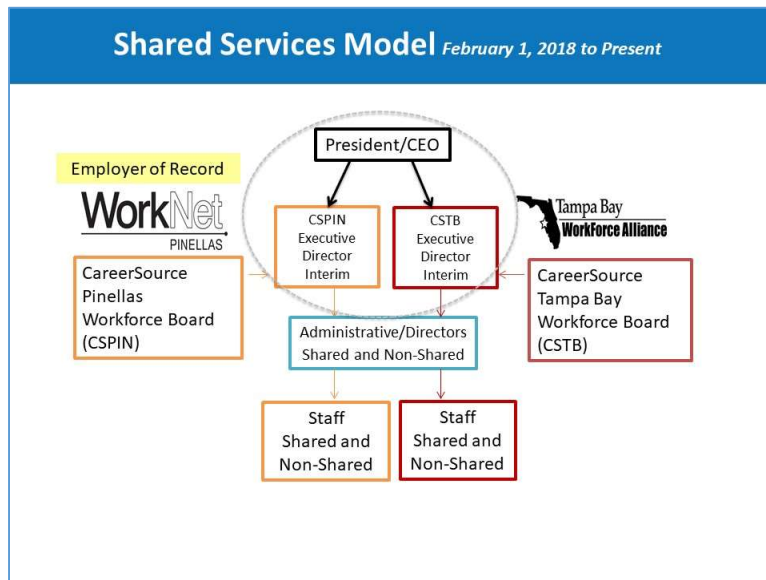
In December 2014, changes happened. The two Boards decided to share services. The President/CEO, CFO/COO, Administrative Directors and the staff were shared. WorkNet Pinellas became the Employer of Record for all of staff. DEO rebranded workforce areas throughout Florida. WorkForce became known as CareerSource Tampa Bay and CareerSource Pinellas. What didn't change: there were two separate Boards in place, separate county commissions, and separate finances. The DEO has never viewed these two organizations as one; they have always been two distinct organizations. The only things that changed in 2014 were the shared staffing and CSPIN was designated as the Employer of Record.

Mission Statement

CareerSource Pinellas connects employers with qualified, skilled talent and Pinellas County residents with employment and career development opportunities to achieve economic prosperity.



As of February 1st of this year, there was a big change. The president and CEO was placed on administrative leave and then terminated. Two interim Executive Directors were put in place, one for WorkNet Pinellas and one for Tampa Bay WorkForce Alliance. WorkNet Pinellas continued to be the Employer of Record.



Rationale for change included the lines of authority became a little blurred. The shared staff were reporting to two directors and there were mixed messages from Board.

On May 3rd, CareerSource Tampa Bay announced they no longer wanted to participate in a shared services model. The two Executive Directors and leadership teams met to ensure a smooth transition. It quickly became apparent that the July 1 transition date was too ambitious. CSTB requested an extension to September 1, 2018.

WorkNet Pinellas is the Employer of Record for 212 staff, 131 of which are CareerSource Tampa Bay staff. To meet the transition deadline, by law, we had to file a Warn Notice to all those in CareerSource Tampa Bay that they will no longer be employed by WorkNet Pinellas. Right now, we are on track to get to a transition date of September 1.

Transition - Timeline

Date	Event
May 3	CSTB EC Meeting
Weekly	CSTB & CSPIN Transition Meetings
June 4	CSTB Request for Extension
June 6	CSPIN EC Meeting
June 18	Pinellas SCC Meeting
June 27	CSPIN Board Meeting
June 30	Finalize CSPIN Staffing Plan
July 1	File WARN and Stop Notice
July 12	Employment Letter (Shared Staff)
July 15	Board Orientation & Meeting
July 23	Search Committee - Presenting CEO
August 15	Post-Select Positions
September 1	CSTB & CSPIN Transition Complete

Align Staff

WARN NOTICE: Depending on how and when CareerSource Tampa Bay decides to move forward with the selection of their staff, CareerSource Pinellas, as the current employer of record, may be required to issue a WARN notice on or around July 1, 2018 to the State of Florida due to the potential number of individuals working in Hillsborough County who may be laid off.

The total staff in both LWDB's is 212. Of the 212, currently about 30 staff are "shared"

Transition Timeline

Timeline: 6/25, 7/02, 7/09, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27

September 1, 2018

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graph TD
    subgraph WorkNet_Pinellas [Employer of Record: WorkNet PINELLAS]
        WNP_Board[Career Source Pinellas Workforce Board]
        WNP_PCEO[President/CEO]
        WNP_Admin[Administrative]
        WNP_Staff[Staff]
        WNP_Board --- WNP_PCEO
        WNP_PCEO --- WNP_Admin
        WNP_Admin --- WNP_Staff
    end

    subgraph Tampa_Bay [Employer of Record: Tampa Bay WorkForce Alliance]
        TB_Board[Career Source Tampa Bay Workforce Board]
        TB_PCEO[President/CEO]
        TB_Admin[Administrative]
        TB_Staff[Staff]
        TB_Board --- TB_PCEO
        TB_PCEO --- TB_Admin
        TB_Admin --- TB_Staff
    end
    
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Speaker: What was the impetus for the separation? Who asked for this?

Jennifer: CareerSource Tampa Bay decided at their executive meeting earlier this year.

Jack: We had joint meetings discussing this and they decided they wanted to step away. It starts with two commissions. If they want to be separate, they can be separate. The governing bodies made this decision.

Speaker: It's more accurate to say the Hillsborough County Commission decided they wanted to separate.

Speaker: Is there a higher authority that has any say in this?

Speaker: They consider us separate.



Jennifer: We hear “splitting the organizations.” Actually, the only thing changing is we are moving away from a shared staffing model. It doesn’t mean we are not going to continue to work together.

Speaker: Was this purely coincidental with the timing of other events?

Jack: No, it may have been a result. I think it’s comingled. We’d rather at this point concentrate on getting our house in order and not worry about the intercounty relationships. Later, if merging is the way to go, we’re fine. We are the servants of the county and state.

Speaker: One person’s actions have resulted in this, it’s a shame.

Jack: I encourage you to ask questions like this! That wasn’t done before and it needs to be done. Please, ask questions!

Jennifer: Continuing on, with recent events, we’ve had a lot of press during this interim period. Some bad, some we need to look at and make changes. We can’t avoid that fact it’s out there.



In addition, during this interim period we've continued to conduct business through our programs and services. Where do we go from here? We need to move from being reactive to being proactive and get back to the business we're here for.

Programs and Services	<u>Interim: February 1 to June 30</u>
	<ul style="list-style-type: none">• 43,145 Job seekers visited CSPIN One-Stop Centers• 44,416 Customers visited the CSPIN Website• 3,721 Job Seekers attended a CSPIN Workshop• 3,238 Welfare families served• 1,793 New enrollments• 1,181 Employers served• 1,567 WIOA Customers served - Adult, DW & Youth• 574 WIOA Adults placed at \$20.86/hr• 657 WIOA Dislocated Workers placed at \$19.15/hr
Moving Forward	<u>Next Steps ...</u>
	<ul style="list-style-type: none">• Reactive to Proactive• Review Monitoring Reports• Review Internal Policy and Procedures<ul style="list-style-type: none">• Identify Best Practices• Modify Policy & Procedures, as needed• Continue to Focus on Programs & Services• Finalize Staffing Plan for PY 2018-2019<ul style="list-style-type: none">• CFO & Leadership Team• Business Services

Speaker: How do we keep Board members informed about what's happening in the press, so that we're not caught off guard?

Jennifer: Good point. We don't always know what's going to be in the paper. However, we can continue to ensure we are communicating with the Board. It will help us move forward.

Interactive Activity



Milo: Let's digest this information. We have a brief activity at your tables. Imagine a media reporter approaches you. Discuss at your tables how you would best answer this question: "As someone who recently joined the board, can you give me a 30-second summary of what has changed in recent months?"

Teams discussed strategies to communicate recent changes.





Scott: We have four things. We want to focus CareerSource Pinellas as a stand-alone agency, reestablish the Board-operating authority over CSPIN, simplify the complex reporting process to the Board, and increase transparency. *Applause.*



Mark: We agree with the first table. We looked at how we got to where we are. Merging two Boards wasn't necessarily effective over time. Now we need to revert to the standard that is across the state. We agree with the changes that were mentioned and looked at it as something that was tried, made sense at the time, and didn't work out. *Applause.*



Zach: Our discussion echoes everyone else's. The interim period has been a consolidation and focus of transparency and accountability. The restructuring is for a more productive resource for the community. Moving forward, we'll revisit policies, procedures, logistics, accessibility, and timeliness of service so that we can consolidate to be a more beneficial resource. *Applause.*



Mike: Both Boards in Pinellas and Hillsborough Counties terminated the former Executive Director and appointed Interim Directors, and are in transitions into new, separate organizations. We are looking at existing shared staff and conducting internal staff and external audits by state and federal agencies to review operations. We are awaiting those reports, will take action on them, and they will be open and available to the public. We will continue to serve employees and employers of Pinellas County. *Applause.*



Glenn: We kept it high level. Prior to 2014, we were separate and we're going back to that. We believe two separate entities is the way to go. *Applause.*



Milo: We heard five summaries and five different takes. Thank you. As we resume the Board orientation content, we have a quick poll. Find a polling device and select the top three topics you are most familiar with already.

Quick Poll

Which of these are you most familiar with already?
Choose your Top 3

1. **Business Services that we offer – 27%**
2. **Career Development Services that we offer – 20%**
3. Youth Services that we offer – 11%
4. **Our Science Center – 17%**
5. Performance Measures for our programs – 5%
6. Our budget – 5%
7. Board member responsibilities – 16%

Top 3 Familiar Topics

- Business Services that we offer – 27%
- Career Development Services that we offer – 20%
- Our Science Center – 17%

Overview of Programs & Services

Jennifer: This is the tip of the iceberg of what we do. I'm going to give the big picture here, and then we'll go into more detail in our Board meetings.

Common Performance Measures

The six primary indicators of performance includes:

- Employment Rate: 2nd Quarter After Exit
- Employment Rate: 4th Quarter After Exit
- Median Earnings: 2nd Quarter After Exit
- Credential Attainment
- Measurable Skills Gain
- Effectiveness in Serving Employers

Common Performance Measures

Under the DOL Training and Employment Guidance Letter (TEGL) WIOA No. 9.17, DOL aligned primary indicators of performance with federal partner agencies.

These performance indicators impact six core workforce development programs:

- Adult
- Dislocated Worker
- Youth Programs
- Adult Education and Family Literacy (AEFLA) (Administered by Ed)
- Employment Service Programs
- Vocational Rehabilitation (VR) programs (Administered by Ed)

Services at the Science Center



STEM Focus
Providing pre-employment skills development that will lead to better careers meeting industry needs.

Services

- One-Stop Career Center
- YouthBuild
- STEMe and Camp Programs
- Job Skills Training:
 - Construction
 - Soldering
 - Mechatronics

Services for Youth

Focus
Providing training that will lead to better, sustainable careers, meeting industry needs.



Programs

- Young Talent Tampa Bay
- YouthBuild
- STEM TEC
- Youth Connect
- Paid Work Experience

Services for Career Development

Focus
Providing all level of job seekers with access to a variety of workforce services to improve skills and employment opportunities.

Services

- Career Counseling
- Job Matching
- Resume and Interview
- Workshops
- Job Skills Training



Services for Businesses

Focus
Assisting businesses with their recruitment and human resources needs.

Services

- Recruitment and Interviewing
- Applicant Pre-Screening
- On-the-Job Training
- Employed Worker Training
- Paid Work Experience
- Labor Market Information
- Internships and Apprenticeships

Targeted Industries

- ✓ Healthcare
- ✓ Information Technology
- ✓ Manufacturing and Construction
- ✓ Financial and Professional Services



At each Board meeting there are two main reports, Financial Summary and Financial Planning. These are both in your booklet. The Financial Summary report identifies all revenue sources and tracks expenditures year-to-date. The Financial Planning report takes all the revenue we receive and puts it in this cost allocation format. It is divided into three parts, administration (10%), supportive service, and program services. We're going into next program year \$11.5 million, a decrease from last year. About \$10.6 million goes into direct client services.



Speaker: How do we keep track of how the clients are being served?

Jennifer: Tracking the customers served connects back to the performance measures. This information is reported at the Board and Committee level.

Jack: If you have an idea for a report you'd like to see, let us know, let Jennifer know. If there's something missing, say it.

Interactive Activity

Milo: From all this information that was presented at lightning speed, choose one item most in need of more information for strategic planning.

Quick Poll

Based on what we have covered so far, which of these topics are most in need of more information for strategic planning?
(Choose your Top 1)

1. **Understanding performance measures – 58%**
2. Understanding our budget – 8%
3. Understanding Board member responsibilities – 33%

Top Topic In Need of More Information

Understanding performance measures – 58%

Milo: Now we're going to have a brief pop quiz on an important topic.

Quiz Question

Under Florida's Sunshine Law, which of these would NOT be considered a "meeting"?
(Choose 1 number)

1. Hallway talks between Board members – 8%
2. Phone calls between Board members – 0%
3. Talks between Board members at dinner parties – 0%
4. E-mails and letters between Board members – 4%
5. Notes to or from another Board member - 0%
6. Messages via mutual friends – 25%
7. Messages via CSCF staff – 21%
8. **A discussion with a state legislator – 42%**

Milo: Number 8 is the correct answer and about half of you got that.

Sunshine Law



Charles Harris, TRENAM Law: Good morning. I'm going to talk about three topics, the Sunshine Law, public records rules, and duties as a Board Member, specifically, conflict of interest. Sunshine Laws and public records rules are part of the fabric of Florida law and its constitution. The concept is open government and open access. For purposes of your service on the Board, you are subject to public records rules and the Sunshine Law. There hasn't been a lawsuit filed in 10 years for Board members violating the Sunshine Law or public records rules.

Sunshine Law applies when two or more Board members have a conversation on a topic that could come before the Board for a vote. You should be extremely cautious about any such topics. You can socialize with other members of the Board, but don't talk about business. Problems will arise if you do. You can have conversations with people that don't vote. It applies to conversations between at least two people, in person, on the phone, or written. Sometimes Board staff can send an informational email and that can be an issue. You should not respond to informational pieces. They should be reviewed, and you can provide comments on them at a meeting. Don't have conversations outside of a properly noted meeting. There is a 300-page outline of the Sunshine Law on the State Attorney's web site, but I'm telling you basically what you need to know. As a standard rule, refrain from talking about the business of the organization outside of a properly noted meeting.

Jack: If I wanted to ask a member to chair a committee, that wouldn't be a violation because it wouldn't be voted on.

Charles: Correct. You can have a conversation about an item that's not going to be voted on in a meeting. It gets slippery though, because you must anticipate what might come before the Board for a vote.

Speaker: How would we know what would come before the Board?

Charles: I would ask you to assume it would come to a vote before the Board. There are community activists out there that look to sue for these kinds of violations. Don't take any chances, assume they will be voted on. If there is a question, you can ask Jennifer or me, because we're not voting members.

Public records rules are something to be careful of. The communications and documents you receive related to your service on this Board are public records subject to being asked for. If you have separate electronic devices, be aware that your work computer and personal devices are subject to public records requests. We have received a great number of public records requests. Usually it relates to the staff, but sometime is relates to your personal devices, such as your iPhone. You should save them in case I needed to ask for it.

Your legal duties as a Board member are duties of loyalty and care. That means you don't have to agree, but that you show up to meetings, read the materials, ask questions, and are

engaged. It's very healthy for an organization if you don't agree. That is consistent with your duties on the Board.

There is also the issue of a conflict of interest. Some contracts that you vote on you may have a perceived conflict of interest and people choose not to vote. There is a very narrow view of conflicts of interest. For example, if you personally own or control a company that will be a recipient of a contract, that is a conflict of interest. But if an organization that you serve on in a representative capacity is going to receive a contract, that is not a conflict of interest. We encourage Board members to vote and not to abstain. If a company you own gets a contract, that is a conflict of interest. In contrast, if a company you hold a position of power in gets a contract, that is not. You can ask me, and I'll provide guidance.

Speaker: Owning an interest in, but less than a controlling interest?

Charles: Yes, less than a majority interest would not be a conflict of interest.

Speaker: We are all volunteers; do you recommend personal insurance?

Charles: No, you don't need it, because we have it. If the Board is sued, there is a policy carrier that provides legal fees. If you do something criminal, which you wouldn't do, we don't have coverage for that.

Commissioner Gerard: In the past, we have approved contracts for training entities and people have refused themselves from voting on those.

Shila: We have a process that speaks to related-party contracts, but as long as you follow the process that Mr. Harris shared, we echo that.

Charles: People are being cautious and trying to do the right thing, so as not to give the appearance of impropriety.

Commissioner Gerard: I have worked for non-profits, and have had issues, so you have to be careful.

Speaker: There are some reimbursed training expenses to employers, if their entity gets paid a portion of the training work, is there a conflict?

Charles: Again, if you have majority ownership in the company, then it's a conflict.

Speaker: I get 200-300 emails a day, don't delete those?

Charles: Only keep the CareerSource emails. I've only had to ask Board members three or four times for communications, so it probably won't happen.

Applause.

Jennifer: We are honored to have a guest from Tallahassee. She's here to give a DEO perspective and she's been an incredible resource during this transition.

DEO Perspective



Shila Salem, Chief Bureau of One-Stop & Program Support, DEO: Good morning I want to thank you all for serving. We appreciate you. It is our job to be aligned with local Boards across the state. I am housed within the division of workforce services at DEO. We used to be three separate state agencies. In DEO, you have the Division of Workforce Services, Division of Strategic Business Development, and Community Development. In our bureau, we make sure we are in support of all 24 Workforce Boards across the state and make sure Florida is compliant with the laws.

As a result of the Department of Labor visit and the things that have happened, it's great you are asking questions. You are the decision makers. The staff is here to serve you. The state makes sure you are aligned with the rules and we offer you support. The unemployment rate is very low right now. Now at DEO we are focused on how to make sure individuals with barriers to employment are able to get work.

Concerning your responsibility as a Board, you all decide how the local area will enable the laws set down that drives workforce development. You help set the meeting agendas. You should be feeding the staff what you want to talk about. Also, you help develop the local plan that outlines your policies and procedures. We look at that to better engage and inform the Board staff to carry out those opportunities.

Every two years you do a plan update; we just did one this year. We are required to have an interlocal agreement that outlines roles and responsibilities of County Commissioners, program oversight, financial investment responsibilities, and performance outcomes. The Board selects providers of training services, we recognize some Board members will provide training services, such as St. Petersburg College. All the training service deliveries that come before the Board should align the demand for the region.

The Board staff can also help you understand the Regional Targeted Occupations list, which drive financial investments the Board makes in training. You are responsible for reviewing and approving the budget each year. We talk to the local Board staff on the local performance metrics. Every two years, we negotiate local performance measures with the Board.

Board Responsibilities

CSPIN By-Laws. Article III. SECTION 2 – Authority and Responsibilities of the Board

The authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- ✓ **Establishing and adopting policy for governance**, administration and operation of the CareerSource Pinellas Board of Directors;
- ✓ **Developing, ratifying and submitting or amending the local workforce plan** pursuant to Public Law No. 113-128 WIOA and the provisions of -Florida Statute 445.007 subject to the approval of the Pinellas County Board of County Commissioners;
- ✓ **Coordinating agreements with the Pinellas County Board of County Commissioners** that are necessary to designate the fiscal agent and administrative entity;
- ✓ **Oversight of programs;**
- ✓ **Oversight of administrative costs;**
- ✓ **Oversight of performance outcomes;**
- ✓ **Identifying and selecting providers of training services, intensive services, youth providers and One-Stop Operators** as necessary and applicable;
- ✓ **Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners**, for purposes of carrying out the duties of the Board under applicable state and federal law;
- ✓ **Oversight of the budget;**
- ✓ **Negotiating and reaching agreement on local performance measures;**
- ✓ **Coordinating the workforce investment activities with economic development strategies** and developing other employer linkages with such activities; and
- ✓ **Developing the Regional Targeted Occupations List.**

It is very important to shape your meeting agendas and get involved in subcommittees. As far as strategic planning use data to think ahead to where you want to go. At DEO we want to make sure we continue to support you as a Board. You have taken on a great task and we appreciate it. We want to make sure job seekers get economic opportunities. Any questions?

Speaker: When selecting providers of training services, is there a time the Board shouldn't approve a provider?

Shila: You shouldn't not approve it, you can add additional occupations, you can demonstrate there is a demand. There is room to have that conversation.

Speaker: It's the opposite situation, actually.

Shila: The Board would need to weight that out. That is a local process on where to make your strategy investments.



Speaker: You cannot deny a federal training because of the cost.

Jennifer: The customer choice has a choice in where they attend training.

Jack: We are constantly monitoring performance.

Shila: When we shifted to the Workforce Innovations and Opportunities Act, there is some language about program cost. It drives customer choice and strategic budgeting at the local level.

Speaker: With the reports coming from this organization to DEO, there was a breakdown of statistics that weren't caught. Is there a recommendation for DEO or will it be included in reports?

Shila: It will be included in reports and there will be a recommendation. We will be aware of and sensitive of what has happened here.

Jack: A lot of the things they recommended we have already taken care of and enacting them as soon as possible.

Shila: It's been great to have open communication with Jennifer and Jack.

Speaker: On the regional targeted occupational list, are you using state data or federal data?

Shila: It starts with state data and then they look locally. Sometimes we don't know just based on local data what's happening. We will work with local areas if there is an occupational area that is missing, and you have data that is driven locally.

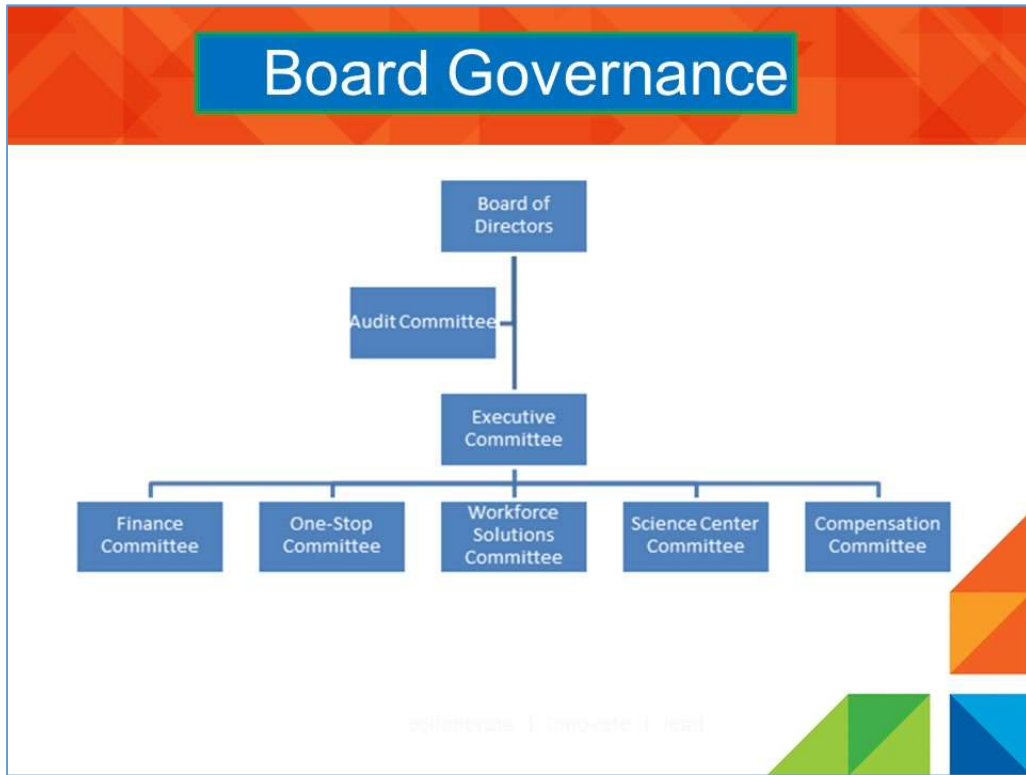
Speaker: What are the audit responsibilities of this Board versus the DEO?

Shila: They align. The monitoring tool is not a secret. We monitor once a year. We lean on federal government to audit us. Local operations vary, and we try to be respectful of that.

Thank you! *Applause.*

Board Committees

Milo: Next up, we have information on Board committees, a call to action, and a poll. Please indicate your intention on the sign-up sheet.



Jennifer: In your binder, there is a list of committees and a statement of commitment. Please sign-up for a committee.

Board members reviewed the committee forms.

Interactive Activity

Milo: We have one more quick poll. Indicate the committee you are most interested in.

Quick Poll

Which committee are you most interested in?
Choose one number.

1. **Executive – 16%**
2. Finance – 0%
3. **Workforce Solutions – 53%**
4. Audit – 0%
5. **One-Stop – 16%**
6. Compensation – 5%
7. Science Center – 11%

Top Committees of Interest

- **Workforce Solutions – 53%**
- **Executive – 16%**
- **One-Stop – 16%**

Milo: As our last activity, I'd like to hear from people what one thing that excites you about participating in this organization?



Glenn: There is an opportunity for change. Anytime we can do that, it's huge.



Jack: You! I'm excited about the new, fresh blood and people that are willing to ask questions. We have a lot of work to do and you have enthusiasm.

Wrap-Up/Thank You



Jennifer: I'd like to thank all of you for being here today. I'm excited to move forward. Please join us for lunch and our Board meeting.

Artwork

