



November 1st, 2017, 10:30 AM
Via teleconference
Conference Dial: 1-800-501-8979
Conference Code: 268-7509#

Compensation Committee

Agenda

- I. **Welcome and Introductions** Michael Mikurak, Chair

- II. **Action/Discussion Items**
 - 1. Approval of Minutes – August 29, 2017 Meeting Page 2
 - 2. Annual Performance Evaluation Stipend Page 4

- III. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)

- IV. **Information Items**

- V. **Public Comments**

- VI. **Adjournment**

Next Executive Committee Meeting – November 1st, 2017



CareerSource Pinellas Compensation Committee Meeting

Date: August 30, 2017, 9:30 a.m.
Location: Via Teleconference

Call to Order

Chairman Michael Mikurak called the meeting to order at 9:30am. There was a quorum present with the following Compensation Committee members participating.

Committee Members in attendance

Jack Geller; Aundre Green, William Griffiths, Dr. Bob Arnold

Committee Members not in attendance

Lenne Nicklaus-Ball, Bill Price

Staff Present

Alice Cobb, Anna Munro, Luna Jean-Pierre

Action Items

Action Item 1 – Approval of Minutes

The minutes of May 30, 2017 Compensation Committee meeting was presented for approval.

Motion: Jack Geller
Second: Bill Griffiths

*The minutes 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: Aundre Green
Second: Dr. Bob Arnold

The Compensation Committee recommends the approval of the proposed Employee Safety Manual to be brought before the full Board of directors.

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. Please see attached summary of that review. If the renewal notice from Cigna, which should be received this Friday in advance of the Compensation Committee meeting, is too high of an increase in cost, Arthur Gallagher is proposing we go out to market. A reasonable basis to determine if we need to go out to market would be an increase in overall premiums of above 10%. If the proposed increase is greater than 10% Arthur Gallagher is recommending that we consider assigning them the task of seeking out and receiving proposals from various providers for medical, dental, vision, short term disability, long term disability, and life insurance and preparing a summary of those proposals for the committee's review. 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: Bill Griffiths
Second: Aundre Green

The Compensation Committee recommends extending the organization's contract with Cigna for one year.

Other Administrative Matters

No items were brought forward for action.

Information Item

None.

Public Comments

None.

Adjournment

The meeting was adjourned at 9:44 A.M.



Action Item 2

Annual Performance Evaluation Stipend

Background

An annual performance evaluation is completed for each staff on a calendar year basis and is based on the employee's performance during the entire year. The evaluation procedure in place establishes a cost of living adjustment as the basis for any salary increase or one time performance stipend that may be awarded as a result of the performance evaluation.

The Board has established in the past that staff may be provided a cost of living adjustment after taking into consideration the economic conditions in the area and the overall organization budget. The Consumer Price Index (CPI) has been the tool used by the Board for determining these economic conditions.

Below is the CPI information from the Bureau of Labor Statistics website for the Tampa Bay area for the last twelve months:

"The Consumer Price Index for All Urban Consumers (CPI-U) in the Tampa-St. Petersburg-Clearwater area rose 2.8 percent from the first half of 2016 to the first half of 2017, the U.S. Bureau of Labor Statistics reported. Regional Commissioner Janet S. Rankin noted that the all items less food and energy index advanced 3.2 percent and the energy index rose 6.5 percent over-the-year."

For the past three years, after reviewing the CPI and the organization budget, management has recommended, and the Board has approved, a performance stipend payable in one lump sum in lieu of base salary increases.

Recommendation

Management recommends that in lieu of base salary increases, staff be provided a performance stipend payable in one lump sum following the completion of all annual performance evaluations around mid-December. The range for the one-time stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation.