

**CareerSource Pinellas  
Executive Committee Meeting  
Minutes of November 1<sup>st</sup>, 2017**

**Date:** November 1st, 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**

Dr. Robert Arnold (phone), Tom Bedwell, Jack Geller, Aundre Green, Sandy Ho, Michael Mikurak, Lenne Nicklaus-Ball, Commissioner Welch (phone), Karla Leavelle, William Price.

**Staff Present**

Edward Peachey, Haley Loeun, Michelle Schultz, Jennifer Brackney, Luna Jean-Pierre, Howard Nguyen

**Guest(s)**

Charley Harris

**Action Item 1 – Approval of Minutes**

The minutes of the September 6, 2017, Executive Committee meeting were presented for approval.

Motion: Jack Geller

Second: Mike Mikurak

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

**Action Item 2 – Budget Modification 2: PY 2017-18 (Attachments 1)**

Total budgeted revenue has increased from \$13,953,512 to \$14,696,937 for an overall increase of \$743,425. This is due to the following:

**Workforce Investment Act Programs:**

Increase in WIOA Adult of \$48,136

Increase in WIOA Youth of \$62,545

Increase in WIOA DW of \$18,324

**Employment Services Programs:**

Decrease in TAA of \$2,589

Decrease in Wagner Peyser of \$38,799

Increase in Wagner Peyser Performance Incentives of \$439

New award for Wagner Peyser Coop Outreach of \$42,282

**Welfare Transition Programs:**

Decrease in Welfare Transition of \$32,515

**Direct Grants and Special Programs:**

Increase in RESEA of \$1,810

Decrease in USDOL Youth build carryforward of \$57  
New special program – DCF Food for families \$450,000  
Increase in Florida Makes of \$235  
New award for AmeriCorps of \$193,614

Motion: Jack Geller  
Second: Tom Bedwell

*The Executive Committee recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried.*

### **Action Item 3 – Annual Performance Evaluation Stipend**

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.

Motion: Jack Geller  
Second: Bill Price

*The Executive Committee 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. The motion carried.*

### **Other Administrative Matters**

None.

### **Information Item**

Financial update for period ended September 30, 2017. The grant award to expenditures report was provided in the meeting packet. CareerSource Pinellas has expended 19% of its 2017-2018 budgets.

## **Committee Reports**

Audit Committee: Agreed Upon Procedures: Agreed Upon Procedures (AUP) performed to determine whether WorkNet is complying with established internal control policies and procedures. AUP performed annually and covers the first six months of the fiscal year. AUP procedures is not an audit. AUP procedures for the period 7/2016 – 12/2016 identified no errors or findings 401k

Audit Report: Required annual audit of WorkNet Pinellas 401k Plan (the Plan) to be conducted by an Independent Auditor. Audit covers the calendar year December 31, 2016 The Plan's investments have been certified by trustee of the Plan as being accurate and complete. In the opinion of the auditors, form and content of the information included in the financials and supplemental schedule is presented in compliance with require rules and regulations

Finance Committee: The last Finance meeting was held on October 24th

-The 2<sup>nd</sup> Budget Modification for Program Year 2017-18 was approved and the financial update for PE September 30<sup>th</sup>, 2017 was presented.

-The Bureau of Financial Monitoring and Accountability (FMA) performed financial monitoring procedures based on the DEO 2016-17 Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support current year findings, other non-compliance issues and observations. There were no findings. The next Finance meeting is scheduled for November 28<sup>th</sup>, 2017

Compensation Committee: The Compensation Committee met earlier today to discuss the annual evaluation process and the performance stipend. That action item was just voted on at this meeting. Since our last meeting staff have been working with our benefits consultant, Arthur Gallagher, to lock in this 8% overall rate increase proposed by Cigna. Open enrollment will start in the next few weeks. Staff is exploring doing this passive open enrollment on-line this year. As reported previously, we are heavily involved with staffing the disaster food stamp program being operated by DCF. This program is for individuals affected by Hurricane Irma and allows them to apply for emergency food stamps. Almost 200 temporary staff were hired by CareerSource to work 1 week projects under DCF's supervision in Pinellas and Hillsborough counties. These temp employees are required to have a clear Level II background check as well. At the conclusion of our projects in Pinellas and then in Hillsborough, DCF asked us to continue to hire varying numbers of individuals into temp positions to work this same type projects in five other counties (DeSoto, Lee, Hendry, Sarasota, and Manatee counties). Pasco County will be next.

One Stop Consortium: There has not been a One Stop Committee meeting since the last Executive Committee but here are some highlights of One Stop activities from the coming meeting later in November. Center Traffic and Program Services for the current program year thru the quarter ending September 2017 are: Over 24,800 job seekers visited a CareerSource Center during the quarter down 22% over the previous year and 10% over previous quarter. South county center remains our most visited with over 45% of our traffic. Over 2,175 job seekers attended a CareerSource workshop a 36% decrease over quarter 1 from PY16-17. Gulf to Bay remains the most attended at 40% of our total regional attendance. Over 26,700 job seekers accessed services or received staff assisted services thru the Employ Florida system posting 3,500 resumes and 10,800 job referrals to internal job orders. Performance starting in PY2017-2018. DEO's Monthly Management report has updated thru September 30<sup>th</sup> or quarter 1 and shows Pinellas with 12 #1

ranking and 25 top quartile rankings for the 30 non-agricultural measures. The next One Stop meeting is scheduled for this coming **November 16<sup>th</sup> at 9:00 am** at the EpiCenter. Workforce Solutions Committee: The Workforce Solutions Committee meeting was held on August 15th. The Daily Governors report ranks each of the 24 boards based on job placement and compiles the daily information monthly. Pinellas has consistently ranked in the top 3 each month. Our region ranked #1 in July and # 2 in August. The Business Services team has kick started our first quarter by hosting over 50 “In House Recruitment Events”, assisting 35 employers to include employers such as Amazon and Spectrum who attracted over 200 job seekers respectively per event. Over 800 hires were recorded in the past last 3 months. We partnered with CareerSource Tampa Bay and hosted our semi-annual Internship Hiring Event on October 11th at their North Tampa office. 33 employers were present with over 70 internship opportunities available and over 220 Internship candidates were in attendance from various colleges and universities to include USF, University of Tampa, and SPC. We are excited to announce our upcoming general / veteran’s job fair, as a combined Pinellas and Hillsborough effort, to be held on November 8th at the EpiCenter. This event will focus on the Paychecks for Patriots initiative, taking place during the week of Veterans Day. The first hour of the job fair will be dedicated to our Veteran candidates, to provide them the first opportunity to meet with the participating employers. This upcoming event has the largest registered employer attendance at this venue with over 30 employer registrations. Our next Workforce Solutions meeting will be held on Nov 21st.

Science Center Committee: Summer Youth Camp Update: Camp for Fall of 2017 will run Nov 20 – 22, Thanksgiving Break. We project 60 youth to attend.

STEMe Activities thru Year End and start of PY17-18: Last year, StemE classes rose to a total of 274 classes with a total of 4661 students visiting the Science Center. For PY 17-18, there have been a total of 157 classes booked to date and close to 3,300 students scheduled to take a field trip to the Science Center. Science Center staff have also provided Science on the Go programs at North Shore Elementary and New Heights Elementary. More are scheduled, but the School District has placed on hold until they receive the Federal funds to pay for the services. The Manufacturing Skills Development Grant Award, our \$2 million grant award, closed out in July and August with additional placements reported: The grant from Florida DEO provided pre-vocational manufacturing skills training and/or paid work experience and targeted to serve 350 individuals.

To date, we have served: 529 participants have been enrolled (151% of goal), 430 participants completed training thru the program year 2016-2017 (81.2% completion rate) 405 participants have been placed into employment average wage of \$12.76 (186% of goal). Average Cost per customer served is \$3,781. Return on Investment almost \$80 million or \$40 for every \$1 spent. A grant award was received from the state called the Robotics Skills Development Grant Award running July 2017 thru June 2018.

CareerSource Pinellas was awarded \$400,000 from a state Earmark grant to provide Career Ready manufacturing skills development training and/or paid work experience to serve 100 adults and 50 youth from July 1, 2017 - June 30, 2018. The grant requires us to serve 48 adults in Robotics/Mechatronics, 50 youth and 20 OJT. The first Mechatronics class at the Science Center will start on November 17, 2017. Career Ready Training programs for the grant include:

- Robotics/Mechatronics
- Soldering and Cabling
- OJT

The 50 youth will receive services through summer, winter, and Spring STEM camps. The next Science Center Meeting is scheduled for this coming November 20<sup>nd</sup> at 11 am.

### **President's report**

CareerSource Pinellas has won the "engagement rate" category in the Governor's reemployment challenge. Region 14 will be awarded \$333,333 as a result, which is 1/3 of the money that was allocated as reward for this challenge. Palm Beach region has one the category for "Days to Placement". No region won the "Placement rate". The unemployment rate has dropped to 3.2% in the Pinellas region for the month of September. There is still funding available to serve those individuals impacted by Hurricane Irma. State of FL is asking the workforce regions to send proposals related to job-services, cash assistance and other services that could be helpful to evacuees of those regions impacted by the recent natural disasters.

### **Public Comments**

None were made.

### **Adjournment**

The meeting was adjourned at 11:54 AM.