



December 12, 2018 - 11:45 AM
 Epicenter, 13805 58th Street N., Clearwater, FL
 Conference Dial: 1-844-815-8411
 Conference Code: 268-750#

Board of Directors
 Agenda

- I. Welcome and Introductions**Jack Geller, Chair
- II. Roll Call**
- III. Chair’s Report**..... Jack Geller
- IV. Consent Agenda**
 - 1. Approval of Consent Agenda of 12/5/18 Exec. Committee.....Page 2
- V. Action/Discussion Items**
 - 1. Approval of Minutes – October 31, 2018 BOD Meeting..... Page 12
 - 2. Recommendations from the Science Center Committee.....Page 17
 - 3. 2019 NAWB Forum..... Page 19
 - Compensation Committee*.....*Karla Leavelle*
 - 4. Performance Evaluation: Jennifer Brackney.....Page 21
- VI. Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)
- VII. Committee Reports**
 - 1. Ad Hoc Review CommitteeMichael Meidel
 - 2. Compensation Committee.....Karla Leavelle (Jennifer Brackney)
 - 3. Finance CommitteeDavid Fetkenher (Steven Meier)
 - 4. Workforce Solutions Committee Michael Gliner (Jennifer Brackney)
 - 5. One-Stop Committee..... John Howell (Don Shepherd)
 - 6. Science Center Committee Russell Leggette (Don Shepherd)
- VIII. CEO’s Report** Jennifer Brackney
- IX. Staff Introductions**
- X. Public Comments**
In accordance with the Sunshine Law, all meetings of WorkNet Pinellas, Inc. and its committees are open to the public. Members of the public who wish to comment must submit a public comment card to the recorder prior to the designated Public Comment segment.
- XI. Open Discussion**
- XII. Adjournment**

Ad Hoc Review Committee—December 12, 2018
 Finance Committee – January 29, 2019
 Executive Committee—February 6, 2019
 Workforce Solutions Committee – February 12, 2019
 One-Stop Committee – February 21, 2019
 Science Center Committee – February 28, 2019





Approval of Consent Agenda

**Consent Agenda of Executive Committee Meeting
12/05/2018**

Actions Approved At CareerSource Pinellas Executive Committee Meeting
Any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand.

**CareerSource Pinellas
Consent Agenda of Executive Committee Meeting
12/05/2018**

Actions Approved At CareerSource Pinellas Executive Committee Meeting

This consent agenda will be presented for approval at the next Board of Directors meeting. Any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand.

Date: December 5, 2018 at 11:00am
Location: 13805 58th Street North, Clearwater, FL, 33760

Call to Order

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

Committee Members in attendance

David Fetkenher, Jack Geller, Patricia Gerard, Michael Gliner (phone), John Howell, Karla Leavelle, Russell Leggette, Michael Meidel, Scott Wagman.

Committee Members not in attendance

Barclay Harless

Staff Present

Jennifer Brackney, Don Shepherd, Steven Meier, Luna Clarke, April Torregiante, Steven Blakey.

Board Counsel: Charles Harris – Trenam Law

Guest (s):

Whitney Creech - Office of Comm. Gerard

Chair's Report

1. The Chairman report was distributed at the meeting as the Newsletter handout.
2. Chairman Geller and Ms. Brackney met with Sheriff Gualtieri in November, to discuss matters concerning the two organizations, and form a new relationship with the leadership. The meeting was a very positive one and both parties look forward to working together again in the future.
3. CSPIN financial documents and records for the last three years need to be retrieved from Tampa Bay, to be available for review during the upcoming year's monitoring by DEO.

Action Items

1. Approval of Minutes

The minutes of the September 5, 2018 Executive Committee meeting were presented for approval.

Motion: Comm. Gerard

Second: David Fetkenher

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

2. Approval of Training Vendor: American Red Cross – Nurse Assistant Program (ID# 5153)

The American Red Cross has a license from the Commission for Independent Education (CIE). Staff conducted a site visit on Thursday, 11.8.2018. CIE coordinates the gathering and analysis of student performance data with FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Nursing Assistant Certificate	Included	\$1,566	\$1,566	124 hours	93%	\$11	95%

- Training facility open for 4.5 years
- Total enrollments for prior year: 72
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other institutions that offer the same type of training

Motion: Comm. Gerard
Second: Michael Meidel

*The Executive Committee recommends approval of The American Red Cross as a training vendor for LWDB 14. **The motion carried unanimously.***

3. Program Year 2018 – 2019 Budget Modification No. 2

Information:

Total budgeted revenue has increased from \$12,331,578 to \$13,093,764 for an overall increase of \$762,186. This is due to the following:

Workforce Innovation and Opportunity Act (WIOA) Programs:

Increase in WIOA Dislocated Worker Program of \$429,285
Decrease in Community-Based Sector Strategies of \$5,460

Employment Services Programs:

Increase in Wagner-Peyser for PY 2017 of \$130,820
Increase in Wagner-Peyser for PY 2018 of \$113,361
Increase in Veterans Employment Program of \$63,396
Increase in Trade Adjustment Assistance (TAA) of \$7,800

Direct Grants and Special Programs:

Increase in Able Trust grant of \$43,543
Decrease in Re-employment Services Eligibility Assessment (RESEA) of \$20,559

Motion: Scott Wagman
Second: Comm. Gerard

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

4. 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 through the second half of 2017: *"The Consumer Price Index for All Urban Consumers (CPI-U) in the Tampa-St. Petersburg-Clearwater area rose 2.2 percent from the second half of 2016 to the second half of 2017, the U.S. Bureau of Labor Statistics reported today. Regional Commissioner Janet S. Rankin noted that the all items less food and energy index was up 2.0 percent compared to its second half 2016 level as price increases were noted for several categories, most notably shelter. Food prices increased 2.4 percent over the year and energy prices advanced 5.1 percent."*

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.

Discussion

Ms. Leavelle proposed that a salary survey be conducted before June 2019, to determine the current market rates for professional positions available at CSPIN. This will ensure that salaries are still in line with current economic conditions and will determine if adjustments are needed. CareerSource will work with HR Edge Consulting to conduct a compensation and salary review. Findings and recommendations will be presented to the Committee for review by the established June deadline. Employees should also be made aware of the reviews being conducted and of any potential changes for 2020, by the first quarter.

Motion: Comm. Gerard
Second: Scott Wagman

*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 unanimously.***

5. Employee Health Benefits and Stipend

In 2013, the Board of Directors approved for WorkNet Pinellas to (1) create a cafeteria style plan that offers full time employees the flexibility to select the benefits that best meet their needs and (2) provide a 28% benefit stipend for each employee to use to select from the various benefit options offered in the plan, including health insurance. It is the employee's choice whether to select a benefit or not and, if a benefit is selected, the level of coverage desired, including family coverage. If the cost of benefits selected exceeds the 28% stipend, the remaining premium cost is deducted from the employee's paycheck. In accordance with IRS guidelines, WorkNet Pinellas must include the entire 28% benefit stipend as wages on the employee's W-2. In addition to the increasing cost of health insurance coverage which impacts affordability under the ACA, providing a benefit stipend which must be included in the gross wages figure and not separately identified on the W-2 does not give WorkNet the ability to prove that it pays the cost of health insurance as is required under the ACA. Because of these two factors, WorkNet is now facing the possibility of significant fines as we cannot document and report that we offered health insurance coverage that meets the IRS definition of affordability. On Dec. 16, 2015 the IRS issued Notice 2015-87, which provides lengthy and complex guidance on how various provisions of the Affordable Care Act (ACA) apply to employer-provided health coverage. The Notice provides new guidance on the "employer mandate" rules (aka employer shared responsibility or "play-or-pay") and on employer flex credits. Included within this IRS notice was the clarification that employer flex credits (such as our benefit stipend) to a cafeteria plan that may be used either for health coverage, for other types of benefits (such as life insurance or dental care) or may be cashed out do NOT count toward the employee's share of the premium for employer-provided coverage, thus they do NOT reduce the dollar amount of the required contribution. As a result of this IRS notice, we have determined that our current benefit stipend arrangement does not meet the affordability requirement under Section 4980(b) of the Affordable Care Act thus creating potential exposure to fines/penalties from the IRS. The IRS Notice 2015-87 also notes that since regulatory guidance has been less than clear on the above types of payments, transition relief will apply for plan years 2015 and 2016 for flex credit arrangements that were adopted no later than December 16, 2015. This transition relief states that all flex credits for plan years 2015 and 2016 will count toward reducing the employee's required contribution, even if they may be used for non-health benefits or taken as cash. Staff met with the benefits consultant, Arthur Gallagher & Company, several times to discuss the benefit stipend and process, how the benefit stipend (employer flex credits) is impacted by the ACA, and potential options to bring the organization into compliance with the ACA. An action was presented to the Compensation Committee on June 1, 2016 recommending that effective July 1, 2016, WorkNet Pinellas should begin directly paying for the lowest cost minimal coverage health insurance (currently at \$5,175/year) for all full time eligible employees and reduce the 28% benefit stipend by the cost of that health insurance coverage. If an employee waives this offer of health insurance

coverage, they will not be compensated for the cost of the coverage. It would also be necessary to conduct an open enrollment in June as a result of this qualified change. The Compensation Committee recommended and approved the following motion. "The compensation committee recommends to continue communicating with subject matter experts to prepare and alleviate any potential financial ramifications presented under the current IRS reporting regulations, prepare a one page explanation with matrix for the board, send a notice to all eligible staff notifying them of this situation and requiring them to advise us if they are receiving a health insurance premium tax credit/subsidy, creation of an Affordable Care Act Policy and to revisit this issue prior to benefit open enrollment in late fall 2016."

Attachments for reference

- CareerSource Pinellas and CareerSource Tampa Bay 2016 Staff Memo detailing the Affordable Care Act and CareerSource insurance coverage
- Affordable Care Act – Statement of Coverage
- 2019 Medical Coverage Current & Renewal for CareerSource Pinellas.

Discussion

Members recommend that other cost-effective options should be considered for providing insurance benefits to employees. Similarly, employees should be made aware of the reviews being conducted and any potential changes for 2020, by the first quarter.

Motion: Scott Wagman
Second: Comm. Gerard

The Executive Committee recommends that current benefit stipend of 28% is divided into two parts, as follows, to fit within the IRS guidance regarding ACA's applicable "affordability" limits on employee payments for healthcare:

Part 1 – Cost of Basic Health Coverage for Employee

Part 1 would be the EXACT COST, for a single employee, of the basic (bronze level) coverage that CareerSource offers its employees. This basic coverage must meet all the ACA requirements applicable to CareerSource, including its being "minimum essential coverage" and its having "minimum value." Employees would be offered Part 1 on an all or nothing basis. Those who elected the coverage would get the coverage, and those who waived it would get the dollar amount that the coverage would have cost, but ONLY if they demonstrated proof that they had actual alternative coverage.

Part 2 – Balance of 28% of Compensation Amount

Part 2 for a participant would be 28% of that participant's compensation minus the amount of Part 1. The dollar amount resulting from this formula would need to be computed for each participant. The participant can use the Part 2 amount for anything other than Basic Health Coverage – dental, vision, the upgrade cost for the Platinum Health coverage, coverage for the participant's spouse and/or children, a health FSA, whatever the cafeteria plan offers. Since Part 1 fully covers the cost of the Basic coverage, which is the only coverage to which the affordability rules apply, there should be no concern about fitting Part 2 to the affordability rules.

*All the above must operate under CareerSource's Section 125 cafeteria plan. The operation of these choices must be clearly set forth in CareerSource's cafeteria plan documents. Also, if there is a "wrap" plan for your health plans, it must be clearly set forth in those documents. It seems likely that amendments may be needed to both documents to make these choices clear. **This motion carried unanimously.***

6. Recommendations from the Science Center Committee

Loan: Effective December 12, 2014, a business loan was obtained for the principal amount of \$700,000 with an interest at a rate of 4.650% per annum based on a year of 360 days. The proceeds of the loan were used to pay-off the remaining principal and interest of the mortgage payable existing at June 30, 2014. The payment terms require 59 regular payments of \$4,511 each and one irregular payment of \$585,710. The final payment will be due on December 10, 2019, and will be for all principal and all accrued interest not yet paid.

As of December 1, 2018, the current balance on the Science Center property is \$611,477. The current note-holding financial institution has offered the option to refinance for 15 years, at a 4% fixed rate. In addition, there is an equipment debt of \$44,926.

Programs: The Science Center location offers services to customers in various capacities, including a general resource room in which job-seekers have access to computers to conduct searches. The center also offers special services such as Veterans Services, Welfare Transition Program, SNAP assistance and much more. Additionally, the center hosts the various CareerREADY programs, such as soldering, construction, mechatronics and robotics, as well as hospitality certifications. The Science Center is also a credentialed post-secondary Technical Training Center that specializes in preparation for the CompTIA Cyber security. The center also offers several services to youth, including STEM camps, STEME extension trips to Pinellas County Schools, Tampa Bay YouthBuild and WIOA Youth.

Inspection: At the approval of the Board, the Science Center was inspected on August 29, 2018 by National Property Inspections and several points were identified as concerns including electrical, roofing and HVAC. Many of these issues are being addressed as a result. Pinellas County Electric has conducted the electrical repairs recommended by the inspectors. Staff has cleared the debris on the roof and roof repairs have been done to address the leaking areas. Johnson Controls has replaced the HVAC air filters and the expansion valves were quoted at \$10,000. Staff is currently completing the plumbing work necessary to repair any leaks. In addition, there are several outstanding fire inspection issues that need to be addressed. Pest Control is also being addressed at the Tyrone location. Orkin is the contracted provider and service was started on October 23, 2018.

Appraisal: At the approval of the Board, an appraisal of the Science Center of Pinellas property located in St. Petersburg, FL, was conducted in September 2018 by Tod Marr & Associates, LLC (Real Estate Appraisers & Consultants) with a final report submitted on October 5, 2018. The conclusion of the appraisal is as follows: "Based on the available market data and following analysis, our opinion of the as is market value of the fee simple interest of the subject, as of the effective date of September 28, 2018, is estimated at \$3,150,000."

Covenant: The Science Center Asset Purchase Agreement restricts how proceeds from the sale of the property can be spent. The document stipulates the following:

4.3 Post Closing Covenants. *Buyer covenants and agrees that in the event Buyer determines to sell the Real Property post-closing due to continuing operating losses related to the Business, Buyer shall place excess funds remaining after the satisfaction of all obligations and liabilities related to the Business, including any reserve set aside to satisfy unknown liability as determined by Buyer, into a trust account to support STEM education.*

Science Center Committee: On November 29, 2018, Science Center Committee members debated the future of the Science Center property, and whether CSPIN should continue to own the building. One suggestion was to convert the building into a community center, taking into account its attractions, such as the White Gardens, Planetarium, 600-gallon Touch Tank and Iguana Sanctuary. Were the location to be sold, there is also an opportunity for CareerSource Pinellas to serve the population in other areas of Pinellas County. The Committee further discussed the services provided to customers at the Science Center location, and how they fit into the mission of the organization. Members who have served on the committee over the years made the case that training programs were added at the location at the directive of state officials, because many disadvantaged job-seekers did not have access to formal educational institutions. At this time, Department of Economic Opportunity (DEO) would like to see a continued focus on sector strategy training programs. However, the preference seems to be for vendors to provide the training, rather than training being done in-house. It was noted that case management and wrap-around services would continue for students enrolled in training. As a result, Cybersecurity will transition to SPC in January 2019. Certain pre-vocational programs, such as soldering and mechatronics classes present an opportunity to partner with local training providers and colleges, to teach students accordingly. Other programs such as MOS certifications and other services offered in the resource room could re-locate to another center and continue to be provided to customers. It was also noted that several field trips have been reserved by Pinellas County Schools, to bring students on STEME field trips, and that those obligations should be met. However, the STEM camps would continue through the end of the calendar year (December 2018).

Motion: Comm. Gerard
Second: David Fetkenher

- *The Executive Committee recommends continuing STEME activities conducted at the Science Center, until the end of the program year (June 2019) or until the Science Center building is sold. **This motion carried unanimously.***

Motion: Comm. Gerard
Second: Karla Leavelle

- *The Executive Committee recommends that CareerSource Pinellas endeavors to sell the Science Center property, subject to compliance with all contractual obligations transactions. **This motion carried unanimously.***

Discussion: Subject to Board approval of the above recommendations, the Executive Committee will evaluate the next steps in the sale process and will approve for an RFP to be released, to acquire a listing agent for the property.

Other Administrative Matters

None

Information Items

1. Eligible Training Provider Policy

At the request of the Board of Directors on September 18, 2018, staff was charged with conducting research and providing a report of the best practices of other workforce boards regarding the policy and criteria used to approve training providers. At this meeting, the Board voted unanimously to table Southern Technical College as a training vendor in order for the requested research to be compiled and reviewed by the Board. CareerSource Florida Administrative Policy No. 90: WIOA Eligible Training Providers List allows for additional criteria to be established by the local workforce development board. Following is an excerpt taken from this policy: *“Per WIOA Section 122(b)(3), a Local Board, through local policy, may establish additional criteria and required information for program eligibility within its Local Area. This may include setting required levels of performance as criteria for training providers (and their programs) to become or remain eligible to provide training services programs in that Local Board’s particular Local Area.* “The results of the findings on eligible training provider policies and best practices from other regions were provided. Training providers’ accreditation data from CIE and COE are given for a 5-year cycle, with an annual update report. All training providers currently accredited by the two entities should be able to provide their accreditation information, as this information is kept annually. The most recent FETPIP data available is from year 2016. Staff will gather accreditation information from current training providers and provide at the next committee meeting. The accreditation data obtained from CIE and COE will be used as a benchmark to evaluate whether or not an institution should be considered for approval by the LWDB as a training provider.

2. National Association of Workforce Boards (NAWB) Forum

NAWB represents approximately 550 Workforce Development Boards and their 12,000+ business members that coordinate and leverage workforce strategies with education and economic development stakeholders within their local communities, to ensure that state and local workforce development and job training programs meet the needs of employers. These investments in workforce development create a comprehensive system to provide America with a highly skilled workforce that competes in the global economy. NAWB is the only association that advocates for Workforce Development Boards. They work closely with policy makers in Washington, DC to inform national strategy as it relates to WDBs and their partners in education, economic development, labor and business. The Association hosts an annual forum in Washington D.C. that brings together leaders of business, labor, education, policymakers and other workforce stakeholders from across the country. The 2019 forum will be held in March, as follows:

2019 Forum

March 23 – 26, 2019

The Washington Hilton: 1919 Connecticut Avenue, Washington DC

Applicable costs:

Forum Registration: \$800 thru Nov 9th

\$925 after Nov 10th

Hotel: \$317/night (plus applicable fees & taxes)

Airline: \$300 - \$400 (estimate)

In anticipation of the high attendance, 8 registrations have been pre-filled for LWDB 14. In the past, board members have been invited to attend this conference as well as leadership staff. Registration, hotel and flight costs will be incurred by CSPIN.

3. Financial Summary

The financial summary report was provided in the meeting packet. Through October 31, 2018, CareerSource Pinellas has expended approximately 16% of its 2018-2019 budgets.

Committee Reports

Ad Hoc Review Committee: The newly formed Ad Hoc Review Committee will host its preliminary meeting on December 12th at 1:00pm (immediately following the Board meeting). This committee will review the recommended changes to the Interlocal Agreement with Pinellas County, as well as the CSPIN by-laws. The members are: Bill Apple, Jack Geller, Commissioner Gerard, Mark Hunt and Mike Meidel.

Compensation Committee: The Compensation Committee met on 11/28 to discuss the Employee Performance Stipend, as well as the Health Benefits Stipend. Those two items were discussed once again this morning. The Committee will meet again today at Noon, to discuss the evaluate Jennifer Brackney's performance for the year 2018 and establish goals for her to meet as the CEO in the coming year 2019.

Finance Committee: The Finance Committee met on 11/27 and approved the 2nd Budget Modification for the PY 2018-2019. This item was also discussed at today's meeting. The Committee also discussed how the events of this year might have affected the organization's ability to expend its grant dollars in a proactive way. The Committee requested that the financial activities of the organization be presented from a cost allocation perspective to the Board of Directors. The next Finance meeting is January 29, 2019.

Workforce Solutions Committee: The Workforce Solutions Committee met on 11/13 and approved the American Red Cross as its newest Training Provider. The Committee also discussed the Training Provider Policy and requested that staff gather accreditation information on all current training providers doing business with the organization. The next meeting is scheduled for February 12, 2019.

One-Stop Committee: The One Stop Committee met on 11/15. A representative from Kaiser Group, our new one-stop operator, participated in the meeting and discussed their role within the organization. Kaiser Group will provide 3rd party monitoring ahead of State monitoring to ensure that CSPIN is in compliance. As the operator, they will also maintain linkage between all one-stop partners and oversee our customer satisfaction initiatives. In October 2018, CSPIN ranked 6th in the Governor's Placement report, with 1,020 placements. Next meeting is February 21, 2019.

Science Center Committee: The Committee met on 11/29 and discussed the future of the Science Center property. Some members were in favor of keeping the property and converting it into a community center, given all its current attractions, while others advocated for selling the property. The Committee came to a consensus and voted to endeavor to sell the center. However, STEM-E field trips will continue until the end of the program year, to satisfy our current obligations with Pinellas County Schools. The next meeting is scheduled for February 28, 2019.

CEO's Report

- CSPIN recently hired a new business services director who will be present at the next board meeting.
- Organizational staffing plan will be to put together a viable successful plan for current employees and fill some key positions in management.
- Employee performance evaluations will be completed by mid-December.

-We will have a sponsored meet-and-greet luncheon after the next BOD meeting, to include center supervisors and program coordinators.

Public Comments

There were none.

Open Discussion

-Board members asked that a report on the employer survey be provided at an upcoming meeting, and Jennifer Brackney recommended that employers be invited to join the meetings to provide live testimonials.

-Results on all prior investigations are still pending. The Board will be kept updated.

Adjournment

The meeting adjourned at approximately 11:56 am.

Actions Approved At CareerSource Pinellas Executive Committee Meeting

This consent agenda will be presented for approval at the next Board of Directors meeting. Any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand.



ACTION/DISCUSSION ITEMS

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday October 31, 2018 at 11:30 a.m.
Location: EpiCenter: 13805 58th Street N. Clearwater, FL 33760

Call to Order

Chair Jack Geller called the meeting to order at 11:30 a.m. There was a quorum present with the following board members participating.

Board Members in attendance

Bill Apple, Jody Armstrong, James England, Celeste Fernandez, David Fetkenher, Jack Geller, Patricia Gerard, Michael Gliner, Barclay Harless, Andrea Henning, John Howell, Mark Hunt, Michael Jalazo, Carolyn King, William Law, Karla Leavelle, Michael Meidel, Debbie Passerini, Scott Wagman, Zachary White, Glenn Willocks.

Board Members not in attendance

Vivian Amadeo, Justin Bean, Candida Duff, Jack Jarrell, Samuel Kolapo, Adrian LaTrace, Russell Leggette, Kim Marston, Kay McKenzie, Rebecca Sarlo, Chad Simpson, Kenneth Williams.

Staff in attendance

Jennifer Brackney, Donald Shepherd, Steven Blakey, Luna Clarke, Steven Blakey.

Board Counsel

Charles Harris – Trenam Law

Guests

Whitney Creech – Pinellas County

Chair's Report

The Chair's report was provided in the form of the September Newsletter handout. The highlights were:

- Paychecks for Patriots job fair to be hosted on November 14th at the Epicenter, from 10:00am-1:00pm.
- Fall Camp will take place at the Science Center, from November 19th-21st. Cost and details can be found on the Science Center Website.
- The unemployment rate in Pinellas County was 2.7% during the month of September.
- The Manufacturing Fair was a success. Over 150 job-seekers and 15 employers attended.

Action Item 1 – Approval of Minutes

The minutes of the September 18, 2018 Board of Directors meeting were presented for approval.

Motion: Comm. Patricia Gerard

Second: Carolyn King

The minutes were approved as presented. This motion carried.

Action Item 2 – Approval of Minutes

The minutes of the October 17, 2018 Board of Directors meeting were presented for approval.

Motion: Comm. Patricia Gerard

Second: Mark Hunt

The minutes were approved as presented. This motion carried.

Action Item 3 – CareerSource Florida Ethics and Transparency Policy

On September 25, 2018, the CareerSource Florida Board of Directors approved the “Ethics and Transparency Policy”. This policy communicates expectations about ethics and transparency in Florida’s workforce system to maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust. Florida’s workforce system consists of CareerSource Florida, which provides policy oversight; the Florida Department of Economic Opportunity, the administrative entity for state workforce programs; and 24 local workforce development boards, to include the chief elected official and board of directors, as well as the career centers. At every level of the workforce system, there must be a unified commitment to conduct work in a manner that is business-driven, focuses on talent and continuous improvement, and assures accountability to public and private stakeholders including businesses, workers and job seekers. State and local workforce development boards must conduct business in an open manner, comply with federal and state laws and ensure the public has electronic or simplified access to information including but not limited to:

- Information about state and local plans;
- Professional employment of workforce development board members;
- Selection of one-stop operator;
- Awards of grants or contracts to eligible training providers of workforce activities;
- Minutes of formal meetings of workforce development boards; and,
- Workforce development board by-laws.

State and local workforce development boards are expected to create and enforce policies about the importance of ethics in operations and transparency in public meetings. Boards must ensure these policies align with federal and state laws and communicate clear expectations to board members, their designees, employees and other stakeholders

Motion: Mark Hunt

Second: Comm. Patricia Gerard

The Board of Directors approved the adoption of the CSF Ethics and Transparency policy for LWDB 14 This motion carried.

Action Item 4 – Ad Hoc Committee: By-Laws and Interlocal Agreement Review

On September 18, 2018, the Pinellas Board of County Commissioners (BCC) received a summary of recommendations on CareerSource Pinellas (CSPIN) via a consultant engaged by the county. The scope of the consultant’s review was to evaluate and recommend revisions or improvements to the CSPIN Interlocal Agreement with Pinellas County, as well as to the CSPIN by-laws. An Ad Hoc Committee consisting of board members is needed to review the recommendations, the Interlocal agreement, and the CSPIN by-laws. The final recommendations will be presented to the full CSPIN Board of Directors for approval. Once approved, the documents will be forwarded to the BCC for final approval.

Members who volunteered for this committee: Mark Hunt, Commissioner Gerard, Bill Apple, Jack Geller, Michael Meidel (chair of the committee). Board Counsel will also attend the meetings, to provide guidance on legal matters.

Motion: Michael Meidel

Second: Comm. Patricia Gerard

The Board of Directors approved the formation of an Ad Hoc Committee to review the Interlocal Agreement with Pinellas County and the CSPIN by-laws. This motion carried.

Action Item 5 – Employee Benefits Coverage

The CareerSource Pinellas benefit year ends on December 31, 2018. In preparation for the 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 the organization, etc. Staff received the initial renewal notice from Cigna on 10/02/2018 with an overall increase of 14 %. An initial renegotiation of rates with Cigna reduced the rates increase to 7% on 10/10/2018. Further negotiations from CSPIN staff and staff of Arthur Gallagher allowed for a reduced new rate of 4.9% increase of the 2019 Medical Coverage rates. This new rate was finalized on 10/18/2018. Additionally, there will be no increase to the dental and vision rates. If approved, the new rates will take effect within the organization on 01/01/2019.

Motion: Comm. Patricia Gerard

Second: Karla Leavelle

The Board of Directors approved to extend the organization's health insurance contract with Cigna for one year. This motion carried.

Action Item 6 – CEO Contract – Jennifer Brackney

On October 23, 2018, the Compensation Committee met to discuss the contents of a 1-year employment contract with Jennifer Brackney, as the new CEO of CareerSource Pinellas. The committee voted on the following three recommendations:

1. Compensate Jennifer Brackney a salary of \$175,000 for a one-year contract, termination for cause only.
2. Grant six (6) weeks of severance pay in the instance of job loss for reasons, other than cause.
3. Offer Jennifer Brackney a "sign-on" bonus of \$12,000 to be paid as a lump sum.

Board Counsel formulated further details within the written contract, as was discussed by the committee, and a copy was given to the full Board of Directors for consideration.

1. A suggested amendment to the employment contract was suggested as follows:

- Amend the term of agreement to reflect that a 60-day written notice would be given to the employee, prior to the contract expiration date. The employee will be notified if the contract is up for renewal, or if the Board decides to move forward with a search for a new candidate.
- Include provision that a performance evaluation will be conducted for the employee, at the 6-month mark. The results of this evaluation will help the board decide on whether or not to renew the contract.

Motion to amend: Scott Wagman

Second: Commissioner Gerard

The Board of Directors approved the addition of the suggested amendment. This motion carried

2. Approval of the employment contract for Jennifer Brackney, as amended.

Motion: Patricia Gerard

Second: Debbie Passerini

The Board of Directors approved the CEO employment contract, as amended. This motion carried

Information Items

Information Item 1 – Department of Economic Opportunity: 2018-2019 Internal Control Questionnaire and Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal controls.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, each LWDB must submit them to DEO by uploading to SharePoint.

Information Item 2 – Finance Department Transition

Goal: To develop a finance department using available technology to deliver timely and accurate results to Management, the Board, the State of Florida and all stakeholders of CareerSource Pinellas.

Transition

- CareerSource Pinellas and CareerSource Tampa ceased shared service operations effective September 1, 2018.
- Interim CFO/Consultant was brought on board during the last week of August to assist with separation of accounting shared services.
- Senior Accountant hired September 17, 2018
- Director of Finance hired October 8, 2018. Will assume the role of Chief Financial Officer in the near future.
- Recommended structure of Finance Department: CFO, Senior Accountant and Finance Specialist.

Extension of Hours for CFO Consultant

Per the contract, the CFO consultant was allotted a total of up to 320 hours. The hours are currently at 320. In an effort to assist with the transition of the newly appointed CFO, the consultant will work part time for no more than 180 additional hours through the end of January for a total of no more than 500 hours. During this time, the CFO will conduct work related to the following projects:

- Federal Indirect Cost Rate application.
- Automate Purchase Order entry and approval process and streamline procurement process.
- Modify 2018-2019 Budget for updated grant award amounts.
- Integrate current year planning budget into Abila MIP accounting system to generate budget to actual reports.
- Set up electronic payment process for selected 1099 vendors utilizing outsourced payroll provider.
- Revise and update payroll allocations.
- Reconcile grants funding with accounting system

Information Item 3 – One Stop Operator

CareerSource Pinellas defines the role of a One-Stop Operator as an entity that coordinates the service delivery of participating one-stop partners and service providers within the Career Centers. A request for proposals was issued to solicit bids for a One Stop Operator. On September 28th, the Board of Directors approved entering into contract negotiation with The Kaiser Group dba Dynamic Workforce Solutions.

Per the negotiated contract, Dynamic Workforce Solutions will:

- Establish and/or maintain linkages between all one-stop partners designated by CareerSource Pinellas to improve communication, referral, service delivery, and tracking of performance of the partners;
- Coordinate and hold at least quarterly meetings with one-stop partners designated by CareerSource Pinellas;
- Assist CareerSource Pinellas in the identification of appropriate clauses for Memorandum of Understanding with one-stop partners designated by CareerSource Pinellas as it relates to sharing of information, reporting of performance and tracking of customers;
- Manage, track, and oversee CareerSource Pinellas' Customer Satisfaction initiatives; and
- Conduct online and in person customer service training for CareerSource Pinellas staff and management.

In addition, based on a recommendation from the LWDB, the One-Stop Operator will conduct bi-annual internal programmatic monitoring utilizing the DEO Monitoring Tool.

Other Administrative Matters

1. Ms. Debbie Passerini accepts to join the Compensation Committee.
2. Counsel has recently met with the FBI, investigators from USDOL and an investigator from the U.S. Attorney's Office. Counsel provided the same PowerPoint presentation that was given to the Joint Ad Hoc Committee, on February 9th. Counsel will continue to cooperate with the investigators in all matters, and will keep the BOD updated.
3. Under Statutes, only the Governor of the State has the authority to dissolve the workforce board.

Committee Reports

1. Compensation Committee: The compensation committee met to discuss any final details for the CEO employment contract. A meeting will be scheduled for the coming month, to discuss performance goals that should be considered when evaluating the CEO at the 6-month mark.
2. Finance Committee: The last Finance committee was cancelled. In its stead, Treasurer Fetkenher met with Mr. Steven Meier for an interview. After their conversation, Mr. Fetkenher feels confident in recommending Mr. Meier for the CFO role.
3. Workforce Solutions Committee: The next WFS meeting will take place on November 13, 2018.
4. One-Stop Committee: The next One-Stop meeting will take place on November 15, 2018.
5. Science Center Committee: The appraisal of the Science Center of Pinellas has been conducted on September 28, 2018 by Tod Marr & Associates, LLC (Real Estate Appraisers & Consultants). The conclusion of the appraisal estimates the market value of the property to be at \$3,150,000. The next meeting is scheduled for November 29th at 11:00am, at the Science Center.

CEO Report: Since the last meeting, CSPIN has hosted the Manufacturing job fair at the Science Center location. The event was attended by over 150 job-seekers and 15 employers: including GE Aviation, TSE, Compulink, St. Pete Distillery, Kimball Electronics, Valpak, and Awning Works.

The next career fair will be a "Paychecks for Patriots" event, a special hiring event dedicated to local veterans. This event will be on November 14th from 10am-1:00pm, here at the Epicenter. The first hour of the event will be dedicated to Veterans only, with doors opening to the general public at 11:00am. Employers for this event include: Trilogy Medwaste, The Don Cesar Hotel, Walmart, Enterprise, SPC, Pinellas County Schools, Spectrum and USA Environmental Inc.

DEO and USDOL are currently conducting a review for CSTB and CSPIN. They are mostly looking at Business Services items, and former activities/practices are being targeted.

Public Comments

None.

Open Discussion

The Board will need to be re-organized to maintain balance in numbers and representation percentages. Attendance records will be evaluated for this purpose.

Adjournment

The meeting was adjourned at approximately 12:32 pm.



Action Item 2

Recommendations from the Science Center Committee

Background:

Loan: Effective December 12, 2014, a business loan was obtained for the principal amount of \$700,000 with an interest at a rate of 4.650% per annum based on a year of 360 days. The proceeds of the loan were used to pay-off the remaining principal and interest of the mortgage payable existing at June 30, 2014. The payment terms require 59 regular payments of \$4,511 each and one irregular payment of \$585,710. The final payment will be due on December 10, 2019, and will be for all principal and all accrued interest not yet paid.

As of December 1, 2018, the current balance on the Science Center property is \$611,477. The current note-holding financial institution has offered the option to refinance for 15 years, at a 4% fixed rate. In addition, there is an equipment debt of \$44,926.

Update Information:

Programs: The Science Center location offers services to customers in various capacities, including a general resource room in which job-seekers have access to computers to conduct searches. The center also offers special services such as Veterans Services, Welfare Transition Program, SNAP assistance and much more. Additionally, the center hosts the various CareerREADY programs, such as soldering, construction, mechatronics and robotics, as well as hospitality certifications. The Science Center is also a credentialed post-secondary Technical Training Center that specializes in preparation for the CompTIA Cyber security. The center also offers several services to youth, including STEM camps, STEME extension trips to Pinellas County Schools, Tampa Bay YouthBuild and WIOA Youth.

Inspection: At the approval of the Board, the Science Center was inspected on August 29, 2018 by National Property Inspections and several points were identified as concerns including electrical, roofing and HVAC. Many of these issues are being addressed as a result. Pinellas County Electric has conducted the electrical repairs recommended by the inspectors. Staff has cleared the debris on the roof and roof repairs have been done to address the leaking areas. Johnson Controls has replaced the HVAC air filters and the expansion valves were quoted at \$10,000. Staff is currently completing the plumbing work necessary to repair any leaks. In addition, there are several outstanding fire inspection issues that need to be addressed. Pest Control is also being addressed at the Tyrone location. Orkin is the contracted provider and service was started on October 23, 2018.

Appraisal: At the approval of the Board, an appraisal of the Science Center of Pinellas property located in St. Petersburg, FL, was conducted in September 2018 by Tod Marr & Associates, LLC (Real Estate Appraisers & Consultants) with a final report submitted on October 5, 2018. The conclusion of the appraisal is as follows: "Based on the available market data and following analysis, our opinion of the as is market value of the fee simple interest of the subject, as of the effective date of September 28, 2018, is estimated at \$3,150,000".

Covenant: The Science Center Asset Purchase Agreement restricts how proceeds from the sale of the property can be spent. The document stipulates the following:

4.3 Post Closing Covenants. *Buyer covenants and agrees that in the event Buyer determines to sell the Real Property post-closing due to continuing operating losses related to the Business, Buyer shall place excess funds remaining after the satisfaction of all obligations and liabilities related to the Business, including any reserve set aside to satisfy unknown liability as determined by Buyer, into a trust account to support STEM education.*

Discussion:

Science Center Committee: On November 29, 2018, Science Center Committee members debated the future of the Science Center property, and whether CSPIN should continue to own the building. One suggestion was to convert the building into a community center, taking into account its attractions, such as the White Gardens, Planetarium, 600-gallon Touch Tank and Iguana Sanctuary. Were the location to be sold, there is also an opportunity for CareerSource Pinellas to serve the population in other areas of Pinellas County.

The Committee further discussed the services provided to customers at the Science Center location, and how they fit into the mission of the organization. Members who have served on the committee over the years made the case that training programs were added at the location at the directive of state officials, because many disadvantaged job-seekers did not have access to formal educational institutions. At this time, Department of Economic Opportunity (DEO) would like to see a continued focus on sector strategy training programs. However, the preference seems to be for vendors to provide the training, rather than training being done in-house. It was noted that case management and wrap-around services would continue for students enrolled in training.

As a result, Cybersecurity will transition to SPC in January 2019. Certain pre-vocational programs, such as soldering and mechatronics classes present an opportunity to partner with local training providers and colleges, to teach students accordingly. Other programs such as MOS certifications and other services offered in the resource room could re-locate to another center and continue to be provided to customers.

It was also noted that several field trips have been reserved by Pinellas County Schools, to bring students on STEMe field trips, and that those obligations should be met. However, the STEM camps would continue through the end of the calendar year (December 2018).

Recommendation:

The Executive Committee recommends the following to the Board of Directors:

1. Continue STEMe activities until the end of the program year (June 2019) or until the Science Center building is sold.
2. CareerSource Pinellas to endeavor to sell the Science Center property.



Discussion Item 3

National Association of Workforce Boards (NAWB) Forum

Information:

NAWB represents approximately 550 Workforce Development Boards and their 12,000+ business members that coordinate and leverage workforce strategies with education and economic development stakeholders within their local communities, to ensure that state and local workforce development and job training programs meet the needs of employers. These investments in workforce development create a comprehensive system to provide America with a highly skilled workforce that competes in the global economy.

NAWB is the only association that advocates for Workforce Development Boards. They work closely with policy makers in Washington, DC to inform national strategy as it relates to WDBs and their partners in education, economic development, labor and business.

The Association hosts an annual forum in Washington D.C. that brings together leaders of business, labor, education, policymakers and other workforce stakeholders from across the country. The 2019 forum will be held in March, as follows:

2019 Forum

March 23 – 26, 2019

The Washington Hilton: 1919 Connecticut Avenue, Washington DC

Applicable costs:

Forum Registration: \$800 thru Nov 9th

\$925 after Nov 10th

Hotel: \$317/night (plus applicable fees & taxes)

Airline: \$300 - \$400 (estimate)

In anticipation of the high attendance, 8 registrations have been pre-filled for LWDB 14. In the past, board members have been invited to attend this conference as well as leadership staff.

Registration, hotel and flight costs will be incurred by CSPIN.



Schedule At A Glance

subject to change

Saturday, March 23th

- 7:00 am - 5:00 pm | Forum Registration
- 10:00 am - 2:30 pm | Pre-Conference Sessions
- 3:00 pm - 4:00 pm | Leadership Academy-Group meeting
- 4:45 pm - 5:30 pm | Policy Chat with Ron Painter and Members Annual Meeting
- 7:00 pm - 8:00 pm | Welcome Reception with Exhibitors for All Attendees (Exhibit Hall)

Sunday, March 24th

- 7:00 am - 5:00 pm | Forum Registration
- 7:00 am - 7:30 am | Morning Pilates
- 7:30 am - 7:00 pm | Exhibit Hall Open
- 7:30 am - 8:45 am | Breakfast with Exhibitors
- 9:00 am - 10:00 am | Opening General Session & Welcome
- 10:00 am - 10:30 am | Refreshment Break with Exhibitors
- 10:30 am - 11:45 | Workshop Sessions
- 11:45am-12:30pm | Pick up box lunch
- 12:30 pm - 2:00pm | Issue Sessions
- 2:00pm - 3:00 pm | Refreshment Break with Exhibitors
- 3:00pm - 4:15 pm | Workshop Sessions II
- 3:00 pm - 4:15 pm | Innovation Toolshops
- 4:30 pm - 5:30 pm | Roundtables
- 5:45pm - 6:45 pm | Leadership Academy Gathering
- 6:00 pm - 7:00 pm | Exhibitor Reception & Networking

Monday, March 25th

- 7:00 am - 5:00 pm | Forum Registration
- 7:00 am - 7:30 am | Morning Pilates
- 7:00 am - 4:00 pm | Exhibit Hall Open
- 7:30 am - 8:30 am | Breakfast with Exhibitors
- 8:30 am - 10:00 am | General Session
- 10:15 am - 11:30 am | Industry Roundtables
- 11:45 am - 1:00pm | Luncheon & Awards Presentation
- 1:15 pm - 2:45 pm | Issue Sessions
- 3:00 pm - 4:15 pm | Workshops III
- 4:30 pm - 5:30 pm | Innovation Toolshops
- 6:00 pm - 7:00 pm | Reception & Entertainment with the Capital Steps

Tuesday, March 26th

- 7:00 am - 10:00 am | Forum Registration
- 7:00 am - 7:30 am | Morning Pilates
- 7:30 am - 8:30 am | Breakfast
- 8:30 am - 10:30 am | Intensive Technical Assistant Sessions with Department of Labor and partner Federal agencies
- 10:30 am - 11:30 am | Closing General Session
- 11:30 am | Adjourn and Hit the Hill



Action Item 4

Performance Evaluation for Jennifer Brackney 01-2018 through 12-2018

Year in Review:

During the calendar year of 2018, Ms. Brackney was thrust into the position of Interim Executive Director for CareerSource Pinellas, due to the termination of CEO Mr. Peachey. Prior to his termination, Mr. Peachey had not set 2018 goals for Ms. Brackney, which should have occurred in December of 2017. In the first five months of the year, Ms. Brackney was the de facto director with the board relying on her as the point of contact for the board, media, and outside agencies. In May, the board named her the Interim Director.

Though no written goals were given to Ms. Brackney, it was communicated that she was to keep the organization righted. The board recognized this was no easy task given the:

- intense media coverage that involved coordinating the responses to numerous freedom of information requests,
- multiple investigations being conducted at the state and federal level into the activities of Tampa Bay and Pinellas CareerSource,
- shared services arrangement between Tampa Bay and Pinellas CareerSource, which meant taking direction from the Pinellas board and negotiating with a reluctant and at times uncooperative counterpart at Tampa Bay,
- substantial turnover in the Pinellas board membership, and
- poor morale within the employee base of Tampa Bay and Pinellas CareerSource.

Over the course of 2018 the board recognizes the following attributes and achievements of Ms. Brackney.

- In the first five months of the year, Ms. Brackney demonstrated initiative and resourcefulness. She took up the mantle of leadership of CSPIN without being given the title or authority. She saw a void of leadership and filled it. During this time, she was responsible for coordinating many of the various board and committee meetings, all the while being accessible and forthcoming with needed information. It was those qualities that led the board to name her interim director.
- Navigating the separation of the two CareerSource organizations was fraught with challenges. Ms. Brackney moved the process forward deftly, ensuring that all legal aspects, (e.g. WARN), were adhered. Examples of the challenges she faced:
 - ❖ Some management personnel resisted her directions; those situations were handled directly yet with grace.
 - ❖ CSTB acting unilaterally setting a deadline to separate, effective July, only to recant and agree bilaterally on a September deadline.
- The first nine months of the year, Ms. Brackney demonstrated grace under fire while in the midst of crisis management, to include:
 - ❖ 150 public records requests from the media and others,
 - ❖ investigations with the DOL/DEO/OIG/FBI, which are on-going, and
 - ❖ fallout from high profile employers discontinuing working with CSPIN, such as the Pinellas Sheriff's office.

- Ms. Brackney has shown organizational agility during this chaotic time. Though the organization has not been fully staffed, she and the CSPIN team have continued the mission of the organization, serving both employers and individuals. The work of the business services team has been without a director since the second quarter.

Management of that team has been shouldered by Ms. Brackney and Mr. Shepherd. Additionally, with the separation of the two CareerSource organizations, there has been no finance or HR director. These positions were wisely filled with consultants until full-time employees could be recruited. Restructuring and staffing the organization is a goal of 2019.

Overall, the board has been satisfied with Ms. Brackney's performance in 2018. It is that satisfaction that resulted in her being named CEO.

Ms. Brackney's Self Review

Though neither Mr. Peachey nor the Board gave Ms. Brackney written goals, she took it upon herself to complete a self-evaluation utilizing the standard CSPIN performance review. The standard review covers three areas:

- ❖ Soft skills
- ❖ Job related skills, and
- ❖ Goals

The evaluation allows for a total of 300 weighted points. She gave herself 275 total points. The self-evaluation is attached. The compensation committee reviewed the self-evaluation and agreed with the individual and total scores and had no additional comments to the ones written by Ms. Brackney.

Areas of Feedback

As mentioned earlier, the board recognizes this has been a tumultuous year, and the behavior outlined below may be a condition of the past year.

Composure – During the course of the year, some board members encountered defensiveness on the part of Ms. Brackney when questioned or challenged. This was not demonstrated in meetings but in one-on-one encounters. The board members recognize there will be differences of opinions between a member and the CEO. What the board wants to see is the CEO cool under pressure and not to be irritated or frustrated when met with resistance or blocked.

Willing to State Position – As the CEO, board members want to know what the CEO thinks, and believes is the best direction and why. Over the course of the year, Ms. Brackney has been adept at managing and mediating the many personalities on the board. This has been particularly true in committee meetings. She has been less forthcoming of her opinion on what the organization should do. A recent example mentioned is with the Science Center committee. As we move into 2019, it will be important for Ms. Brackney to share her vision and thoughts on decisions that will impact the organization long term.

Recommendation

Based on the performance this year, the compensation committee recommends that Ms. Brackney receive a five percent annual performance stipend. The amount is to be determined by utilizing her actual salary over the course of the year rather than her current salary.

**WORKNET PINELLAS
STAFF PERFORMANCE EVALUATION
2017 - 2018**

Name: Jennifer Brackney

Job Title: Executive Director, Interim

Supervisor: LWDB

	Relative Impact (weight)	Employee's Rating	Supervisors Rating	Final Rating	Points RI x rating	Comments
Soft Skills						
Decision Making	5	2.0		2	10	
Dependability	5	3.0		3	15	
Teamwork / Interpersonal Skills	5	3.0		3	15	
Job Related Skills						
Job Knowledge and Adherence to Policies	5	3.0		3	15	
Quality and Quantity of Work	5	3.0		3	15	
Service Delivery / Communications	5	3.0		3	15	
Goal Attainment (per attached sheet)	70				190.00	
Total Points	100.00	17.0	0.0		275.00	
Overall Rating					3	

OVERALL EVALUATION COMMENTS

Employee Signature ____/____/____
Date

Supervisor Signature ____/____/____
Date

Rating	Level of Performance	Range of Overall Rating (points)
3	Performance is above standards for the position	201-300
2	Performance meets the standards for the position	101-200
1	Performance is below standards for the position	0-100

WORKNET PINELLAS
STAFF PERFORMANCE EVALUATION

Name: Jennifer Brackney	Job Title: Executive Director Interim	Supervisor: LWDB
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Goals - List and evaluate goals set for this position and employee.	Impact	Self-Eval Rating	Supervisor Rating	Final Rating	Points	Comments
Financial Compliance	10	2		2	20	Managed a budget of \$14M. Enlisted the assistance of a CFO consultant to bridge the gap until a permanent CFO could be put in place. Made strides in incorporating technology by migrating the Abila MIP systems to a hosted cloud server.
Develop a Transition Plan for Shared Services and Ensure a Smooth Transition to Non-Shared Services	10	3		3	30	Served as the Interim Executive Director of the 8th largest workforce development organization in Florida. Led a team of over 100 workforce professionals and volunteers while overseeing a budget of \$14M, and successfully implemented 54 complex workforce development programs in Pinellas County. Supported the staff and the Board. Worked with CSTB to ensure a smooth transition of shared services.

WORKNET PINELLAS
STAFF PERFORMANCE EVALUATION

<p>Work with the Board Chair to schedule and hold Board Meetings, Committee Meetings, Ad Hoc, Board Orientation and Special Meetings</p>	10	3		3	30	<p>Worked with the Board Chair to host 41 board, committee, ad hoc, and special meetings since February 1st. Held a very successful first board orientation. Based on a request from the board of county commissioners, formed an Ad Hoc committee to review the current bylaws and review recommendations made by the consultant. Worked with the Science Center Committee to review next steps for the Science Center, including the following: conducted the building inspection, outlined programs and services, worked with staff to address immediate safety concerns, secured an appraisal, and secured a refinance option.</p>
<p>Respond to Public Records Requests and Audit Requests</p>	10	3		3	30	<p>Responded as quickly and accurately as possible to over 150 public records requests and reviews. Promoted transparency. Supported the mission of the organization. Worked with DOL/DEO/OIG and others to conduct their review of past practices</p>
<p>Build Relationships, Maintain Partnerships and Procure a One-Stop Operator</p>	10	3		3	30	<p>Worked with partners to identify ways to work together and leverage resources to provide enhanced delivery of programs and services. Procured a new one-stop operator that will help coordinate the efforts of our one-stop partners. Reconnected with partners, including Early Learning Coalition, Collaborative Labs, Workforce Institute, SPC - Tarpon Springs, Pinellas County Schools, Pinellas Education Foundation, Goodwill, PERC, SPC - Clearwater and SPC - EPI. Reached out to several local chambers of commerce, EDC and employer groups to identify more effective ways to leverage resources for business services.</p>

WORKNET PINELLAS
STAFF PERFORMANCE EVALUATION

Organizational Leadership - Manage the CSPIN team to ensure program operations continue during the transition	10	3		3	30	The program year ended with an overall customer satisfaction rate of 94.5 percent compared to 93.8 percent last year. Managed staff and ensured program operations continued during the transition.
Conduct regular internal audits, review internal controls and desk guides	10	2		2	20	Implemented immediate systemic changes. Changed service delivery to better align with state and federal guidelines. Worked with Powell and Jones to conduct a review of internal controls. Working with the newly appointed one-stop operator to conduct regular internal audit reviews, including internal controls and desk guides.
Total:	70				190	