

**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.