

**CareerSource Pinellas  
Compensation Committee Minutes**

**Date:** December 5, 2018 at 12:00 p.m.

**Location:** 13805 58th Street N. Clearwater, FL 33760

**Call to Order**

Chair Karla Leavelle called the meeting to order at 12:03 p.m. There was a quorum present with the following Compensation Committee members participating.

**Committee Members in attendance**

Candida Duff, Jack Geller, Karla Leavelle

**Committee Members not in attendance**

Michael Gliner, Debbie Passerini.

**Guests**

Scott Wagman (Board Member)

**Staff Present**

Luna Clarke , Steven Blakey.

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes of November 28, 2018 Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Candida Duff

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

**Action Item 2 – Performance Evaluation 2018: Jennifer Brackney**

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. On 11/28/18, this compensation committee has approved 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

## **Discussion**

Members discussed that staff performance should be evaluated on a program-year basis (July 1<sup>st</sup>- June 30<sup>th</sup>), as opposed to calendar year. As it pertains to Jennifer Brackney's evaluation, the committee concluded that given the uniqueness of the 2018 year and the many events that unfolded, Brackney exceeded in her role as Interim Director. The committee discussed that Brackney has risen to the occasion and kept the organization afloat, during a turbulent year. The committee recommends that she be given a one-time 5% stipend based on that performance, pro-rated to reflect her different salaries over the course of 2018. The committee will develop and recommend new benchmarks for Brackney to meet in 2019, in her official role as CEO of CSPIN.

Motion:	Jack Geller
Second:	Candida Duff

*The Compensation Committee recommends that Jennifer Brackney be given a one-time 5% stipend for 2018 based on her performance as Interim Director. This 5% will be pro-rated to reflect her different salaries over the course of 2018. The motion carried unanimously.*

## **Action Item 3 – 2019 CEO Goals and Evaluation**

The Committee did not vote on this item. Alternatively, chairwoman Leavelle will develop specific and quantifiable goals for Brackney, on which she will be evaluated in 2019. Those items will incorporate more strategic goals, measurable performances to be met, administrative leadership and effectiveness of workforce programs.

The Board of Directors will be provided a copy of the goals and make suggestions/edits as appropriate.

## **Discussion Item 4 – Brackney Presentation- 10/17/2018**

At the October 17<sup>th</sup> Board meeting, Ms. Brackney gave a PowerPoint presentation on her accomplishments, and what she hoped to accomplish as CEO for the organization.

## **Other Administrative Matters**

None

## **Public Comments**

None

## **Adjournment**

The meeting was adjourned at 12:45 p.m.